Accela FAQ guide to completing a food application

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PERMANENT DOCUMENT UPLOADS

Lewis County Permanent Food Establishment 2026 Fees

Risk Category	Description	Fee
1	- 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 - May include non-TCS items such as fresh fruit. - Establishments that have no cooking, cooling, reheating, or processing of TCS foods. Examples include most convenience store operations, meat markets, bakeries that only prepare non- TCS baked goods, ice cream shops, and coffee/espresso stands.	$220
2	- 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. Examples include delis, grocery stores, and espresso stands with limited food service, some schools, preschools, and senior centers, some fast food restaurants.	$375
3	- Establishments that cook raw meat but do not cool TCS foods. - Mobile Units with menus in Risk Categories 1 and 2. Examples include some delis, fast food restaurants, and full service restaurants that do not cool TCS foods.	$590
4	- Establishments that cool TCS foods. - Mobile Units with menus in Risk Category 3. Examples include some delis and bakeries, some fast food restaurants, and most full service restaurants.	$610
5	- 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	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	For mobile food units using commissary kitchens for dishwashing.	$70
Commissary Kitchen	- For mobile food units using commissary kitchens for food or beverage storage and/or preparation. - For kitchens applying to become a commercial kitchen	$150
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

Lewis County Permanent Food Establishment 2026 Fees

Description	Fee
Hourly Consultation – minimum of 1 hr charge	$150/hr
Processing Fee for cancelled permits	30% of fee
Annual Application Late Fee(after January 31st 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 (3rd 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 • 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.

Lewis County 2026 Temporary Food Establishment Fees

"Temporary Food Establishment" means a food establishment:
a) Operating at a fixed location, with a fixed menu, for not more than twenty-one consecutive days in conjunction with a single event or celebration, such as a fair or festival; or
b) Operating not more than three days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers' market.

Category		Description	Fee	Non-Profit Fee
S I N G L E E V E N T S	**1** **Very Low Risk**	• Establishments that only serve unopened commercially packaged cold TCS foods; only provide cold food samples; only provide frozen foods; only provide commercially prepared non-TCS foods; or only provide non-TCS beverages with no fresh produce.	$115	$69
	2 **Low-Medium Risk Menu**	• Establishments that only prepare non-TCS foods or foods that have been fully cooked or pasteurized in a food processing plant. ○ Examples include the preparation of elephant ears, funnel cakes, espresso drinks, hot dogs, pre-cooked hamburgers, or pasteurized eggs.	$135	$81
	3 **High Risk Menu**	• Establishments that prepare all other types of TCS foods, including cooking raw meat or unpasteurized shell eggs. ○ Examples include hamburger stands, spaghetti dinners, and barbecues.	$170	$102
M U L T I P L E E V E N T S	**4** **Very Low Risk**	• Establishments that only serve unopened commercially packaged cold TCS foods; only provide cold food samples; only provide frozen foods; only provide commercially prepared non-TCS foods; or only provide non-TCS beverages with no fresh produce. **Permit expires December 31st each year.**	$205	$123
	5 **Low-Medium Risk Annual**	• Menu for the entire permit period must be submitted with the application. • Operates 6 or more consecutive months per year. **Permit expires December 31st each year.**	$440	$264
	5a **Low-Medium Risk Seasonal**	• Menu for the entire permit period must be submitted with the application. • Operates less than 6 consecutive months.	$220	$132
	6 **High Risk Annual**	• Menu for the entire permit period must be submitted with the application. • Operates 6 or more consecutive months per year. **Permit expires December 31st each year.**	$525	$315
	6a **High Risk Seasonal**	• Menu for the entire permit period must be submitted with the application. • Operates less than 6 consecutive months.	$260	$156
Add-on Permit:		• Temporary Booths for Permanent Permitted Establishments • Up to 10 temporary events per permit period. • Menu for the entire permit period must be submitted with the application. **Permit expires December 31st each year.**	$170	N/A
7		Judged cooking contests-1 permit for 10 booths;1 event coordinator; Applications submitted together at least 2 weeks prior to event (no fast track option)	Based on menu and risk level	
8		Sampling event - 1 event coordinator; Applications submitted together at least 2 weeks prior to event (no fast track option)	$335	
Processing Fee for Cancelled Permits			30% of permit fee	
Fast Track Fee #1: Application submitted 1-6 days prior to the event.			$155 + permit fee	
Fast Track Fee #2: Application submitted the day of the event or establishment found operating without a permit.			$190 + permit fee	

