



Application Requirements

As you prepare your submittal please remember your attention to detail will expedite the processing of your proposal and thus help to reduce the costs for plan review. Below is a detailed outline of the information our office will need to complete our review. Please initial next to each item as it is completed or determined “N/A”.

Note: This information is a guideline to assist you in preparing your plans for review. You will be responsible for meeting all the requirements of the Washington Administrative Code 246-215, Rules and Regulations of the Lewis County Board of Health governing Food Service, the Uniform Building, Plumbing, Mechanical, and Fire Codes.

INITIALS OF APPLICANT	ITEM	DESCRIPTION	For Office Use Only
	Plan Review Fee	Plan Review Fee <ul style="list-style-type: none"> There is a \$305 fee due at time of the application being submitted. This fee covers 2.5 hour of plan review. Additional time will require additional fees. 	
	Menu	Menu <ul style="list-style-type: none"> Submit a menu or complete list of food and beverages to be offered (including seasonal, catering, and banquet menus). Any future changes in the menu must be pre-approved by the health department. Food Process chart has been completed Cooling chart has all foods that will be cooked and cooled. Category 4 and above only 	
	Floor Plan, Equipment Schedule, building.	Floor Plan <ul style="list-style-type: none"> Prepare a <u>scaled</u> drawing showing the entire establishment and all existing and proposed new equipment and facilities. These plans do not have to be professionally drawn. Equipment Schedule <ul style="list-style-type: none"> Provide copies of specification sheets and/or equipment model numbers for all equipment. Building <ul style="list-style-type: none"> All floor-wall junctures and permanent equipment floor junctures shall be coved. Contact your local building department for requirements. Wood and concrete surfaces shall be sealed. Provide sneeze guards for food service lines, buffet, self-service and salad bars. 	
	Sinks	Hand Washing <ul style="list-style-type: none"> Hand washing sinks shall be provided in all food preparation and service areas. More than one may be required. Handwashing instructional signs are required at each handwashing sink. Ware Washing <ul style="list-style-type: none"> Dish/utensil washing sinks and dishwashers in all food preparation/service areas including liquor service areas must be large enough to wash, rinse, and sanitize all utensils, dishes, and cookware used in the establishment. A three-compartment sink is <u>required</u>, and in addition, a <u>commercial dishwasher may be added for convenience</u>. A pre-rinse sink is required for dishwashers. Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that might accumulate during hours of operation must be provided for necessary utensil holding before cleaning and after sanitizing. Other Sinks <ul style="list-style-type: none"> A utility/mop sink shall be provided inside the facility. A food preparation sink may be required. You cannot use the mop or handwashing sink for food preparation. More than one food preparation sink may be required. 	



INITIALS OF APPLICANT	ITEM	DESCRIPTION	For Office Use Only
	Plumbing	<p>Backflow Prevention</p> <ul style="list-style-type: none"> • Provide indirect drains for food preparation sinks, 3 compartment sinks, ice machines, condensate from refrigeration units, and any unit used to dispense food or beverages. • Specific plumbing questions should be directed to your local building department, including questions about grease trap requirements and capacity. 	
	Restrooms	<p>Restrooms</p> <ul style="list-style-type: none"> • Provide employee restrooms, that meet local building department standards. Contact the local building department for standards. • Public restrooms must be available if your foods will be provided for on-site consumption. • Restrooms shall have handwashing sinks equipped with hot and cold water and shall be provided with soap and single service towel dispensers or air hand drying devices. • Restroom doors shall be self-closing. 	
	Pest Control and animals	<p>Pest Control</p> <ul style="list-style-type: none"> • Provisions shall be provided for the exclusion of insects and rodents (screens, self-closing doors, down draft fans, weather stripping, etc.) <p>Animals</p> <ul style="list-style-type: none"> • Only establishments with limited menus are allowed to have pet animals inside • Service animals are always allowed. 	
	Miscellaneous	<p>Storage</p> <ul style="list-style-type: none"> • All food, utensils, and single service item storage must be a minimum of 6” above the floor and no storage can be under sewer and water lines. A separate storage area must be provided for chemicals such as cleaners, lubricants, pest control materials, and other poisonous, toxic items. <p>Commissary Agreements</p> <ul style="list-style-type: none"> • Mobile units and other establishments requiring a commissary need to renew their agreement every year <p>DOH Documents</p> <ul style="list-style-type: none"> • DOH Documents have been reviewed and signed <p>Certified Food Protection Manager</p> <ul style="list-style-type: none"> • Businesses with a risk category of 3 or above are required to have certified food protection manager. 	
	Other Jurisdictions and Government Agencies	<p>The applicant/owner has contacted other government agencies to obtain approval to operate. Permission to operate by other government agencies is often determined by site location, cooking methods, size of unit or other additional requirements needing approval. Such agencies may include, but not limited to, county and/or city officials for planning, zoning, building, fire, or permitting.</p>	
	Water Source and Wastewater	<p>Water Source</p> <ul style="list-style-type: none"> • Water is from an approved source. Mobile units provide written documentation detailing how they will get water. • Septic system has been approved and has gotten an Operations and Maintenance check annually. Contact the septic department for further questions. • Mobile units have commissary agreement with approved wastewater sites. 	



Lewis County Permanent Food Establishment 2025 Fees

Risk Category	Description	Fee
1	<ul style="list-style-type: none"> Establishments that sell only pre-packaged foods that require temperature control for safety (TCS foods). Establishments that prepare only non-TCS foods. Establishments that only process raw meat for sale. Establishments that serve only ice cream or other frozen items <ul style="list-style-type: none"> May include non-TCS items such as fresh fruit. Establishments that have no cooking, cooling, reheating, or processing of TCS foods. <p>Examples include most convenience store operations, meat markets, bakeries that only prepare non- TCS baked goods, ice cream shops, and coffee/espresso stands.</p>	\$220
2	<ul style="list-style-type: none"> Establishments that prepare only commercially processed TCS foods for immediate service or hot/cold holding. Examples include making deli meat sandwiches or reheating chili or burritos pre-cooked in a food processing plant. Establishments that do not cook raw meat. Establishments that do not cool TCS foods. <p>Examples include delis, grocery stores, and espresso stands with limited food service, some schools, preschools, and senior centers, some fast food restaurants.</p>	\$375
3	<ul style="list-style-type: none"> Establishments that cook raw meat but do not cool TCS foods. Mobile Units with menus in Risk Categories 1 and 2. <p>Examples include some delis, fast food restaurants, and full service restaurants that do not cool TCS foods.</p>	\$590
4	<ul style="list-style-type: none"> Establishments that cool TCS foods. Mobile Units with menus in Risk Category 3. <p>Examples include some delis and bakeries, some fast food restaurants, and most full service restaurants.</p>	\$610
5	<ul style="list-style-type: none"> Establishments that cater non-public events, including the transport and service of food. This permit does not apply to establishments that only deliver food (such as pizza delivery). Food service at public events requires an add-on temporary permit (up to 10 events for \$170). Establishments that conduct specialized processes such as smoking and curing or reduced oxygen packaging for extended shelf life. 	\$760
6	<ul style="list-style-type: none"> Establishments that have 3 or more separate areas of food service, such as a grocery store with cold holding cases, a deli, and a bakery. 	\$945
Commissary Kitchen Dishwashing Only	<ul style="list-style-type: none"> For mobile food units using commissary kitchens for dishwashing. 	\$70
Commissary Kitchen	<ul style="list-style-type: none"> For mobile food units using commissary kitchens for food or beverage storage and/or preparation. For kitchens applying to become a commercial kitchen 	\$150



Lewis County Permanent Food Establishment 2025 Fees

Description	Fee
Plan Review - A plan review will take place once application has been submitted	\$305 up to 2.5 hrs-\$150/hr after 2.5 hrs
Hourly Consultation – minimum of 1 hr charge	\$150/hr
Processing Fee for cancelled permits	30% of fee
Annual Application Late Fee(after January 31 st of each year)	\$115 in addition to permit fee
Re-inspection	\$155
Failure to obtain permit prior to day of opening	\$190 in addition to permit fee
Variance request fee (permanent or temporary establishment)- a modification or waiver of one or more requirements of the WA state Retail Food Code if, in the opinion of the REGULATORY AUTHORITY, a health HAZARD or nuisance will not result from the modification or waiver.	\$305 up to 2 hrs-\$150/hr after 2 hours
Repeat BLUE point Violation (3 rd time) – For each blue point violation that has been repeated 3 times within a two year period	\$155
Repeat BLUE point Violation (4 or more) - For each blue point violation that has been repeated 4 or more times within a two year period	\$375
Repeat RED point violation (3 or more) - For each red point violation that has been repeated 3 or more times within a two year period	\$375
Administrative meeting for permit suspension, revocation, establishment closure, or other compliance issues <ul style="list-style-type: none"> Owner/Operator must meet with Public Health Director, Health Officer, or designee prior to suspension, revocation, or closure being lifted. 	\$375
Appeal to Hearing Examiner – all applicable hearing examiner fees	\$1,515

- If a permit application has been submitted but no reviews completed, 100% of the plan review fee will be refunded.
- If a Plan Review is completed, no Plan Review fees will be refunded.
- If a Plan Review is initiated but not complete, no Plan Review fees will be refunded.
- If a permit application has been issued and inspections completed, no fees will be refunded.
- If a single temporary events is cancelled, up to 100% of the plan review fee may be refunded. For applications that have been reviewed and denied, no fees will be refunded.



FOOD ESTABLISHMENT REQUIREMENTS and APPLICATION GUIDELINES

Lewis County Food Safety Program

PLEASE READ THIS FIRST

ESTABLISHMENT MUST BE APPROVED BY LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING

The following information is provided to help you meet the standards for operating a food establishment in Lewis County, but is not intended to replace the complete requirements detailed in the Washington State Retail Food Code (WAC 246-215). A copy of the food code is available upon request, and can also be found at www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf. Food worker manuals are available at: <https://www.foodworkercard.wa.gov/fwmanual>.

The food establishment application must be fully completed.

Please answer every question and include all of the requested enclosures.

If a question does not apply to your establishment, mark it "N/A". Do not leave it blank.

1. Equipment.

- a. Hand wash sinks should be at least 10" x 10" x 5" deep. They must be large enough to wash both hands at once, within 25' of all food preparation areas, in the same room, and easily accessible.
- b. A clearly visible sign or poster notifying food employees when to wash their hands is required at all hand washing sinks used by food workers (Keep Them Clean, for example). In addition, at each sink where room allows, the steps required for adequate hand washing should be displayed (Be a Germ Buster, for example).

<https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/HandWashingSigns>

- c. An indirectly plumbed, 3-compartment sink with two drain boards is required for dishwashing, even if you have an automatic dishwasher. The basins must be large enough to fully immerse all dishes used in the establishment.
- d. At least one indirectly plumbed food preparation sink is required for the following:
 - i. Washing/rinsing fruits and vegetables;
 - ii. Thawing meats or other frozen foods; or
 - iii. Cooling pans of soups, etc. using the time and temperature control (ice bath) method.
- e. At least one drain board is recommended for each food preparation sink.
- f. 12" high splash guards must be installed on the side of any hand wash and/or food prep sinks if immediately adjacent to an area where cross contamination could occur (food prep counter, food storage, dishwashing sinks, etc.).
- g. A mop/utility sink is required and must be located outside of the kitchen, so food and equipment cannot be contaminated.
- h. All light fixtures must have light covers, sleeves and end caps, or have shatter-proof light bulbs.
- i. Sneeze guards are required for all self-service areas (buffet lines, salad bars, etc.).
- j. Provide enough refrigeration and freezer units (walk-in coolers, reach-in refrigeration, freezers, etc.) to accommodate your menu. Overloading of refrigeration is not allowed and additional units will be required. No cooling of any foods cooked on site can be done in under-counter refrigerators, refrigerated prep tables, or deli cases. Cooling in glass door refrigerators must be limited.
- k. At least one restroom with a toilet and fully stocked hand washing sink is required for employees. Consult your building official for specific requirements.



- l. Public restrooms with toilets and fully stocked hand washing sinks are required for establishments with customer seating. Consult your building official for specific requirements.
- m. Any restroom used by females must be provided with a covered receptacle for feminine product disposal.

Note: If an existing establishment does not have one of the required sinks and one cannot be installed, the application packet must include a plan for preparing foods safely. For example, if there is no produce sink, how will produce be washed safely and still allow dish washing as required?

2. Materials for Floors, Walls, and Ceilings.

- a. All bare wood surfaces (doors, trim, counters, shelves, cabinets, etc.) must be sealed or painted.
- b. Floors must be constructed of smooth, easily cleanable, non-absorbent material; coving must be installed at all wall/floor junctions.
- c. Walls must be constructed of smooth, easily cleanable, non-absorbent materials and constructed with adequate back-splashes around sinks.
- d. Ceilings in food preparation, kitchen, lounge, and wait or service areas must be constructed of smooth, easily cleanable, non-absorbent materials. Open ceilings with exposed ductwork, conduits and piping are not allowed.

3. Application and Floor Plans.

- a. Photos of documents cannot be accepted. Please submit hard copies of all documents or submit them in a PDF or Word format that can be printed so they are clearly legible on 8.5 x 11" paper.
- b. Menu, Food Process Chart and Cooling Chart.
 - i. The menu and Food Process Chart must include all foods and beverages that will be served or provided. Ensure all sections of the charts are completed and the same items are included on both.
 - ii. Include every food or beverage that will be heated and cooled for later service on the Food Process and Cooling Charts.
 - iii. Grocery stores:
 - 1. List all potentially hazardous foods first (milk, eggs, lunch meats, etc.);
 - 2. List all unpackaged foods offered (donuts, muffins, etc.);
 - 3. Summarize the remaining food items offered (pre-packaged pasta, rice, bread, chips, candy bars, etc.).
- c. Floor Plans
 - i. At least one clearly legible floor plan must be submitted with your application and must meet the following requirements:
 - 1. It must be on 8.5 x 11" paper, to that scale, with the perimeter of the paper representing the walls of the food establishment.
 - 2. It must not be a reduced version of any other floor plan.
 - 3. All major equipment must be clearly noted and labeled (not listed on a separate page).
 - 4. Include all bathrooms (with toilets and sinks), doors, mop sink, and any other relevant items.
 - ii. If all kitchen equipment cannot be clearly shown on the floor plan noted above, please include a second floor plan of only the kitchen, filling the 8.5 x 11" page, also not a reduced version of any other plans.



- iii. Any additional floor plans larger than 8.5 x 11” may be submitted if more detail is required, such as with new establishments or major remodels. These additional plans may be submitted electronically with the application packet, but hard copies may also be requested, depending on the complexity of the project. (This includes 24” x 36” professional plans, for example.)
- iv. Plan approval is required before building a new food establishment or making any physical changes to an existing establishment.

Your complete application should be submitted at least 30 days before you plan to operate, but we cannot guarantee approval within that time frame.

While we are required to review submittals in the order in which they are received, there are steps you can take to ensure the review process is as easy and fast as possible:

- 1. Please take the time to read through your application when finished, to ensure that it is complete and accurate.
 - a. Add extra written descriptions or notes, if needed to describe special processes or conditions that are not otherwise covered in the application.
 - b. Applications in which the food process chart, cooling chart, and menus do not match will take longer to process.
 - c. We should be able to understand your operations based on the application.
- 2. Please ensure that your floor plan is clearly legible and meets the specifications noted above.

4. Checklist.

- a. When the application is complete, make two copies. Keep one for your records, submit one with your checklist (gold form) to the appropriate agency for review (see below), and submit the original to Lewis County Public Health (LCPH). If you are applying for a mobile or catering permit that involves more than one jurisdiction, checklist approval is required from all departments involved. For example, if you will obtain potable water from one city 3 times per week and another city 4 times per week, you will need signatures indicating approval from both. You will likely need more than one copy of the checklist to accomplish this.

Please note that mailing addresses may be different than the physical addresses below. You may also have to submit your packet to more than one building, depending on where specific offices are located.

- i. Centralia 118 W. Maple Street (360) 330-7662
- ii. Chehalis..... 1321 S Market Blvd. (360) 345-2229
- iii. Morton..... 192 Adams Ave. (360) 496-6881
- iv. Mossyrock..... 231 E. State Street (360) 983-3300
- v. Pe Ell..... 111 S. Main Street (360) 291-3543
- vi. Toledo..... 130 N. Second Street (360) 864-4564
- vii. Vader..... 317 8th Street (360) 295-3222
- viii. Winlock... 323 NE First Street (360) 785-3811
- ix. Napavine..... 407 Birch Ave. SW (360) 262-9344
- x. All others..... 125 NW Chehalis Ave (360) 740-1146

- 5. When all of the departments have signed the form indicating approval, submit checklist to LCPH.



6. **Review.**

Your application packet will be reviewed as quickly as possible, in the order in which it was received.

7. **Pre-Opening Inspection.** When you have completed all of the noted requirements, submit Form #4 to request a pre-opening inspection. The inspection will not be scheduled prior to application packet approval.

8. **Washington State Department of Labor & Industries, Division of Occupational Safety and Health.**

- a. For L&I safety requirements, including those when chlorine bleach is used, visit <http://www.lni.wa.gov/Safety/Topics/AtoZ/Restaurants/> or call (800) 423-7233.



Food Establishment Application

Form #2: Version 01/24

The completed food establishment application and checklist should be submitted at least 30 calendar days before your planned opening date.

ESTABLISHMENT MUST BE APPROVED BY LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING

Estimated Target Opening Date _____

Name of Establishment _____

Establishment Address _____

City _____ State _____ Zip _____ Site Telephone #: _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Name of Owner _____ Owner's Telephone #: _____

Owner's e-mail address _____

Name of Manager (if applicable) _____ Manager's Telephone #: _____

Manager's e-mail address _____

Previous Establishment Name _____ Previous Owner _____

- Application Type:** Change of Owner Remodel
 Existing Food Establishment New Construction
 Change in Menu or Equipment New Mobile Unit
 Seasonal Establishment Other _____

Dates of Operation for Seasonals _____

- Establishment Type:** Grocery Is there a deli/restaurant? Yes No
 Tavern Is there a bakery? Yes No
 Restaurant Is there a meat department? Yes No
 Espresso Stand Is there any food service? Yes No
 Caterer Is there any food service? Yes No
 Preschool Seating Capacity _____
 School
 Senior Center or Senior Living Facility
 Mobile Unit: Stationary With Route With Commissary
 Other _____

Hours of Operation:

List hours in the boxes

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Date Application Received _____ Category _____

Review Fee Paid Amount _____ Check # _____ Credit/Debit Cash Rcv'd By _____

Date Checklist Rcv'd _____ Rcv'd By _____

Date Permit Fee Paid _____ Amount _____ Check # _____ Credit/Debit Cash Rcv'd By _____

Utilities:

Water System Name (and ID, if known) _____ Municipal? Yes No

Waste Water Disposal Municipal Sewer
 Septic System (attach a copy of existing O&M Permit, if applicable)

Garbage Disposal Company/Method _____

Menu/Operations:

Raw Animal Products:

Will this establishment cook or prepare raw meats, poultry, or fish? Yes No

Will this establishment cook, prepare, or use unpasteurized shell eggs? Yes No

Cooling:

Will this establishment heat and then cool foods, such as when preparing potato or pasta salads or cooling leftovers for later service? If so, please complete the included cooling chart. Yes No

Catering:

Will this establishment prepare and/or serve food off site for events or occasions that are not open to the public? Yes No

Outdoor Cooking:

Will this establishment ever cook foods immediately outside of the permitted building, such as with a smoker or barbecue, for service inside? Yes No

If so, please describe: _____

Temporary Events*:

Will this establishment ever set up any other type of food preparation or service immediately outside of the permitted building, such as serving hot dogs or hamburgers during a community event? Yes No

If so, please describe _____

Will this establishment ever set up temporary food service at other locations, such as at fairs, festivals, or other off-site community events? Yes No

If so, please briefly describe _____

**Please note that additional temporary establishment permits are required for these types of events. Discounts are available.*

Consumer Advisory:

Will this establishment serve raw or undercooked meats, poultry, fish, shellfish, or eggs? Yes No

If so, please complete page 8.

Food Sources:

Please describe where the following items will be purchased. All products must come from approved wholesale sources. No foods may be stored or prepared at home.

Meats: _____

Seafood: _____

Dairy: _____

Produce: _____

Breads: _____

Canned Goods/Other: _____

FOOD PROCESS CHART

List all of the foods you plan to serve and check the boxes that best describe how each will be processed.

****PLEASE COMPLETE THE COOLING CHART FOR ANY FOODS THAT ARE HEATED AND THEN COOLED FOR LATER USE.**

Food Item	INGREDIENTS					PREPARATION		SERVICE		
	Item purchased ready to serve or pre-made, pre-packaged	Produce purchased ready to eat	Produce cleaned on site	Fully cooked or Pre-cooked meat, fish, poultry, or pasteurized eggs	Raw meat, fish, poultry, or shell eggs	Any part of item prepared ahead of time	Any ingredients heated and then cooled **	Cooked, reheated, or prepared when ordered	Hot held	Left-overs saved **
EXAMPLE: potato salad w/eggs (from scratch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EXAMPLE: potato salad (pre-packaged, from the store)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXAMPLE: canned sausage gravy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:										

Attach additional pages as necessary.