Lewis County Food Safety Program Violation Process

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 <u>conditional permit</u> 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 <u>conditional permit </u>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:
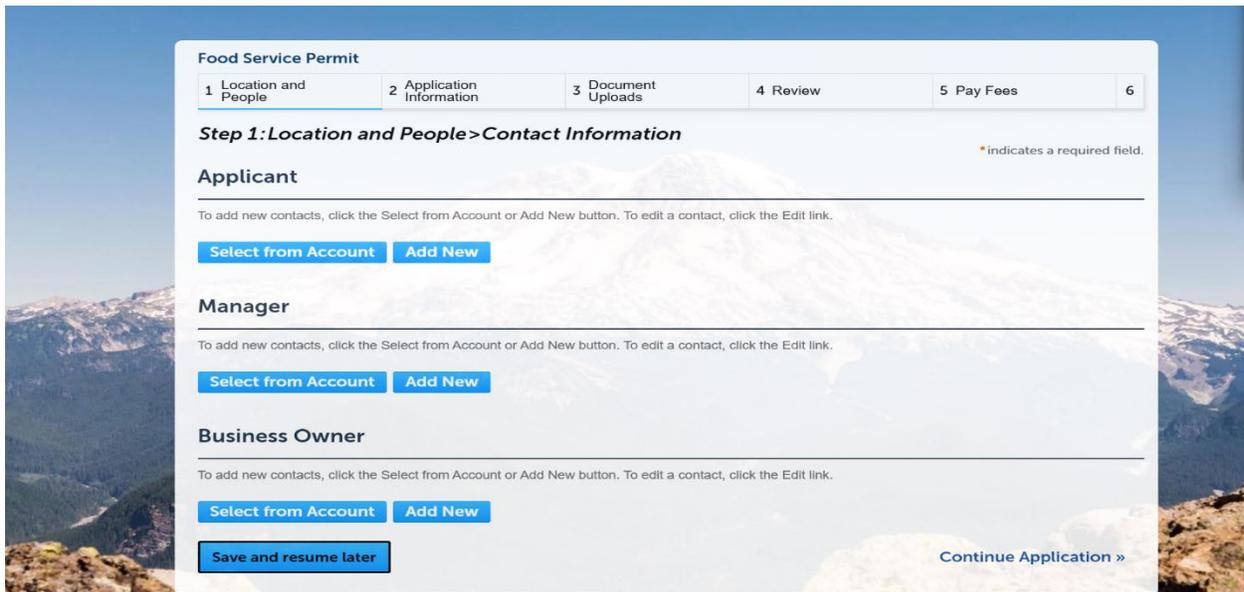- A fine will be assessed, currently $375 for each blue point violation found 4 or more times.

After logging in, you will decide between a permanent establishment or a temporary establishment.

Permanent:

 Permanent establishments can be seasonal or year round establishments
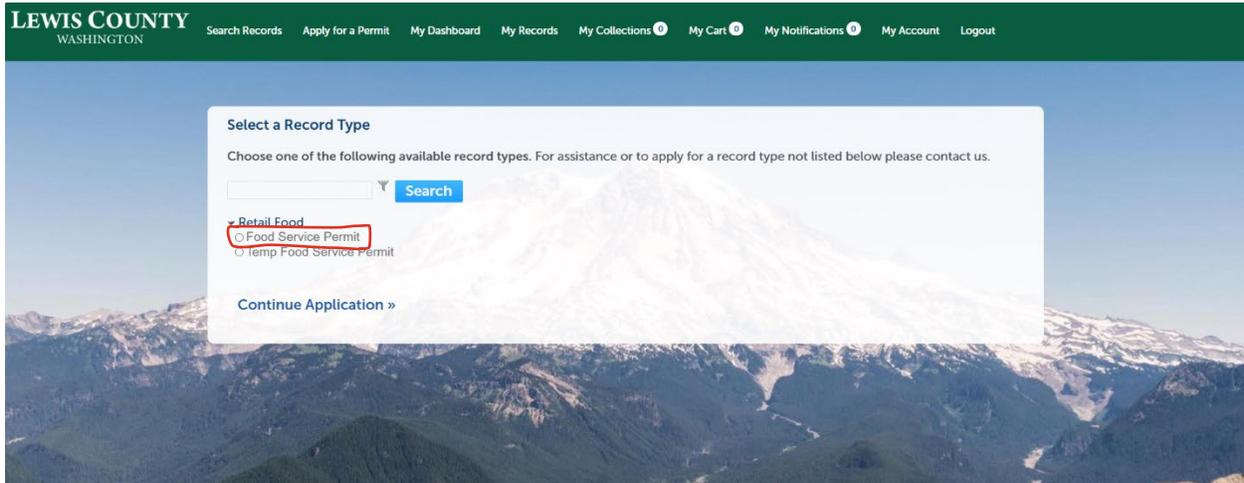
You will need to add information for each applicant, manager, and business owner of your proposed establishment. This person may be the same person for all 3. Once you have your account set up, you can simply choose "select from account" and it should auto populate with the given contact information.

For adding new contact information, all fields with a red asterisks are required to be filled out.

Contact Information

| *First: | Middle: | *Last: |

Name of Business:

*Address Line 1:

*City:

*State:

*Zip:

*Home Phone: Work Phone: Mobile Phone:

Fax:

*E-mail:

▼ Contact Addresses

When choosing the location your establishment, you will only be able to complete the field labeled "Parcel Number". If you add your parcel number and select search, your street address will populate down below.

Food Service Permit

| 1 Location and People | 2 Application Information | 3 Document Uploads | 4 Review | 5 Pay Fees | 6 |

Step 1: Location and People > Location

Show Map

*indicates a required field.

Parcel

Provide the parcel number for the primary establishment location. If you do not know the parcel number, click **here** to search.