Equipment and Physical Features:

Cold Holding/Cooling (Refer to examples of refrigeration equipment):

- Check all that apply and indicate number of each. Please do not include units that will only hold pop.
- | | |
|---|--|
| <input type="checkbox"/> Walk-in Refrigerator/Freezer | <input type="checkbox"/> Salad Bar (refrigerated) |
| <input type="checkbox"/> Reach-in Refrigerator/Freezers | <input type="checkbox"/> Salad Bar (with ice) |
| <input type="checkbox"/> Food Preparation Units | <input type="checkbox"/> Open air coolers |
| <input type="checkbox"/> Glass Door Beverage Cooler | <input type="checkbox"/> Drawer Refrigerated Chef Base |
| <input type="checkbox"/> Glass Door Cooler (any other type) | <input type="checkbox"/> Undercounter refrigerator |
| <input type="checkbox"/> Residential Refrigerator | <input type="checkbox"/> Other _____ |

Cooking:

- Check all that apply or Not applicable
- | | |
|------------------------------------|---|
| <input type="checkbox"/> Oven | <input type="checkbox"/> Deep Fryer |
| <input type="checkbox"/> Broiler | <input type="checkbox"/> Grill |
| <input type="checkbox"/> Stovetop | <input type="checkbox"/> Barbecue Grill (outside) |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Other _____ |

Hot Holding:

- Check all that apply or Not applicable
- | | |
|--|---|
| <input type="checkbox"/> Hot Case (glass, display) | <input type="checkbox"/> Soup Cooker/Warmer |
| <input type="checkbox"/> Steam Table | <input type="checkbox"/> Rice Cooker/Warmer |
| <input type="checkbox"/> Crock Pot | <input type="checkbox"/> Oven |
| <input type="checkbox"/> Stove Top | <input type="checkbox"/> Other _____ |

Thermometers:

- Check all that apply
- Thin-Tipped Digital Thermometer
 - Refrigerator Thermometers (Required in all units that store foods or beverages that require temperature control for safety.)

Sinks:

Do you have dedicated hand wash sinks used only for hand washing in all food preparation areas? This is required. Yes No

Do you have a three-compartment sink available for dishwashing? This is required. Yes No

Do you have at least one sink used only for food preparation, including washing produce, thawing meats, etc.? This is required if your menu includes these processes. Yes No N/A

How will you wash, rinse, sanitize, and air dry your dishes?

- Check all that apply
- Three-compartment sink (required even if you have a dishwasher) with:
 - Chlorine test strips; or
 - Quaternary ammonium test strips
 - Other _____
 - Automatic dishwasher with hot water sanitizing rinse and:
 - Temperature test strips or stickers (required--160°F)
 - Automatic dishwasher with chlorine sanitizer and:
 - Chlorine test strips (required)

Are there indirect drains (air gaps) for the three-compartment sink, food-prep sinks, dishwasher, ice wells, beer taps, and ice, espresso, and soda machine drains? Yes No

This is required.
(See examples provided or contact your local building official, if necessary.)

Grease Trap

Does this establishment have a grease trap? If yes, approximate size _____ Yes No
(If you have questions about this, please contact your local wastewater department.)

Sanitizing Solutions for Towels (test strips required):

- Check all that apply
- Chlorine (50-100 ppm)
 - Quaternary Ammonium (200 ppm)
 - Other _____

Surfaces and Structure:

Are all surfaces durable, smooth, and easily cleanable? Yes No

Equipment List

Establishment Name _____

List all food service equipment, including make and model numbers. Examples include, but are not limited to, refrigerators, sinks, stoves, ovens, steam tables, blenders, ice machines, countertop appliances and drying racks. If make and model number cannot be found, a picture of the equipment is required.

All equipment ID numbers must correspond to location on floor plan. Equipment must be commercial grade and meet ANSI standard (NSF, ETL or UL Sanitation listed). Only one item per line.

Examples:

ID #	Kind of Equipment	Make	Model #
1	Refrigerator 8x8 walk-in	ACME	R-789WI
2	Ice machine	GAPP	IM-987
3	Rice cooker	ACME	CR-543
4	3-compartment dish wash sink (with 2 drainboards)	ACME	S-3CWD

Check here if the equipment list is already included on floor plan

ID #	Quantity	Kind of Equipment	Make	Model #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please add a second page if needed.

Consumer Advisory for Raw or Undercooked Foods

A consumer advisory is a notice informing consumers that certain ready-to-eat foods pose a health risk because they are not processed to eliminate pathogens. Examples include steaks, hamburgers, and eggs that are cooked to order, sushi, raw oysters, and ceviche.

Animal proteins that may be served raw or undercooked must be clearly identified and must be accompanied by a statement indicating that consuming these foods may increase the consumer’s risk of foodborne illness. The foods may be identified either by their description, by an asterisk that refers to the advisory statement, or both, if needed for clarity. The advisory should be on the bottom of each page where an undercooked animal protein is offered.

Examples:

Menu

Caesar Salad (contains raw eggs)

Deluxe Hamburger (cooked to order)

Ham and Eggs (cooked to order)

NOTICE: Consuming raw or undercooked meats, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

OR

Menu

*Caesar Salad (contains raw eggs)

*Deluxe Hamburger

*Ham and Eggs

*Consuming raw or undercooked meats, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Any items not offered may be removed from the reminder statement. For example, if your establishment does not offer seafood or shellfish, the reminder may be:

“Consuming raw or undercooked meats or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.”

Please list all undercooked animal proteins, as they will appear on your menu:

Please provide your advisory statement.

Enclosures:

Please submit the following with your completed application, even if no changes are being made:

- A copy of the menu.
- A floor plan meeting all requirements noted below, and including all of the following:
 - Major equipment (refrigerators, stoves, counters, etc.);
 - Sinks;
 - Types of drains on all sinks and equipment (direct or indirect);
 - Restrooms (for employees and customers, as applicable);
 - Customer seating;
 - Specific changes proposed, if this is a remodel.
 - Any other applicable information not covered in this application. _____

- Mobile Food Units must also include a site plan showing an overview of any location where the unit is continuously connected to water and sewer.

Floor Plans

- i. At least one clearly legible floor plan must be submitted with your application and must meet the following requirements:
 1. It must be on 8.5 x 11" paper, to that scale, with the perimeter of the paper representing the walls of the food establishment.
 2. It must not be a reduced version of any other floor plan.
 3. All major equipment must be clearly noted and labeled on the floor plan (not listed on a separate page).
 4. Include all bathrooms (with toilets and sinks), doors, mop sink, and any other relevant items.
- ii. If all kitchen equipment cannot be clearly shown on the floor plan noted above, please include a second floor plan of only the kitchen, filling the 8.5 x 11" page, also not a reduced version of any other plans.
- iii. Any additional floor plans larger than 8.5 x 11" may be submitted if more detail is required, such as with new establishments or major remodels. These additional plans may be submitted electronically with the application packet, but hard copies may also be requested, depending on the complexity of the project. (This includes 24" x 36" professional plans, for example.)
- iv. Plan approval is required before building a new food establishment or making any physical changes to an existing establishment.

Please include any relevant information not already included in this application:

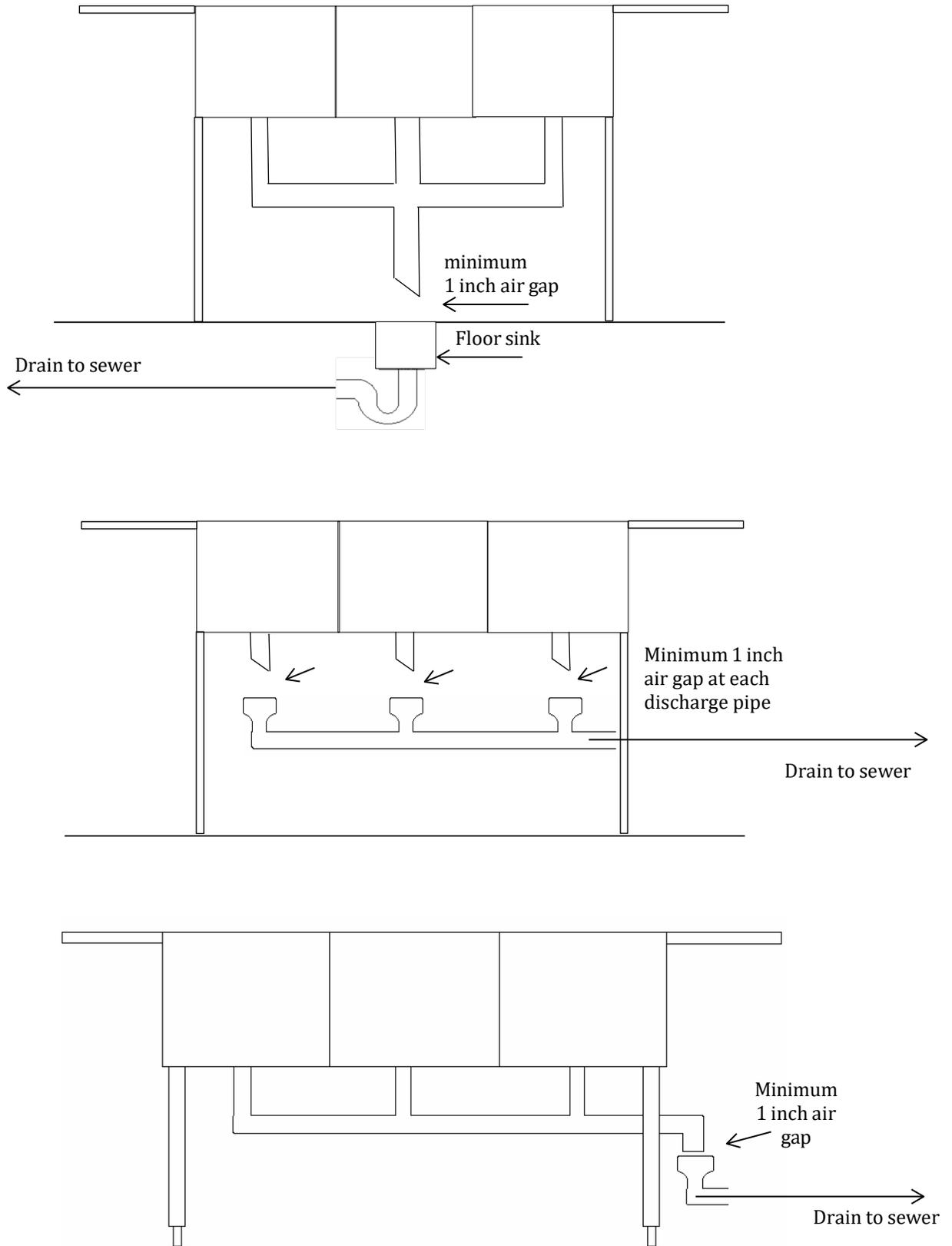
Owner's Printed Name

Owner's Signature

Date

Examples of Acceptable Indirect Drains

Indirect drains are required on all dishwashing sinks, food prep sinks, ice machines, ice wells, pop machines, espresso machines, and any other equipment that may come in contact with food or dishes.

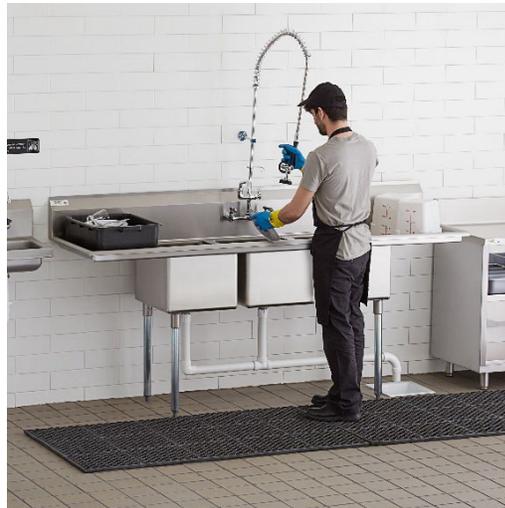


Examples of Food Establishment Sinks

Dishwasher with pre-rinse sink, including spray arm and with clean dish-drying table



Three-compartment Sink



Examples of Food Establishment Sinks

Food Preparation Sinks



Mop Sinks



Examples of Food Establishment Sinks

Handwash Sinks



Keep Them Clean

Employees must wash their hands:



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- Before working with food
 - After going to the restroom
 - After handling raw meat
 - After handling dirty dishes, chemicals or garbage
 - After taking breaks, eating, or smoking
 - After getting hands dirty
-

Examples of Food Establishment Sinks and Plumbing Fixtures

Floor Sinks (with and without grates)



Backflow Prevention Devices

Hose-bib Vacuum



Reduced Pressure Backflow (RPZ) device used for post-mix soda.