*Parcel Number:

Lot: Block: Subdivision:
                              --Select--▼

Search   **Clear**

Address

The address associated with the parcel provided will populate the address by default.
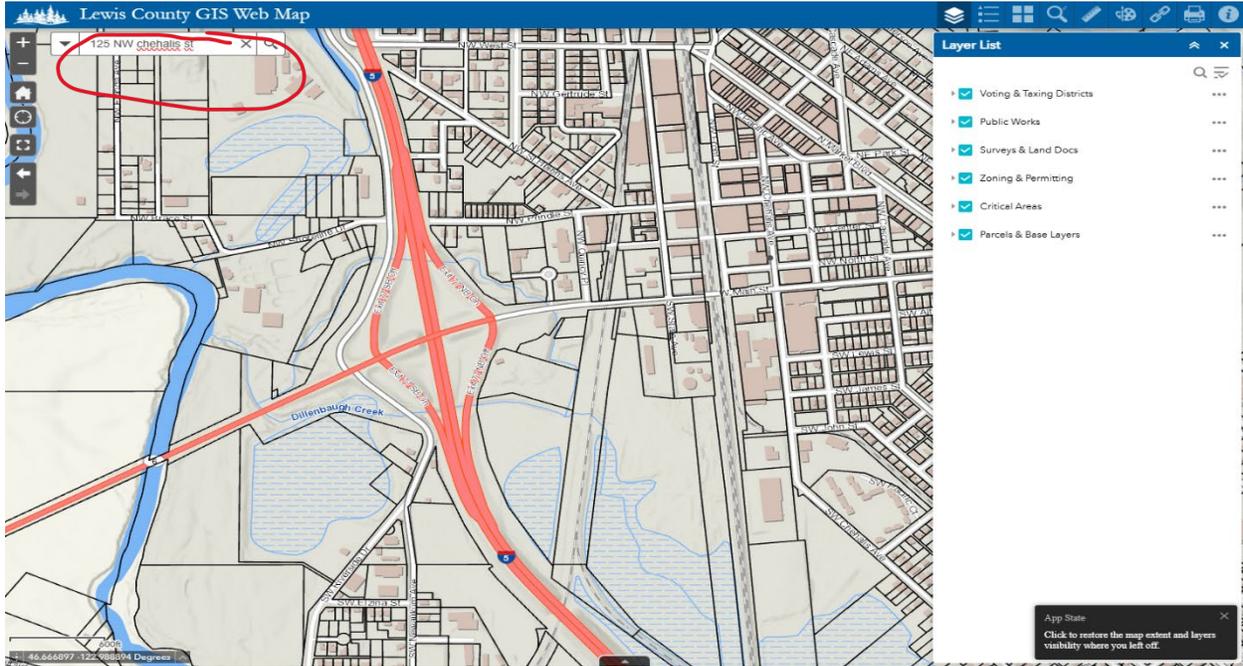
Street Address:

Search   **Clear**

**Save and resume later**   **Continue Application »**

If you do not know your parcel number click this "here" hyperlink on the application.

Within the map, begin typing your address into the top left section, and select the appropriate address.

Once you have found the correct property, your parcel number should be located at the top of the box. You can copy that and paste it back on the original application screen.
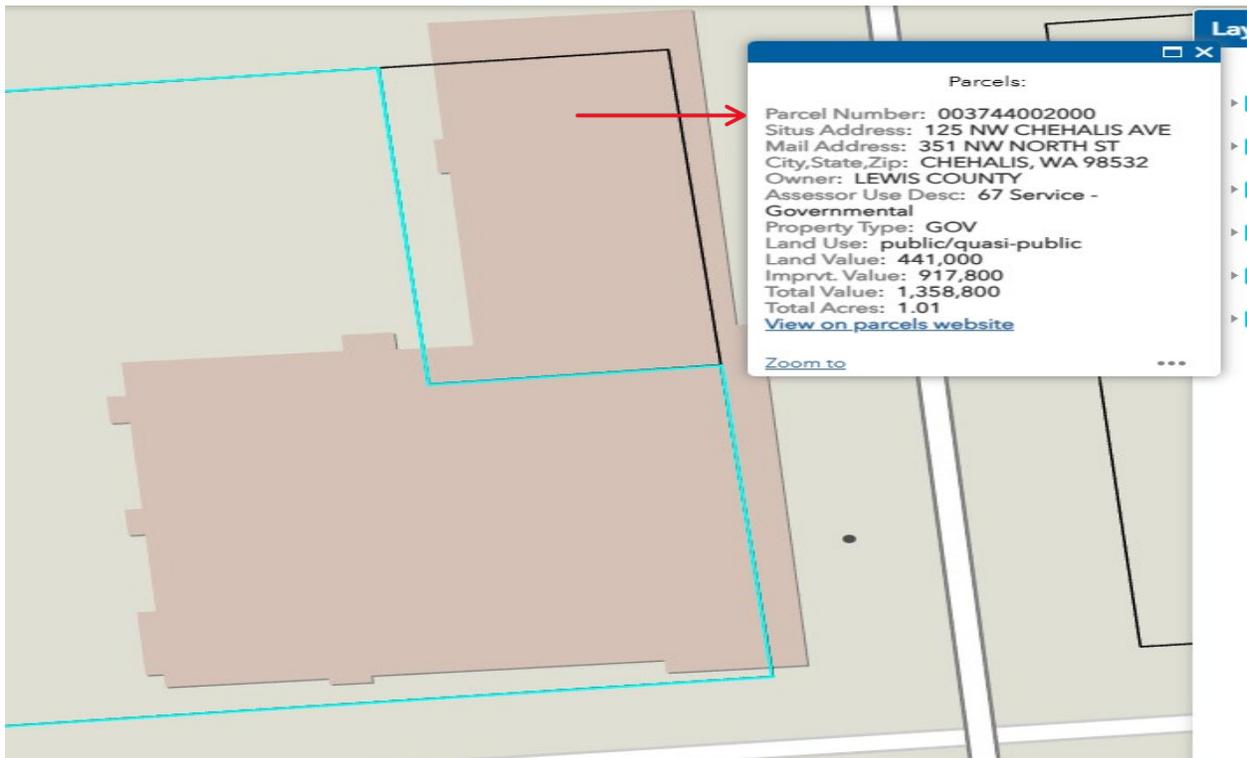
Select the type of permanent application you are looking to submit. If you are a seasonal or other establishment, an additional drop box will appear with time ranges or a type box to describe your food establishment.