Examples of Refrigeration Equipment

Reach in Refrigeration/Freezers



Undercounter Refrigerators/Freezers



Refrigerated Display Cases



Sandwich and Salad Preparation Refrigerators



Glass Door Refrigerator/Coolers



Drawer Refrigerated Chef Base



Walk in Cooler



Worktop Refrigerator



Open Air Cooler

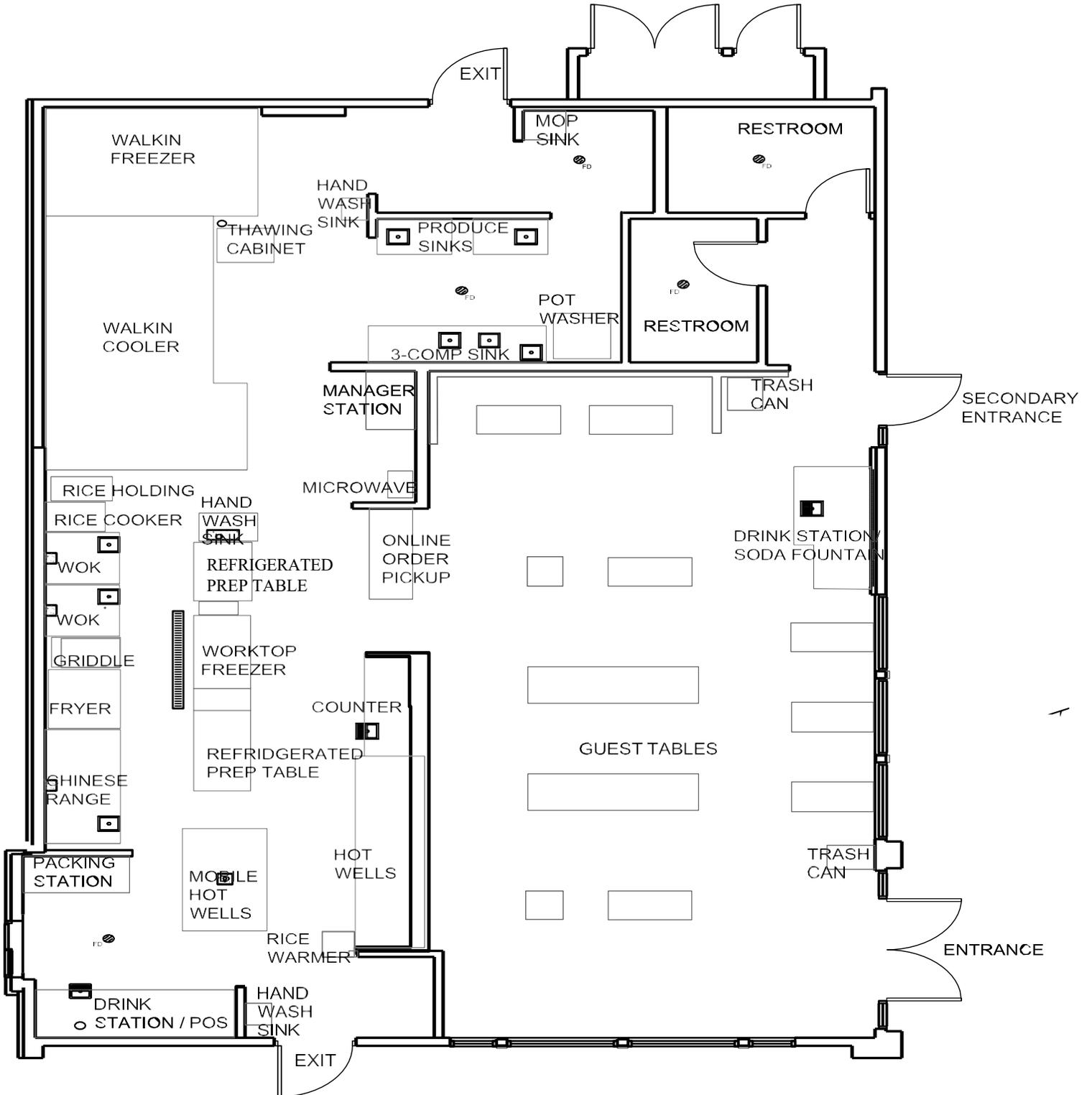


Commercial Chest Freezer



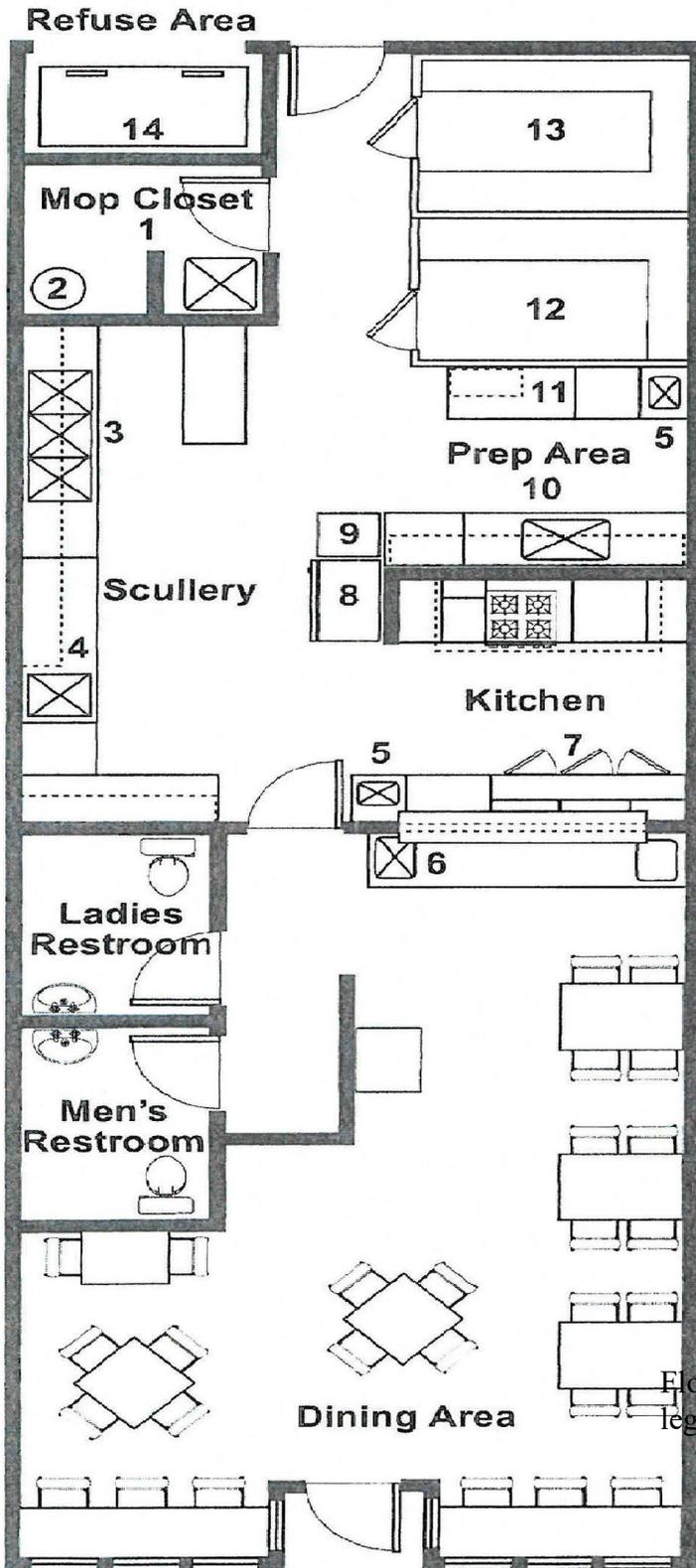
Each plan must be clear and legible and show in detail the following:

- Number, type and location of sinks and drain boards
- Refrigeration and cooling equipment
- Cooking, reheating and hot holding equipment
- Food preparation and service areas
- Employee restrooms
- Customer restrooms (required if you have indoor and outdoor seating)
- Hot water heater
- Dry goods storage area (show detail of shelving area and describe type of shelving)
- Employee storage (required)
- Service, bus or wait areas



EXAMPLE OF SIMPLE FLOOR PLAN #1

EXAMPLE OF SIMPLE FLOOR PLAN #2



EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

Floor plan may be hand drawn, but must be legible and to scale

Scale 1/4" = 1'



The person in charge (PIC) of a food establishment must demonstrate Active Managerial Control (AMC) and ensure all food workers routinely follow safe food handling practices to reduce the risk of foodborne illness. A PIC with AMC ensures food employees are trained to safely complete their task, verifies procedures are properly completed, identifies and corrects food safety risks, and properly prepares for and responds to emergencies. **Review your inspection reports, third-party audits, internal observations, and this document to help determine your level of Active Managerial Control.**

While every PIC must maintain AMC, most establishments are also required to have at least one employee with a Certified Food Protection Manager (CFPM) certificate (WAC 246-215-02107). **The CFPM does not need to be on premises but is expected to have a key role in ensuring food safety.** The CFPM must make sure persons in charge are properly trained, procedures are developed, and food safety requirements are understood and followed. If able to ensure requirements are met, a person may be the CFPM for multiple establishments, such as at a restaurant or store with several locations.

Note: Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](#) for any additional information or approvals as needed.

Section 1: Food Establishment Information

Establishment Name		Phone
Contact Name	Title / Position	

Section 2: Common Procedures that Apply to Food Establishments

✓	Are you confident your staff complete these processes following proper food safety procedures? If not, it's time to determine your policy, develop a procedure, and train or retrain staff.
---	--

Health & Hygiene <input type="checkbox"/> Handwashing <input type="checkbox"/> Utensil Use <input type="checkbox"/> Illness Symptoms <input type="checkbox"/> Illness Reporting	Temperature Control <input type="checkbox"/> Using a Thermometer <input type="checkbox"/> Cooking <input type="checkbox"/> Hot Holding <input type="checkbox"/> Cooling <input type="checkbox"/> Cold Holding <input type="checkbox"/> Thawing <input type="checkbox"/> Receiving Food <input type="checkbox"/> Date Marking	Contamination Prevention <input type="checkbox"/> Produce Washing <input type="checkbox"/> Raw Meat Separation <input type="checkbox"/> Cleaning & Sanitizing <input type="checkbox"/> Allergen Awareness
--	---	--

Section 3: Required Written Procedures

While most policies and procedures may be verbal, the following procedures must be written and approved if conducted by the establishment. *Note: All food establishments must have a written vomit and diarrhea clean-up plan.*

Processes Requiring Written Procedures <ul style="list-style-type: none"> • Vomit and diarrhea clean-up plan • Refilling reusable containers • Allowing pet dogs in outdoor areas • Noncontinuous or unattended cooking • Bare Hand Contact – Alternate procedure with written ill employee policy • Time as a Public Health Control 	Complex Processes Requiring Variance or HACCP Plan <ul style="list-style-type: none"> • Packaging juice • Food preservation (such as curing, smoking, or acidifying) • Reduced oxygen/vacuum packaging • Molluscan shellfish life support tank • Custom processing of animals • Sprouting seeds or beans • Unique food handling, such as fermentation
---	---

Section 4: Establishments Exempt from Certified Food Protection Manager Requirement

Food establishments with a low risk of foodborne illness due to limited food handling, low volume of food handled, and population served are encouraged, but not required, to have a Certified Food Protection Manager.