Step 2: Application Information > General Information

*indicates a required field.

Type of Application

APPLICATION TYPE
Check all boxes that apply.

Change of Owner:
☐

Remodel:
☐

New Construction:
☐

Existing Food Establishment:
☐

Change in Menu or Equipment:
☐

New Mobile Unit:
☐

Seasonal Establishment:
☐

Other:
☐

Select your category of food establishment that best describes your proposal. Selecting a type of establishment will create a drop down to further explain that specific category. For example: a mobile unit may be stationary, or with route.

Establishment Type

ESTABLISHMENT TYPE
Check all boxes that apply.

Grocery: ☐

Espresso Stand: ☐

Tavern: ☐

Restaurant: ☐

Caterer: ☐

Preschool: ☐

School: ☐

Senior Center or Senior Living Facility: ☐

Mobile Unit: ☐

Other Establishment Type: ☐

If you are a mobile unit, we will ask your "Home Base" – This is the location in which you wish to operate on a normal basis. Please type a full address.

Your estimated target opening date does not have an exact timeline. We recommend that you submit an application at least a month in advanced from when you wish to open.

While private and public water sources are indicated, **Only public water sources will be accepted.** You will not be able to progress if you select a private system. If you have questions about your water system, you may utilize the Public works GIS webpage when selecting your parcel and utilizing the water connection filter. Typically, if you are within city limits, you are on a public water system. If you are on well water, a public water system is indicated by a group A or group B well. Private wells will be denied.

General Information

GENERAL INFORMATION

*Establishment Name:

*Previous Establishment Name:

*Previous Establishment Owner:

Estimated Target Opening Date: MM/DD/YYYY

Indicate if the establishment will be served by public or private water: --Select--

Waste Water Disposal: --Select--

Garbage Disposal: --Select--

Save and resume later

Continue Application »

To access filters, click the layer list near the top right. Select Community Development and highlight the water system connections about halfway down the page. Click on your parcel and System group should indicate the type of water available on site.

MENU OPERATIONS

Will this establishment use or prepare raw meats, poultry, or fish?: ○ Yes ○ No   *If your protein begins the food process in a raw form, select yes*

Will this establishment cook, prepare, or use unpasteurized shell eggs?: ○ Yes ○ No   *Most eggs bought in store are already pasteurized.*

*Will this establishment serve raw or undercooked meats, poultry, fish, shellfish, or eggs?: ○ Yes ○ No   *Only select this option if you plan to have a consumer advisory, such as serving a medium rare steak.*

Will this establishment heat and then cool foods, such as when preparing potato or pasta salads, or cooling leftovers for later service?: ○ Yes ○ No

Will this establishment prepare and/or serve food off site for events or occasions that are not open to the public?: ○ Yes ○ No   *Choose this option for catering. Events may include weddings or birthdays*

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

*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   *These options are detailed for temporary events*

*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

You will be asked to describe your outside procedures, temporary events you wish to attend.

Type in as many food sources as you need into each box. This is where you plan to buy your food from. Type N/A if not applicable to your establishment.

Food Sources

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: costco, walmart

*Seafood: sysco, cash and carry

*Dairy: winco

*Produce: safeway

*Breads: franz

*Canned Goods/Other: grocery outlet

Save and resume later   **Continue Application »**

MOBILE ONLY:

In this scenario, this is a mobile unit with route. Select "add service site", and add as many as you think you may need. This would be necessary if your normal operation is in Chehalis, and you wish to set up elsewhere during different times of the year. To add additional sites in the future, you must receive approval from your assigned food inspector.

MOBILE SITE INFORMATION
Provide information regarding the service sites for your mobile food operation below.

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	Days of the Week	Operation Hours	Address of Service Site	
☐	Monday	12-5	125 NW Chehalis AVE	Actions ▾
☐	Tuesday	12-5	South Tower Ave	Actions ▾

Add a Service Site ▾ | Edit a a Service Site | Remove a Service Site

Save and resume later   Continue Application »

You will need to get approval from the corresponding city to park your mobile unit and run your establishment.

Caterers:

Describe to your best ability the questions presented. Your assigned food inspector will discuss this in further detail during the plan review.

Time as a control – When a food requires refrigeration but remains in the danger zone (42 degrees F to 134 degrees F). You may utilize a Time as a Control Plan. After prepping a food you must use or throw away that food after 4 hours. This must be documented. It is best to maintain hot and cold temperatures.

A cooling chart indicates all foods you wish to save at the end of the day. Or prepare ahead of time. List all foods you may potentially save for future service.

Cooling Chart

COOLING CHART
Enter all food items that will be cooked and then cooled.

Showing 1-3 of 3

	Food Items that are Cooked then Cooled	Amount Cooled Each Day	How Many Days per Week will this Item be Cooled	Cooling Method - 2" layer, uncovered, in refrigerator	Cooling Method - 4" pieces of whole meats, uncovered, in refrigerator	Cooling Method - Time and Temperature Monitoring	Will this Item be Reheated?	
☐	pasta salad	3 pounds	2	Yes	No	No	No	Actions ▾
☐	taco meat	5 pounds	1	Yes	No	No	Yes	Actions ▾
☐	soup	3 gallons	3	Yes	No	No	Yes	Actions ▾

Add Food Item ▾ **Edit Food Item** **Remove Food Item**

Save and resume later   **Continue Application »**

Amount cooled each day does not have to be exact. Please give an estimate of how much you will cool

Cooling methods:

2 inch layer – using a large pan, only fill your foods up to 2 inches and place into a commercial refrigerator, on the top shelf, always uncovered.

4 inch intact pieces- If you have a meatloaf, or a roast, you would cut the food into 4 inch chunks, place into a food safe container, place on the top shelf of a commercial refrigerator, and leave uncovered.

Time temperature monitoring - If you were cooling large batches of soup, and not utilizing the 2-inch method, you will need to monitor and record when your food has reached 135 degrees F. Within 4 hours the middle of your soup or product must reach 70 degrees F. 2 hours after that point, your food must reach 41 degrees F. All data points must be tracked and documented thoroughly.

We always recommend the 2 inch and 4 inch method.

Once your food has properly cooled to 41 degrees F, you may then add a cover.

If you wish to reheat your foods and hot hold them, you must reach a temperature of 165 degree F prior to hot holding.

All foods must be added to this list below. Please include all ingredients and the food flow from which they enter your establishment to the point it gets served. Add all foods including specials that are not served on a regular basis. This may include a prime rib night or a seasonal soup.

You will likely need many additional rows to complete this section.

This may include milks and all of your alternatives, various vegetables, all types of peanut butters and their alternatives, etc.

Some items may be able to list under a general category. This may include soda, chips, candy, pasta, cookies, etc.

FOOD PROCESS

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	Food Item	Ready to serve / pre-made / pre-packaged	Produce purchased and ready to eat	Produce cleaned on site	Fully or pre-cooked meat, fish, poultry, or pasteurized eggs	Raw meat, fish, poultry, or shell eggs	Part(s) of item prepared ahead of time	Ingredient(s) heated and then cooled	Cooked, reheated, or prepared when ordered	Hot held	Leftovers saved	
☐	eggs	No	No	No	Yes	No	Yes	No	Yes	Yes	No	Actions ▾
☐	steak	No	No	No	No	Yes	No	No	Yes	No	Yes	Actions ▾
☐	pasta	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Actions ▾
☐	tomatos	No	No	Yes	No	No	Yes	No	Yes	No	No	Actions ▾
☐	milk	Yes	No	No	No	No	No	No	No	No	No	Actions ▾
☐	deli meats	Yes	No	No	Yes	No	Yes	No	Yes	No	No	Actions ▾

Add a Row ▾ **Edit Selected** **Delete Selected**

Save and resume later **Continue Application »**

This section presumably will take the longest to complete.

Hours of Operation:

Please fill out 7 rows even if not operating on certain days. This can be changes yearly when renewing your permit.

Time must be entered as HH:MM

Multiple entries can be created using the down arrow.

EQUIPMENT

Will a handwashing station be provided?:
⦿ Yes ○ No

★Handwash Station Type:
[Permanent Plumbing ▼]

Do you have dedicated hand wash sinks used only for hand washing in all food preparation areas? :
⦿ Yes ○ No

Are hot and cold water available at the handwash sink?:
⦿ Yes ○ No

Does the water pump turn on and off automatically?: ⑦
⦿ Yes ○ No

Do you have a three-compartment sink available for dishwashing? :
⦿ Yes ○ No   A 3 compartment sink is a requirement for any establishment. Having a dishwasher is purely supplemental.

Are drainboards attached to both ends of the 3-compartment sink?:
⦿ Yes ○ No

Are the compartments of the 3-compartment sink large enough to wash and submerge equipment?:
⦿ Yes ○ No

Can you completely fill 2 compartments with hot water (100F) without the water temperature dropping below 100 degrees F?:
⦿ Yes ○ No

Does the faucet reach to all compartments of the 3-compartment sink?:
⦿ Yes ○ No

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   Air gaps in the plumbing are required to not allow back flow of waste water back into your sinks.

Will you have a supplemental dishwasher?:
⦿ Yes ○ No

★Will your dishwasher sanitize with high temperatures (minimum 160 degrees F):
○ Yes ○ No

★Will your dishwasher sanitize with chemical sanitizers (chlorine or Quat)?:
○ Yes ○ No

Do you have at least one sink used only for food preparation, including washing produce, thawing meats, etc.? : ⑦
⦿ Yes ○ No

What will you use for your sanitizer buckets?: ⑦
[--Select-- ▼]   Sanitizer should be available at all times during food operation

Does this establishment have a grease trap?:
⦿ Yes ○ No

Approximate size of grease trap: ⑦
[20 gal]

Are all surfaces durable, smooth, and easily cleanable?:
⦿ Yes ○ No   More often than not, a grease trap in required in a food establishment. Even in coffee shops to catch the milk fat from dishwashing.