Establishments considered low risk and exempt from the CFPM requirement include the following operations:

- **Serve or sell only pre-packaged foods**, including cold holding TCS foods such as gallons of milk
- **Prepare non-TCS foods**, such as making cinnamon rolls, candy, doughnuts, pretzels, or blended syrup drinks
- **Heat only commercially-processed, ready-to-eat foods**, including lattes and hot holding TCS foods such as hot dogs
- **Serve food on an infrequent, temporary basis at short-term events**, such as fairs and festivals

These establishments traditionally include convenience stores, movie theaters, hot dog carts, coffee kiosks, cinnamon roll and pretzel stands, ice cream shops, and temporary food booths.

All other establishments must have at least one employee with a valid, nationally accredited CFPM certificate. These establishments prepare raw animal products, wash raw produce, cool time/temperature control for safety (TCS) foods, use specialized processes, operate a facility that serves a highly susceptible population, or have other increased potential risk of foodborne illness.



Active Managerial Control & Certified Manager

Section 5: Duties of the Certified Food Protection Manager

- Have a valid certificate from an accredited program (see below). CFPM certificates are valid for 5 years. The CFPM certificate is different than the Washington State Food Worker Card which is required for all food workers.
- Ensure required procedures and plans (such as for vomit and diarrhea clean-up) are current and implemented.
- Ensure each person in charge is trained and has the knowledge required in WAC 246-215-02105, such as:
 - Understand the causes and prevention of foodborne illness
 - Understand cross contamination prevention, proper sanitation, and control of food allergens
 - Know required food safety temperatures for receiving, storage, cooking, and cooling
 - Know how to respond to emergencies, imminent health hazards, or reports of foodborne illness
- Ensure each person in charge can maintain Active Managerial Control required in WAC 246-215-02115, such as:
 - Food workers are properly trained and following food safety requirements for their tasks
 - Food workers only work when healthy, properly wash hands, and prevent bare hand contact with food
 - Food workers monitor food temperatures and ensure foods are cooked and cooled correctly
 - Food is from approved sources and stored correctly to prevent contamination

Section 6: Accredited Food Protection Manager Certification Providers

Learn more at anabpd.ansi.org. (Search for "ANSI Food Protection Manager")

Company Name	Training Available	Testing Languages	Testing Options
1 AAA Food Handler	<input checked="" type="checkbox"/> Online (self-paced) <i>English, Spanish</i>	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Online proctor
360training.com	<input checked="" type="checkbox"/> Online (self-paced)	<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Online proctor
AboveTraining/StateFood Safety.com	<input checked="" type="checkbox"/> Online (self-paced) <i>English, Spanish, Chinese, Vietnamese</i>	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor
National Registry of Food Safety Professionals	<input checked="" type="checkbox"/> Self-study manual <i>English, Spanish</i> <input checked="" type="checkbox"/> In-person trainer	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese <input checked="" type="checkbox"/> Korean	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor
National Restaurant Association, ServSafe	<input checked="" type="checkbox"/> Online(self-paced) <i>English, Spanish</i> <input checked="" type="checkbox"/> Self-study manual <i>English, Spanish, Chinese, Korean</i> <input checked="" type="checkbox"/> In-person trainer	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese <i>In-person also available in:</i> <input checked="" type="checkbox"/> Korean <input checked="" type="checkbox"/> French Canadian <input checked="" type="checkbox"/> Japanese	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor <input checked="" type="checkbox"/> Accommodation available for additional languages
The Always Food Safe Company, LLC	<input checked="" type="checkbox"/> Online (self-paced) <i>English</i>	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor

Section 7: Certified Food Protection Manager Maintenance

- Ensure at least one employee has a current CFPM certificate. Renew certificate every five years.
- Make sure CFPM monitors procedures and staff training to maintain food safety requirements.
- Have copy of CFPM certificate available. Replace CFPM within 60 days if certified employee leaves employment.

Section 8: Signature

Signature	Date	Printed Name	Phone
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To request this document in another format, call 1-800-515-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

ANAB-Conference For Food Protection

ANAB-CFP Accreditation Program (Accredited)

#	Organization	ID
1	AAA Trainers Inc. (DBA: AAA Food Handler/1 AAA Food Handler) Certified Food Protection Manager	9160
2	APS Culinary Dynamics (DBA: World Food Safety Organization) WFSO-USA Food Protection Manager	9129
3	Certus/StateFoodSafety StateFoodSafety Certified Food Protection Manager (CFPM) Exam	1020
4	DSBWorldWide, Inc (DBA: EduClasses®) FMC® Food Managers Certification	1135
5	Learn2Serve Learn2Serve® Food Protection Manager Certification Program	0975
6	My Food Service License Certified Food Protection Manager	9154
7	National Registry of Food Safety Professionals Food Protection Manager Certification Program International Certified Food Safety Manager	0656
8	National Restaurant Association Solutions ServSafe® Food Protection Manager Certification Program	0655
9	Relish Works, Inc. (DBA: Trust20) Food Protection Manager	9065
10	Responsible Training / Safeway Certifications, LLC Food Protection Manager Certification	1042
11	The Always Food Safe Company, LLC Food Protection Manager Certification	1203
12	Userve Userve Food Protection Manager	9064



Cold, ready-to-eat Time/Temperature Control for Safety (TCS) food *prepared* in the establishment or in an *opened/unsealed* commercial package must be served, sold, frozen, or discarded within seven days to reduce *Listeria* bacteria. Refrigerated TCS food that is stored more than 24 hours must be marked with either a prep/open date or discard date to ensure it is used or frozen within **seven days**. This document is provided to help review procedures and train staff. See page 2 for a list of exempt foods.

Note: Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction \(www.doh.wa.gov/localhealth\)](http://www.doh.wa.gov/localhealth) for any additional information or approvals as needed.

Section 1: Food Establishment Information

Establishment Name		Phone	
Street (Physical Address)	City	ZIP	Email
Contact Name		Title / Position	

Section 2: Menu Evaluation

Review exempt foods list. Check cold TCS food you keep for *more than 24 hours* after you prepare or open the package.

- | | |
|---|---|
| <input type="checkbox"/> Deli meat (opened package)
<input type="checkbox"/> Pasteurized milk (opened package)
<input type="checkbox"/> Cut produce (such as melon or lettuce cut in-house)
<input type="checkbox"/> House-made dressings: | <input type="checkbox"/> Soft or semi-soft cheeses (such as brie, cream cheese, ricotta)
<input type="checkbox"/> House-made salads (such as garden/lettuce, potato, macaroni)
<input type="checkbox"/> Cooked and cooled foods:
<input type="checkbox"/> Other: |
|---|---|

Section 3: Date Marking Method

- | | |
|--|--|
| Select the marking method used
<input type="checkbox"/> Sticker
<input type="checkbox"/> Color code
<input type="checkbox"/> Marker
<input type="checkbox"/> Other: | Select the date that will be used
<input type="checkbox"/> Date/day of preparation/container opening
<input type="checkbox"/> Last date/day of service/discard
<input type="checkbox"/> Date frozen/thawed (must be included if frozen)
<input type="checkbox"/> Other: |
|--|--|

Section 4: Verification

Who will verify the procedure is being followed correctly? Procedure should be verified daily. Select all that apply.

- PIC/Manager
 Cook
 Server
 Other:
- Temperature Monitoring**
- Make sure refrigerator is keeping food at 41°F or below
- Proper date marks are on required TCS foods**
- TCS foods held longer than 24-hours are marked
 - Foods that are frozen include the first date of preparation and the dates of freezing/thawing on the label
 - Mixed foods keep the date marking of the earliest prepared ingredient
 - Foods unmarked or past the date mark are discarded

Section 5: Employee Training

Employee Training: Employees must be properly trained. Select all that apply

- How are employees trained?
 Read & sign document
 Marking system and discard requirements
 Other:
- How often are employees trained?
 At hire
 Annually
 When errors observed
 Other:

Section 6: Additional Facility-Specific Information

Section 7: Signature

Plan prepared by:

Signature	Date	Printed Name	Phone



Soft and Soft-Ripened Cheeses Need Date Marking

Cheeses sliced on-site or in opened packages must be date marked and used within 7 days.

*Common cheeses are listed in **bold font**.*

Alemtejo	Cambridge	Formagelle	Queso de Hoja
Alpin	Camembert	Gournay	Queso del Pais
Anari	Cottage	Livarot	Queso de Puna
Bakers	Coulommiers	Maitre	Queso Fresco
Banbury	Cream	Mignot	Provatura
Barbery	Crescenza	Mont d'Or	Ricotta
Bel Paese	Damen	Mozzarella	Scamorze
Bella Milano	Farmers	Neufchatel	Villiers
Bondon	Ferme	Queso Blanco	Void
Brie	Feta		

Date Marking Exemptions

The following foods are not required to be date marked.

- NonTCS foods
- TCS foods kept refrigerated less than 24 hours
- TCS foods that are not ready-to-eat
- TCS foods in the sealed, commercial package
- Shellstock (in-shell oysters, clams, mussels)
- Commercially-prepared deli salads
- Hard cheeses (see samples below)
- Semi-soft cheeses, low moisture (see samples below)
- Cultured dairy (yogurt, sour cream, buttermilk)
- Shelf-stable, fermented, and salt-cured meats (see samples below)
- Preserved fish (pickled herring and dried/salted cod)

Examples of hard cheeses not required to be date marked. Contain 39% or less moisture.

Asadero	Cotija	Lapland	Reggiano
Abertam	Coon	Lorraine	Sapsago
Appenzeller	Derby	Oaxaca	Sassenage (blue veined)
Asiago medium or old	Emmentaler	Parmesan	Stilton (blue veined)
Bra	English Dairy	Pecorino	Swiss
Cheddar	Gex (blue-veined)	Queso Anejo	Tignard (blue veined)
Christalinna	Gloucester	Queso Chihuahua	Vize
Colby	Gjetost	Queso de Prensa	Wensleydale (blue veined)
Edam	Gruyere	Romanello	
Cotija Anejo	Herve	Romano	

Examples of semi-soft cheeses not required to be date marked. Contain 39-50% moisture.