Equipment:

List all equipment that you will use. You can always add more when renewing your permit.

If you do not see an equipment category for a certain type of equipment you use. Please note this to your food inspector during the plan review.

A digital thermometer will always be required, no matter what type of establishment you plan to operate.

EQUIPMENT LIST
List all equipment used for the food facility in the table below.

Showing 1-4 of 4

	Equipment ID	Equipment Category	Equipment Type	Description of Other	Make	Model	Equipment included on floor plan	
☐	NA	Thermometers	Thin-Tipped Digital Thermometer		thermapen	NA	No	Actions ▾
☐	1	Cold Holding/Cooling	Walk in Fridge		Amerikooler	QC061287F	Yes	Actions ▾
☐	2	Cold Holding/Cooling	Drawer Refrigerated Chef Base		Koolmore	KM-BR-724D	Yes	Actions ▾
☐	3	Cooking	Oven		Main street	EC2-C	No	Actions ▾

Add Equipment **Edit Equipment** **Remove Equipment**

Save and resume later   **Continue Application »**

Equipment ID is a marking system to easily identify equipment during the inspection. For example, if you labeled all refrigerators, it can be easily noted that "Refrigeration units 1, 2, 3, 4 are all below 41 degrees F. Unit 5 is reading at 45 degrees F.

Consumer Advisory:

List all foods that you may offer as an undercooked food. The most common example is how someone orders a steak or hamburger.

A typical statement used on menu's may be:

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase risk of foodborne illnesses, especially if you have certain medical conditions

You may make changes to this statement if it gets approved and adequately warns the consumer of the risk of eating undercooked protein.

This statement must be made available to read on your menu. Each item that can be ordered undercooked will then be labeled with the asterisks.

Document upload:

Upload all required and additional files that you wish to add for further clarification.

A floor plan, menu, food safety plan, and DOH documents will be required for all types of establishments. Depending on your establishment, different document uploads may be required.

Each document will be explained in further detail below on

File Upload ×

The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

| Continue | Add | Remove All | Cancel |

First add as many files as needed. Once files are uploaded on this screen, select continue.

A drop down list for each and every file uploaded will become available.

When all documents have the appropriate type selected. Choose to save.

Ensure that the files have been uploaded properly. You will need to wait a few seconds to allow the system to change from pending to updated.

At this time, you may review the information you have inputted. You can go back and make any changes you find necessary. Once you submit, further changes will need to be approved through the plan review.
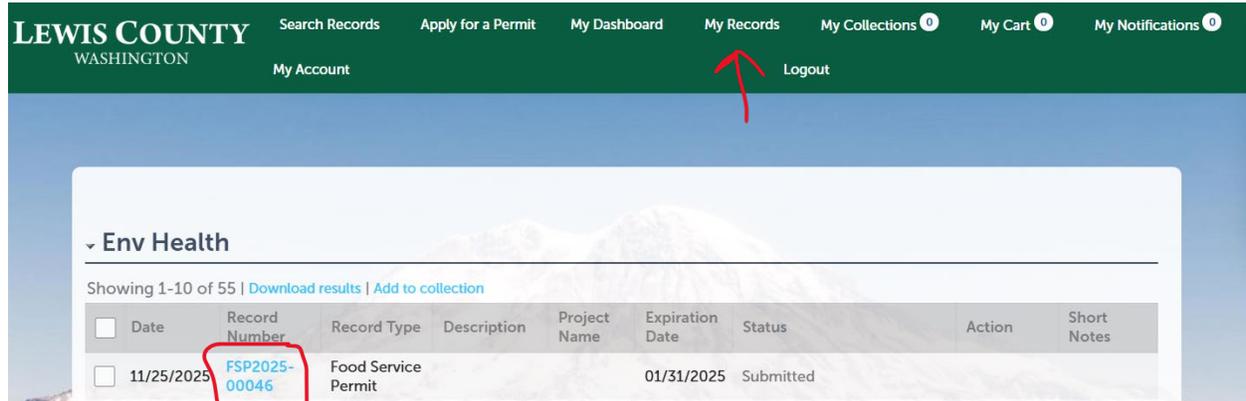
Your application will not be reviewed until the Plan Review fee has been paid. This is a 1 time fee for reviewing the application.

You can choose to pay the plan review fee from the website itself. Or you can choose to defer the payment for another time. If you choose to defer the payment, you can choose to pay online or come in to the Public Health office, located at 360 NW North St, Chehalis, WA. The office is located on the 3rd floor. You will want to reference your record number. This number is typically formatted: FSP2026-000##

Plan review:

Once the plan review is paid, a food inspector will be assigned to your application based on the location and area that your establishment will be at.

You can find your applications located in your "My Records" Tab.


Your status of your application is noted on the right side of the screen.

If a food inspector finds anything that is missing, and email will be sent to you and your status will change to "Revisions requested". At that point you can upload documents of the requested revisions.

To add documents. You will click the record number highlighted in blue.

Near the top left is a record info drop down list.

Select Attachments.
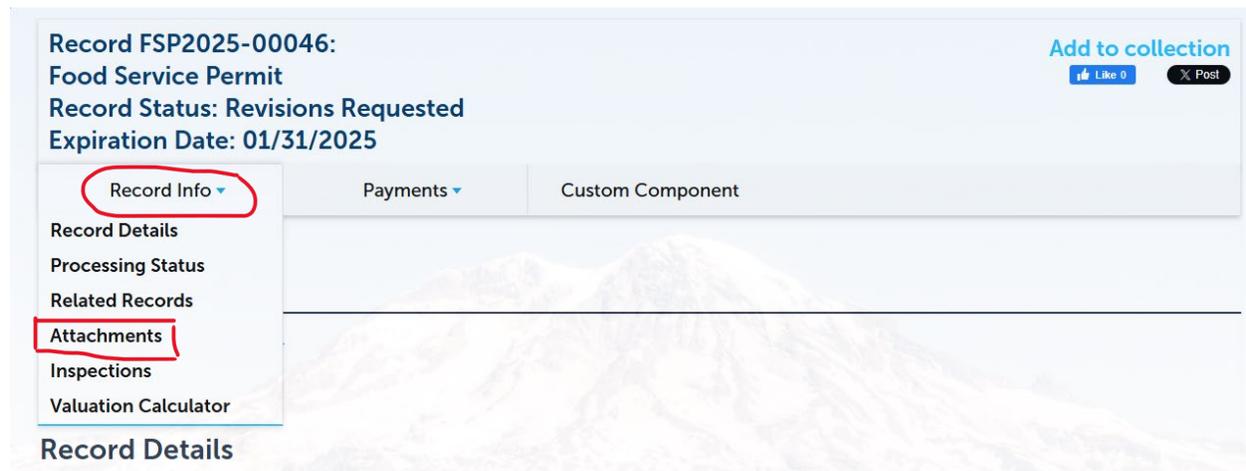
From here you can add attachments like you did for floor plan, menu, and other documents.

Once the plan review has been reviewed and verified for all food related questions, it may now be transferred to the corresponding city for further approval.

If your establishment is within the city limits of Centralia, Chehalis, Morton, Mossyrock, Pe Ell, Toledo, Vader, Winlock, or Napavine. Your application has been transferred to the corresponding city to be reviewed by the planning, building, water, and septic/sewer departments. If those departments have further questions or requirements, they will reach out accordingly.

If you live outside of one of those cities or in an unincorporated location (Packwood, Randle, Ethel, Silver Creek, etc.) your application has been transferred to the permit techs here in Lewis County. It will be transferred specifically to the planning, water, septic/sewer, and building departments. They will reach out if they have further questions.

If you are within one of the stated cities with their own departments, once complete they should contact you that your Food Service Application (FSA) is complete and they will email you or indicate that it's ready to be picked up.

If you application is transferred to Lewis County, our coworkers will inform me that it's complete and your food inspector will inform you that it has been completed.

During the time you are waiting for department approval, you will want to talk with your nearest fire department and ensure that emergency vehicles are able to assist you in case of a fire or emergency. Paperwork will be provided.

Now that approval has been granted, you may request a pre-opening inspection.

A conversation will take place between you and your food inspector to schedule a pre-opening inspection.

After a completed and passed pre-opening inspection. You will be able to pay for your permit. You may not operate your establishment until the corresponding permit fee is paid. Permits are valid from March 1st to February 28th/29th, unless otherwise stated as a seasonal establishment.

TEMPORARY ESTABLISHMENTS

General Information:

A temporary event must coordinate with an approved event. Self-declared events will not be accepted. Some examples of a self-declared event may include a setting up a bingo night or setting up your temporary establishment on a random weekend.

Temporary events will only be accepted for up to 3 days. Typically this includes a Friday, Saturday, and a Sunday. The only exception to this rule is our Southwest Washington Fair, the Packwood Flea Market, and various farmers markets.

Southwest Washington Fair – entire week of the fair

Packwood Flea Market – Thursday through Monday – Memorial Day and Labor Day

Farmers Markets – Once per week for the duration of the Farmers Market season

Sporting event Concessions – During game days only.

Some events that may be approved as a temporary event may include a customer appreciation day, which is limited to 2 per year. Below is our current list of well known events located around Lewis County. You may reach out to the contact listed to reserve

DATE	EVENT	CITY	CONTACT EMAIL OR WEBSITE	CONTACT NUMBER
4/11-4/13 2025	Pe Ell Spring Vendor Event	Pe Ell	vendor.peell.4th.july@gmail.com	N/A
5/2-5/4 2025	Lewis County Spring Youth Fair	Chehalis	info@springyouthfair.org	360-776-3202
5/3-5/4	Packwood Mountain Festival	Packwood	N/A	360-494-4007 or 360-496-1519
5/9-5/10	Country Chicks Spring Market	Chehalis	countrychicksllc@gmail.com	360-280-6257
5/23-5/26	Packwood Flea Market	Packwood	N/A	425-276-2211
6/20-6/22	Winlock Egg Days	Winlock	officialeggday@gmail.com	N/A
7/4/2025	Mossyrock Freedom Festival	Mossyrock	mossyrockfestivals.org/vendors-advertisers	(online application)
7/4/2025	Pe Ell 4th of July Parade	Pe Ell	vendor.peell.4th.july@gmail.com	N/A
7/10-7/13	Toledo Cheese Days	Toledo	bonanzabbq@aol.com	360-350-9397
7/11-7/13	Annual Lavender Celebration	Randle	info@cowlitzfallslavender.com	360-334-7008
7/12-7/13	Seattle to Portland	Multiple	info@cascade.org	206-522-3222
7/25-7/27	Packwood Summer Rod Run	Packwood	ironsmithdave@gmail.com	360-520-9633
7/26/2025	Chehalis Fest	Chehalis	N/A	360-345-1738
8/1-8/2	Mossyrock Blueberry Festival	Mossyrock	mossyrockfestivals.org/vendors-advertisers	(online application)
8/7-8/10	Morton Loggers' Jubilee	Morton	loggersjubilee@gmail.com	360-520-4360
8/9/2025	Hub City Cruisers Car Show	Chehalis	N/A	360-736-4333
8/12-8/17	Southwest Washington Fair	Chehalis	swwfair@lewiscountywa.gov	360-740-1495
8/22-8/24	Garlic Festival	Chehalis	https://wastategarlicfest.com/vendors/	(online application)
8/29-9/1	Packwood Flea Market	Packwood	N/A	425-276-2211
9/27-9/28	Country Chicks Fall Market	Chehalis	countrychicksllc@gmail.com	360-280-6257
10/3-10/5	Onalaska Apple Harvest Festival	Onalaska	OnyAppleHarvest@gmail.com	503-807-5561 or 360-978-4018
12/5-12/6	Country Chicks Chickmas	Chehalis	countrychicksllc@gmail.com	360-280-6257
12/6/2025	Chehalis Santa Parade	Chehalis	thechamber@chamberway.com	360-748-8885
12/13/2025	Centralia Lighted Tractor Parade	Centralia	cdaparade@gmail.com	360-827-1609