Asiago soft	Fontina	Manchego	Robbiole
Battelmatt	Gorgonzola (blue veined)	Monterey	Roquefort (blue veined)
Bellelay (blue veined)	Gouda	Muenster	Samsoe
Blue	Derby	Oka	Tilsiter
Brick	Havarti	Port du Salut	Trappist
Camosum	Konigskase	Provolone	
Chantelle	Limburger	Queso de Bola	
Edam	Milano	Queso de la Tierra	

Examples of deli meats not required to be date marked. The following are shelf-stable and fermented or salt-cured.

Basturma	Prosciutto
Breasaola	Country-cured ham
Coppa/Capocollo	Parma ham
Pepperoni	
Dry salami	

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

Date Marking

Date Marking is one of the new rules in the updated Food Code.

Why is date marking important?

Some bacteria (like Listeria) still grow slowly in certain refrigerated foods. If you keep these foods for more than 24 hours, they need to be date marked and served or discarded within 7 days.

What type of foods need to be date marked?



Deli meats including hot dogs.



Cut tomatoes.



Hard boiled eggs.



Milk (animal milks, nut milks, soy milk).



Cut leafy greens (lettuce, spinach, cabbage).



Cut melons (watermelon, cantaloupe, honey dew)



Soft cheeses (feta, brie, mozzarella, cottage cheese, cream cheese, ricotta cheese)



Made in-house cold deli salads (egg, tuna, ham, chicken, potato, pasta).

Incorrectly date marking high risk items is a red violation.

You do not need to date mark:

- Unopened commercial packages.
- Commercially made dressings, mayo and deli salads.
- Whole uncut produce.
- Hard cheese like parmesan and asiago.

How to properly date mark foods.

You can date mark food in many ways. It must be easy for everyone to understand and use. Always keep these foods at 41°F or below.



DECEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Start with the day you open or prepare the food and add 6 days. For example:

- If you open food on Dec. 12, add 6 days. Use by Dec. 18.
- If you open food on Friday, use by the following Thursday.

Serve or throw away food within 7 days after you prepare or open it.



Employees must report information about their health and activities related to foodborne diseases to the Person in Charge (PIC). Employees must provide necessary information that allows the Person in Charge to reduce the risk of foodborne disease transmission. This includes the date of symptom onset, diagnosis, or exposure to illness. In addition, the PIC must report certain symptoms, illnesses, and potential outbreaks to the health department. *Use this document as your employee health policy, attaching employee training materials, or as a checklist to make sure your establishment's employee health plan is complete.*

Note: Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](http://www.doh.wa.gov/localhealth) (www.doh.wa.gov/localhealth) for any additional information or approvals as needed.

Section 1: Food Establishment Information			
Establishment Name		Phone	
Street (Physical Address)		City	ZIP
Contact Name		Title / Position	
Section 2: Employees Must Report to Person in Charge			
<input checked="" type="checkbox"/>	Employees must report potential foodborne illness to the Person in Charge. Include the following items for employees to report in your employee health plan:		
<input type="checkbox"/>	Symptoms <ul style="list-style-type: none"> • Vomiting • Diarrhea – loose stools • Jaundice – yellow skin or eyes • Sore throat with fever • Infected wounds • Other: 		
<input type="checkbox"/>	Diagnosed Illnesses <ul style="list-style-type: none"> • <i>E.coli</i> (“STEC” or Shiga-Toxin producing <i>E. coli</i>) • <i>Salmonella</i> • <i>Shigella</i> • Hepatitis A • Norovirus • Other: 		
HSP <input type="checkbox"/>	Exposure: For institutions that serve highly susceptible populations (HSP) like nursing homes. <ul style="list-style-type: none"> • Food worker ate or prepared food implicated in a foodborne illness outbreak • Food worker attended or worked in a facility with a confirmed foodborne illness outbreak • Food worker lives in the same house with someone that works at or attended a place with a confirmed foodborne outbreak 		
N/A <input type="checkbox"/>	<ul style="list-style-type: none"> • Food worker lives in the same household or eaten food prepared by a person with <i>E.coli</i> (“STEC”), <i>Shigella</i>, <i>Salmonella</i> Typhi, hepatitis A, jaundice, or norovirus • Other: 		
<input type="checkbox"/>	Potential Foodborne Illness Incidents <ul style="list-style-type: none"> • Any complaint of illness potentially linked to food must be reported to Person in Charge • Other: 		
Section 3: Person in Charge Must Report to Health Authority			
<input checked="" type="checkbox"/>	Person in Charge must immediately notify the local health department (and regulatory authority if not the same agency) of the following:		
<input type="checkbox"/>	<ul style="list-style-type: none"> • Food worker with jaundice • Food worker with diagnosed illness (see above), even if the worker has no symptoms • Report of potential foodborne illness incident, such as a customer complaint of illness • Other: 		



Toolkit: Employee Health

Section 4: Exclusion and Restriction

<input checked="" type="checkbox"/>	Food worker must not work if sick.
<input type="checkbox"/>	<p>Exclusion: Food workers must not work in the food establishment until approved to return if they have:</p> <ul style="list-style-type: none"> • Diarrhea or vomiting. Food workers may not return until at least 24 hours after symptoms have gone away. • Jaundice. Food worker may not return until approved by health department. • Diagnosed foodborne illness. Food worker may not return until approved by the health department. • Sore throat with fever (if working in a HSP facility). Food worker may return when symptoms have gone away. • A previous infection with Typhoid Fever (<i>Salmonella Typhi</i>) within the past 3 months. Food worker may not return until approved by health department. • Other:
<input type="checkbox"/>	<p>Restriction: Food workers may work but may not handle unpackaged food or clean/unwrapped utensils.</p> <ul style="list-style-type: none"> • Sore throat with fever. Food worker may return when symptoms have gone away. Note: Food worker must be excluded if working in an HSP facility. • Exposure to foodborne pathogens (if working in an HSP facility). Food worker may not return until approved by health department. • Inflamed or pus-filled wound on the hand or wrist. Food worker may work unrestricted if wound can be covered – including a single-use glove if the wound is on the hand or wrist. • Persistent sneezing, coughing, or runny nose.

Section 5: Employee Training

Employee Training: Employees must be properly trained to prevent illness spreading through food. You must be able to show that employees have been trained on the information included in this document. Proof includes materials such as documents signed by staff or posting the training materials in staff areas.

<input type="checkbox"/>	In addition to the reporting requirements in this document, employees must be trained on: (Check all that apply.) <input type="checkbox"/> Handwashing <input type="checkbox"/> Preventing Bare Hand Contact <input type="checkbox"/> Other:
<input type="checkbox"/>	How are employees trained? <input type="checkbox"/> Signs <input type="checkbox"/> Video <input type="checkbox"/> Read & Sign Document <input type="checkbox"/> Other:
<input type="checkbox"/>	How often are employees trained? <input type="checkbox"/> Once <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other:

Worker Assignments: All food workers must be trained on employee health requirements.

<input type="checkbox"/>	Who is supposed to train staff on employee health? (Check all that apply.) <input type="checkbox"/> Owner <input type="checkbox"/> Certified Food Protection Manager <input type="checkbox"/> Person in Charge <input type="checkbox"/> Other:
--------------------------	---

Section 6: Additional Facility-Specific Information

Section 7: Plan Maintenance

<input type="checkbox"/>	How often is the plan reviewed and updated? <input type="checkbox"/> Annually <input type="checkbox"/> Other:
--------------------------	---

Section 8: Signature

Plan prepared by:

Signature	Date	Printed Name	Phone

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.



Toolkit: Food Employee Illness Log

Food workers must report to the person in charge if they have foodborne illness symptoms, diagnosis, or exposure. A written log is a recommended tool for most food establishments but is required for food establishments with an approved plan for bare hand contact with ready-to-eat foods [WAC 246-215-03300(5)(c)(i)]. If required, the log must be maintained for at least 90 days.

Employees must notify the person in charge (PIC) of any foodborne illness symptoms, illness, or exposure.

- **Symptoms:** Diarrhea, vomiting, sore throat with fever, jaundice, or inflamed lesion
- **Diagnosed Illness:** Salmonella, Shigella, Shiga toxin-producing E. coli, hepatitis A virus, norovirus
- **Exposure:** Workers serving a highly susceptible population and exposed to a foodborne illness or outbreak.

Employees with a diagnosed illness or jaundice MAY NOT WORK until approved by the health department.

Workers serving a highly susceptible population must also be approved to return after exposure to foodborne illness.

Employees with diarrhea or vomiting MAY NOT WORK until at LEAST 24 HOURS after symptoms stop.

- Workers with sore throat with fever or an uncovered, inflamed lesion may not handle clean dishes or unwrapped food.
- Workers serving a highly susceptible population may not work with a sore throat with fever and may not handle clean dishes or unwrapped food if exposed to an outbreak or a person with a diagnosed foodborne illness.

The PIC is required to notify the health department if an employee has:

Salmonella • Shigella • Shiga toxin-producing E. coli • hepatitis A virus • norovirus • jaundice

The PIC is required to notify the health department if a customer reports potential illness.

Health Department Contact Information:

Report Date	Employee Name <small>or unique identifier to maintain privacy</small>	Symptoms Reported to Person in Charge				Date & Time		Report to Health <small>Notify health department of jaundice, diagnosis, customer illness** or to return after exposure***</small>	Comments
		Vomiting*	Diarrhea*	Fever	Other	Left Work	Returned		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

* Workers with active vomiting and diarrhea may not return to work for at least 24 hours after symptoms go away.
 ** Notify the health department if an employee has jaundice, a diagnosed foodborne illness, or if a customer reports illness.
 *** Food workers exposed to foodborne illness that work in a facility serving highly susceptible populations (like senior centers and nursing homes) must be cleared by the health department before handling unpackaged food or clean utensils.



The following procedures address how employees must minimize the spread of contamination when cleaning up vomit and diarrhea. These procedures will limit the risk to employees, consumers, food, and surfaces in the food establishment. Staff must be trained on your clean-up plan and your plan must also be available for review by your regulatory authority (WAC 246-215-02500). Ensure all supplies are available to properly implement the procedure. **Adjust this document to fit your establishment.**

Note: Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction](http://www.doh.wa.gov/localhealth) (www.doh.wa.gov/localhealth) for any additional information or approvals as needed.

Section 1: Food Establishment Information			
Establishment Name		Phone	
Street (Physical Address)	City	ZIP	Email
Contact Name	Title / Position		

Section 2: Clean-Up Plan Checklist	
✓	Every food establishment must have a written clean-up plan that protects consumers, food, employees, and surfaces. Include the following items in your clean-up plan (modify as needed to fit your business):
<input type="checkbox"/>	Protect Consumers <ul style="list-style-type: none"> • Move guests from the contaminated area. • Block off areas within 25 feet of the contaminated area until the area is properly cleaned and disinfected. • Do not reseal guests within 25 feet of the contaminated area until the area is properly cleaned and disinfected. • Other:
<input type="checkbox"/>	Protect Food <ul style="list-style-type: none"> • Discard uncovered food or single-service items in the contaminated area • Wash all utensils and equipment within a 25-foot radius of the vomit or diarrheal event • Discontinue food service within a 25-foot radius of the contaminated area until all utensils, equipment, and surfaces have been cleaned and disinfected. • Other:
<input type="checkbox"/>	Protect Employees <ul style="list-style-type: none"> • Any ill food workers/employees must be sent home immediately. Food workers may not return to work until their symptoms have resolved for at least 24 hours. • Only trained staff should be assigned clean-up and disinfection tasks. • Wear protective equipment such as gloves, apron, and goggles when responding to vomit or diarrhea incidents. • Workers must wash hands after clean-up is completed. • Staff involved with clean-up should not return to food handling until able to shower and change clothes. • Remind employees to report symptoms or diagnosed illnesses to the Person in Charge. Symptoms include vomiting, diarrhea, sore throat with fever, jaundice (yellowing), and infected cuts on the hands. Reportable illnesses include <i>E. coli</i>, <i>Salmonella</i>, hepatitis A, <i>Shigella</i>, and norovirus. • Other:
<input type="checkbox"/>	Protect Surfaces <ul style="list-style-type: none"> • Use disposable absorbent material like baking soda or kitty litter to soak up visible vomit or diarrhea. Scrape material into trash bag. • Clean and disinfect surfaces such as tabletops, doorknobs, and chairs within a 25-foot radius around the contaminated area. • Bag, seal, and discard all disposable cleaning equipment (scoops, mop heads, gloves, towels) before leaving the contaminated area. • Block off and schedule steam cleaning for contaminated fabric surfaces that cannot adequately be disinfected. • Clean and disinfect reusable clean-up equipment in an area not used for food preparation. • Other:



Section 3: Identify Surfaces & Assemble A Clean-Up Kit

Surfaces: Identify surfaces in the food establishment that will need disinfection to ensure staff are trained and the planned disinfectant is labeled for the surface (check all surfaces in the establishment):

- Hard, non-porous** (tile, vinyl, sealed concrete, stainless steel): Follow 'non-porous' directions on disinfectant label.
- Porous** (unsealed concrete, wood): Follow 'porous' disinfection directions on label.
- Carpet and upholstery:** Close area and steam clean if unable to use disinfectant.
- Linens and clothing:** Machine wash and dry hot; use chlorine bleach if possible.
- Grass and outdoor concrete:** Block access; use absorbent material on spill; scrape into bag; rinse area with water.
- Other: _____

Clean-Up Kit: Identify items available for clean-up in the food establishment (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Disposable masks | <input type="checkbox"/> Absorbent material
(baking soda, kitty litter) | <input type="checkbox"/> Disposable mop head
(no vacuum) | Other tools:
<input type="checkbox"/> |
| <input type="checkbox"/> Disposable gloves | <input type="checkbox"/> Disposable scoop/paper plates | <input type="checkbox"/> Mop bucket/hot water | <input type="checkbox"/> |
| <input type="checkbox"/> Disposable aprons | <input type="checkbox"/> Garbage bags | <input type="checkbox"/> Caution tape or signs | <input type="checkbox"/> |
| <input type="checkbox"/> Goggles | <input type="checkbox"/> Disposable paper towels/cloths | <input type="checkbox"/> Soap | |

Disinfectant: Detail how to make and use the disinfectant (reference product label):

EPA-Registered Disinfectant Name: Bleach or Other:

Amount of disinfectant: _____ Amount of water: _____ Contact time: _____

Instructions: _____

Location of the kit: _____ Location of the utility sink to clean reusable tools: _____

Note: Tools used to clean up vomit and diarrhea should not be stored or cleaned in the kitchen if possible.

Section 4: Employee Training

Employee Training: Employees must be properly trained in advance. Select all that apply.

- How are employees trained?
 Read and sign the plan Kit demonstration Other:
- How often are employees trained?
 Once Quarterly Annually Other:

Worker Assignments: Assign non-food workers clean-up duties when possible. Select all that apply.

- Who should be notified if a vomit or diarrhea event occurs?
 Manager Janitor Server Cook Other: _____
- Who is responsible for cleaning vomit and diarrhea events?
 Manager Janitor Server Cook Other: _____

Section 5: Additional Facility-Specific Information

Section 6: Plan Maintenance

- Where is the clean-up plan kept in the food establishment? _____
- How often is the plan reviewed and updated? Annually Other: _____

Section 7: Signature

Plan prepared by: _____

Signature	Date	Printed Name	Phone
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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

Vomit & Diarrhea Clean-up Plan

Establishment info

▷ Name _____

▷ Address _____

Clean-up plan

▷ Customers

- Move people away.
- Block off 25 feet around the contaminated area. Don't let people enter.
- Other: _____

▷ Surfaces

- Use disposable material, like baking soda or kitty litter, to soak up vomit or diarrhea. Scrape it into a trash bag and throw it away.
- Use soapy water to clean surfaces.
- Disinfect surfaces in the area. Use a disinfectant that kills viruses. This is different than kitchen sanitizer. Follow the directions on the label.
- Put all disposable cleaning equipment in a trash bag. This includes equipment like scoops, mop heads, gloves, and towels. Throw away trash bag in the outside dumpster right away.
- Clean and disinfect reusable clean-up kit equipment in the mop sink.
- Throw out used disinfectant.
- Other: _____

▷ Food and beverages

- Don't work with food or beverages in the area.
- Throw away uncovered food or single-service items in the area.
- Wash utensils and equipment in the area.
- Other: _____

▷ Employees

- Send sick employees home immediately. Employees can't return to work until symptoms are gone for 24 hours.
- Wear a face mask, shoe covers, disposable gloves, and an apron to clean vomit and diarrhea.
- Wash hands in the restroom hand sink immediately after cleanup.
- Send employees that helped with the clean-up home. They should shower and change clothes.
- Employees must report vomiting or diarrhea symptoms to their manager after a cleanup.
- Other: _____

Worker assignments

Assign non-food workers clean-up duties when possible.

▷ Who should be notified if a vomit or diarrhea event occurs?

Manager Janitor Server Other

▷ Who is responsible for cleaning vomit and diarrhea?

Manager Janitor Server Other

Clean-up kit

▷ Your kit should have:

- Disposable masks.
- Disposable gloves.
- Disposable aprons.
- Goggles or face shields.
- Absorbent material like baking soda or kitty litter.
- Disposable scoops.
- Garbage bags.
- Paper towels.
- Disposable mop head.
- Mop bucket.
- Caution tape or signs.
- Shoe covers.
- Disinfectant.
- Other: _____

▷ Kit location _____



Tools used to clean vomit or diarrhea should not be stored or cleaned in the kitchen. Clean reusable tools in the mop sink.

Employee training

Employees must be properly trained in advance. Keep a record of who has been trained and when.

▷ How are employees trained?

Read the plan Kit demonstration Other

▷ Employees are trained upon hire and:

Quarterly Annually Other

Additional notes



Food allergy is a serious medical condition that can be life-threatening. Although nearly any food may cause an allergic reaction, nine major food allergens cause the most food allergy reactions in the United States. Food workers must be trained on food allergens as it relates to their job duties such as knowing the major food allergens, the symptoms of an allergic reaction, how to communicate with customers about allergens, and ways to prevent allergens when preparing or serving food.

Note: Use this document to help your establishment maintain Active Managerial Control (AMC). Be sure to work with your local health department for any additional information as needed. (www.doh.wa.gov/localhealthfoodcontacts)

Section 1: Food Establishment Information

Establishment Name		Phone	
Street (Physical Address)	City	ZIP	Email
Contact Name		Title / Position	

Section 2: Menu Evaluation

Evaluate supplies and carefully read package labels to find potential allergens. Select all used in your establishment.

- | | |
|--|---|
| <input type="checkbox"/> Fish such as salmon, cod, halibut, tilapia | <input type="checkbox"/> Soybeans such as edamame, miso, soy sauce, tempeh, tofu |
| <input type="checkbox"/> Crustacean shellfish such as crab, lobster, shrimp | <input type="checkbox"/> Peanuts such as peanut butter, peanut flour, mixed nuts |
| <input type="checkbox"/> Eggs such as egg, eggnog, meringue, mayonnaise | <input type="checkbox"/> Wheat such as breads, couscous, pasta, wheat grass |
| <input type="checkbox"/> Milk such as butter, cheese, cream, ghee, milk | <input type="checkbox"/> Sesame such as sesame seeds, sesame oil, tahini |
| <input type="checkbox"/> Tree nuts such as almonds, cashews, hazelnuts, macadamia, pecans, pine nuts, pistachios, walnuts | |

Section 3: Symptoms of Food Allergies

All food workers, including servers, need to know what to look for in customers with food allergies.

Severe reactions need immediate medical attention, including calling 911.

- | | | |
|---------------------------------|---------------------------------|-------------------------------|
| • Hives | • Vomiting or diarrhea | • Abdominal cramps |
| • Flush skin | • Coughing or wheezing | • Difficulty breathing |
| • Tingling in mouth | • Dizziness, confusion, anxiety | • Loss of consciousness |
| • Face, tongue, or lip swelling | • Swelling of the throat | • Other symptoms are possible |

Section 4: Cross-Contact

Food allergens can transfer when foods and surfaces touch. Be sure to always use clean kitchen tools when preparing allergen-friendly foods. Proper cooking does not reduce allergens. If a mistake is made, the food must be remade.

Source of cross-contact	Examples
Hands (even if wearing gloves) and utensils	<ul style="list-style-type: none"> • Touching almonds and then handling cheese • Using the same spatula to flip a fish patty before a burger patty
Surfaces such as cutting boards, pots, pans	<ul style="list-style-type: none"> • Cooking bacon on a grill after cooking eggs on the grill surface • Slicing cheese on a board after cutting bread
Steam, splatter, crumbs	<ul style="list-style-type: none"> • Steam from cooking shellfish sprays on nearby food • Pancake mix with flour spreads onto bacon
Storage	<ul style="list-style-type: none"> • Milk drips onto vegetables in refrigerator • Artificial crab stored in same container with cooked crab
Condiments	<ul style="list-style-type: none"> • Putting a knife used to spread peanut butter into a jelly jar • Soy sauce added to a house-made salad dressing
Cooking liquids and oils	<ul style="list-style-type: none"> • Reusing cooking oil to sauté vegetables after sauteing fish • Cooking fries in a deep fryer after cooking breaded chicken tenders
Mistakes	<ul style="list-style-type: none"> • Picking croutons off a salad • Scraping eggs off a plate instead of making a new dish
<p>Prevent cross-contact. Cleaning with soap and water will remove allergens from surfaces. Wash, rinse, sanitize, and air dry all utensils and food contact surfaces before use. For each allergen-friendly menu item, only use clean:</p> <ul style="list-style-type: none"> • hands • utensils such as spatulas, spoons, knives, and gloves • surfaces such as cutting boards, pots, pans, baking sheets • cooking oil and water 	



Toolkit: Allergen Awareness

Section 5: Hidden Sources of Allergens

Prepared and packaged foods can have hidden sources of allergens. Read “ingredients” and “contains” carefully. The following examples might indicate presence of an allergen but is not a complete list.

Crustacean Shellfish	Bouillabaisse, cuttlefish ink, fishmeal, fish sauce, fish stock, glucosamine, powdered seafood flavorings, seafood cooking vapors, surimi
Eggs	Albumin, binder, emulsifier, globulin, livetin, lecithin, lysozyme, words starting with “ova” or “ovo”, vitelin
Fish	Anchovies in salad dressing, barbecue and Worcestershire sauce, fishmeal, fish sauce (nuoc mam), fish stock, kosher gelatin, oils, roe, seafood cooking vapors, seafood flavoring, shark cartilage/fin, surimi
Milk	Artificial butter flavor, caramel color/flavoring, casein, ghee, lactalbumin phosphate, lactic acid starter culture, lactose, natural flavoring, rennet casein, skim milk powder, solids, sour milk, tagatose, whey, yogurt
Peanuts	African, Asian, and Mexican dishes and sauces; arachis oil, peanut oil (unless highly refined), emulsifier, flavoring, marzipan, peanut butter, sunflower seeds (if processed on shared equipment)
Sesame	Breads, buns, cereals, cookies, crackers, falafel, hummus, margarine, melba toast, pretzels, protein bars, salad dressing, sesame flour, sesame oil, stir fry, sushi, tahini, tempeh
Soy	Edamame, guar gum, hydrolyzed vegetable protein (HVP), lecithin, MSG, protein extender, shoyu, soy sauce, soybean oil (unless highly refined), starch, tamari, tempeh, texturized vegetable protein
Tree Nuts	Artificial nuts, baklava, gianduja, granola bars, lychee, macaroons, marzipan, nougat, nut distillates/alcoholic extracts, nut extracts, nut flours, nut oils, nut pastes, pesto, pine nut, praline, wintergreen flavoring
Wheat	Breadcrumbs, bulgur, bran, cornstarch, farina, farro, flours, freekeh, gelatinized starch, gluten, hydrolyzed vegetable protein, Kamut, matzoh, modified starch, MSG, protein, semolina, spelt, starch, triticale, vegetable gum, vegetable starch, vital gluten, wheat germ oil, wheat grass

Section 6: Notification and Training

Employee Training: Employees must be properly trained on the following:

- Know 9 major food allergens
- Symptoms of an allergic reaction
- What to do if someone has an allergic reaction
- Communicating with customers, PIC, and designated staff
- Cleaning and sanitizing to prevent cross-contact
- How to prepare or substitute food to prevent allergens

<input type="checkbox"/>	Who will be trained to prepare allergen-friendly meals or determine if different meal options are needed? <input type="checkbox"/> All staff <input type="checkbox"/> Person in Charge/Manager <input type="checkbox"/> Main chef/cook <input type="checkbox"/> Other:
<input type="checkbox"/>	How will front of house staff notify manager or back of house staff of allergen-free meal request? <input type="checkbox"/> Verbally <input type="checkbox"/> Written <input type="checkbox"/> Both – Written and Verbal <input type="checkbox"/> Other:
<input type="checkbox"/>	How often are employees trained? <input type="checkbox"/> At hire <input type="checkbox"/> Annually <input type="checkbox"/> When errors observed <input type="checkbox"/> Other:
<input type="checkbox"/>	How are employees trained? <input type="checkbox"/> Read & sign document <input type="checkbox"/> Signage posted <input type="checkbox"/> Online/Classroom allergen training <input type="checkbox"/> Other:
<input type="checkbox"/>	How are customers notified in writing of allergen-friendly options? <input type="checkbox"/> On menu <input type="checkbox"/> Posted sign at entrance <input type="checkbox"/> At point of sale <input type="checkbox"/> Other:

Section 7: Additional Facility-Specific Information

Section 8: Signature

Plan prepared by:

Signature	Date	Printed Name	Phone
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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 Washington Relay) or email doh.information@doh.wa.gov.

ALLERGEN AWARENESS FOR FOOD WORKERS



Even a small amount of an allergen can cause a life-threatening reaction. Workers must know the major food allergens, symptoms of an allergic reaction, and how to communicate about allergens used in the establishment.

Know the MAJOR ALLERGENS

These nine foods are the most common allergens, but people can be allergic to others.



Fish



Crustacean Shellfish



Wheat



Eggs



Milk



Peanuts



Tree Nuts



Sesame



Soybeans

Know the SYMPTOMS of allergic reactions

- Difficulty breathing, cough, wheezing
- Swelling of the tongue, lips, or face
- Dizziness, paleness, or confusion
- Itchy nose, mouth, or face
- Nausea, vomiting, diarrhea

Know what to do for ANAPHYLAXIS (life-threatening allergic reaction)

Immediately Call 911

- Request ambulance with epinephrine
- Have the individual take their medications such as epinephrine, antihistamines, or inhaler

Know what to ASK and WHO TO TELL

Talk with customers to understand their food allergy and carefully share the information with the manager or designated kitchen staff.

Know how to prevent CROSS CONTACT

Food allergens can transfer when foods, surfaces, and utensils touch. Allergens do not go away when cooked.

Wash with soap and water - allergens don't wipe off

Wash hands with soap and water and change gloves before preparing food. Always clean and sanitize surfaces between menu items.

Wash all surfaces to remove allergens:



Wash with warm, soapy water



Rinse with clean water



Sanitize & air dry

Prevent Splatters

Keep cooking steam, flour dust, and crumbs from touching food.

Separate Ingredients

Change cooking liquids and oils to ensure ingredients haven't been mixed with allergens.

Correct Errors

If a mistake is made, remake foods instead of just removing the allergen from the plate.

Offer Substitute

Inform customer if unable to meet their request.



Food Service Application(FSA)

**ESTABLISHMENT MUST BE APPROVED BY
LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING**

Proposed Opening Date _____

Name of Establishment _____

Name of Owner _____ Telephone _____

Owner's E-mail Address _____

Establishment Address _____ Tax Parcel # _____

City _____ State _____ Zip _____

City Business License

Authorized Signature Printed Name Agency Phone Date

Water Supply

Physical connection is required for non-mobile food establishments.

Water System Name _____ State ID # _____

Authorized Signature Printed Name Agency Phone Date

Sewage Disposal

Physical connection is required for non-mobile food establishments.

Municipal System Name _____

Onsite System: O & M Permit # _____ Expiration _____ Not required _____

Authorized Signature Printed Name Agency Phone Date

Planning Department

Authorized Signature Printed Name Agency Phone Date



Food Service Application(FSA) Page 2

Building Department

Existing Construction: Meets Building Codes for proposed use

New Construction or Major Remodel: Final Occupancy/Approval Issued _____
Date

Authorized Signature

Printed Name

Agency

Phone

Date

Fire Safety

Meets Fire Codes for proposed use *(To be verified by Authority Having Jurisdiction.)*

Authorized Signature

Printed Name

Agency

Phone

Date

 Fire and Emergency Vehicles can access this establishment *(To be verified by fire service agency providing service.)*

Authorized Signature

Printed Name

Agency

Phone

Date

Fats, Oils, & Grease (FOG) Equipment (Grease Trap)

FOG Equipment Sufficient for Proposed Use

FOG Equipment Not Required for Proposed Use

Authorized Signature

Printed Name

Agency

Phone

Date

BY SIGNING BELOW, I CONFIRM THAT I HAVE SUBMITTED A COPY OF MY COMPLETE APPLICATION PACKET TO EACH OF THE DEPARTMENTS NOTED ABOVE.

Signature of Applicant

Date

Printed Name of Applicant

Date Checklist Received _____ Received by _____



Food Establishment Pre-Opening Inspection Request

When all of the following requirements have been completed, submit this form to request a pre-opening inspection.

If any of these items are incomplete or insufficient at the pre-opening inspection, the permit cannot be issued and another inspection, with applicable fee, will be required prior to opening.

The current re-inspection fee is \$110.

ESTABLISHMENT MUST BE APPROVED BY LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING

Please Check Box when Completed	Establishment Name:	
	Requirements	
	The Food Establishment Application has been fully completed and reviewed for accuracy. All questions have been answered correctly and all requested attachments have been included (menu, floor plan, etc.). Application review fee has been paid.	
	The Food Establishment Checklist (gold/yellow form) has been completed. All items have signatures indicating approval.	
	All structural changes have been made, if applicable. <u>All</u> equipment is installed, has been tested, and is functioning properly.	
	All hand wash sinks have hot and cold running water (100-120°F within 30-45 seconds), soap, and paper towels. This includes those provided in restrooms, as well as food prep areas.	
	Indirect drains are provided for all 3-compartment sinks, food preparation sinks, automatic dishwashers, ice machines, pop machines, espresso machines, ice wells, and any other equipment that contacts food or dishes.	
	All refrigerators are installed, equipped with thermometers, and reliably hold temperatures below 41°F. All refrigerators will run for at least 24 hours before the inspection.	
	All required thermometers and test strips have been provided, including digital thermometers (when applicable), sanitizing solution test strips, and dishwasher sanitization test strips.	
	All food workers have valid food worker cards. These will all be available for review at the pre-opening inspection. Food worker cards must be obtained from an approved county location or online from www.foodworkercard.wa.gov . No other online classes are approved in Washington State at this time.	
	The person in charge of food safety (owner or kitchen manager, for example) is ready to demonstrate required food safety knowledge. This includes knowing requirements pertaining to ill food worker protocols, proper hand washing, prevention of bare hand contact with ready to eat foods, and temperature control, among others.	
	All toilets and urinals are functional.	

Owner's Printed Name

Owner's Signature

Date

Date Received _____ Rec'd By _____

Permit Fee Paid

Amount _____ Check # _____

Credit/Debit

Cash



Lewis County Food Safety Program Violation Process 2025

High Risk Establishments: Excessive Red Points

40 red points-----The establishment is considered a high risk and a re-inspection is required. The current fee is \$155.

75 red points The establishment is considered a very high risk and must discontinue operations immediately. The permit will be suspended for **at least** one full business day in addition to the inspection day. The following are required before a conditional permit can be issued:

- An operational plan detailing how all violations observed in the previous 2-year period will be reliably corrected.
- A compliance agreement detailing the conditions of the establishment's probation.
- An administrative meeting with Lewis County Public Health management. The current fee is \$375.
- Payment of the re-inspection fee (see below), currently \$155.

One re-inspection will be required after the establishment resumes operations.

High Risk Establishments: Multiple Repeat Red Point Violations

Any red point violation found 1 time in a 2-year period no penalties.

Any red point violation found 2 times in a 2-year period ----- no penalties.

Any red point violation found 3 times in a 2-year period:

- An operational plan will be required detailing how all violations observed in the previous 2-year period will be reliably corrected.
- A fine will be assessed, currently \$375 for each red point violation found 3 times.

Any red point violation found 4 times in a 2-year period:

- The establishment's permit will be immediately suspended for at least one full business day in addition to the inspection day. The following will be required before a conditional permit can be issued:
 - A compliance agreement detailing the conditions of the establishment's probation.
 - An administrative meeting with Lewis County Public Health management. The current fee is \$375.
 - A fine will be assessed, currently \$375 for each red point violation found 3 or more times.
 - Payment of the re-inspection fee (see below), currently \$155.
- One re-inspection will be required after the establishment resumes operations.

Medium Risk Establishments: Multiple Repeat Blue Point Violations

Any blue point violation found 1 time in a 2-year period ----- no penalties.

Any blue point violation found 2 times in a 2-year period -----no penalties.

Any blue point violation found 3 times in a 2-year period:

- A fine will be assessed, currently \$155 for each blue point violation found 3 times.

Any blue point violation found 4 or more times in a 2-year period:

- A fine will be assessed, currently \$375 for each blue point violation found 4 or more times.