For an updated list of all events and their dates please visit: www.discoverlewiscounty.com/events

your spot. Reserving your spot at a specific event does not substitute the need for a temporary permit through Lewis County.

WSDA cottage and processing vendors - If you have a current cottage or processing permit through the Washington State Department of Agriculture (WSDA), and your items are non TCS (Does not require refrigeration or handling), such as baked goods, canned and jarred items, etc. You do not need to fill out a temporary application. If you plan to sample your items you may contact us at Foodsafety@lewiscountywa.gov and fill out a curtesy sampling application.

Exempt Establishments – You will need to complete a temporary application. Considering your items remain in the exempt list, you application will be processed and no fees will be associated.

List of Exempt Items:

Popcorn – Kettle Corn

Cotton Candy

Dried Herbs and spices (if processed in an approved facility)

Crushed Ice Drinks (Made from a premix that is then frozen and dispensed from a self-contained machine, like slushies or icees. Snow cones are shaved ice ar **NOT** included.

Corn on the Cob (if prepared for immediate service)

Whole Roasted peppers (if roasted for immediate service)

Roasted nuts and peanuts (including candy coated items)

Chocolate dipped ice cream bars (If made with commercially packaged ice cream bars)

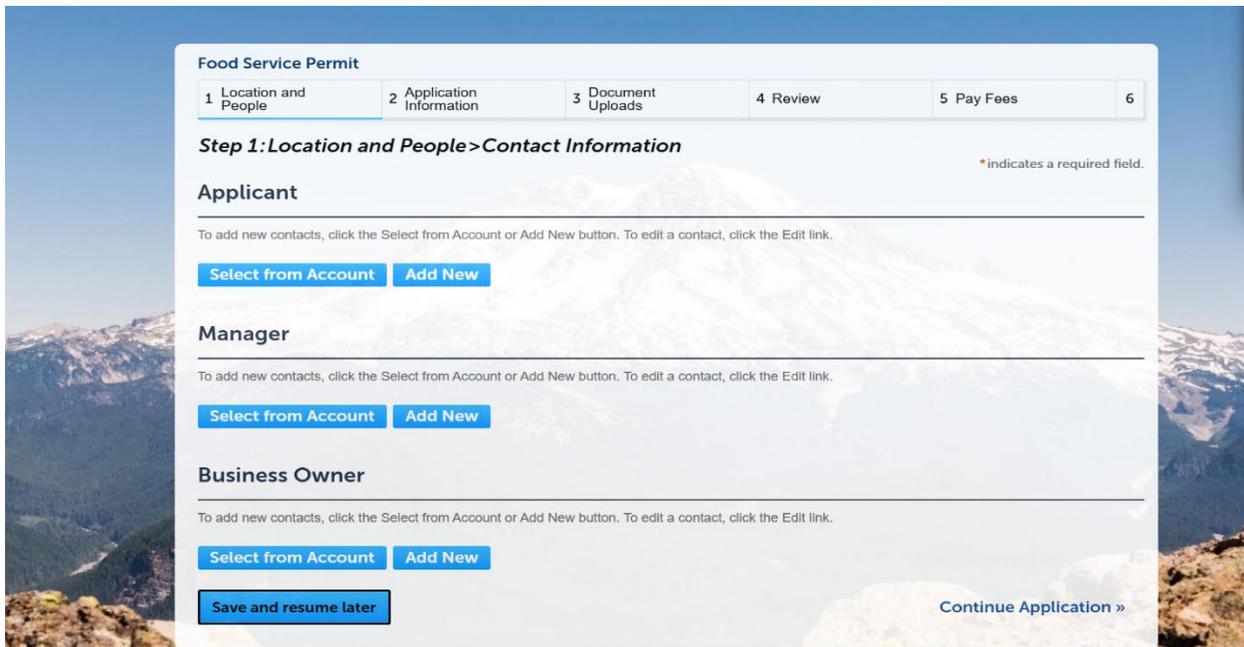Chocolate dipped bananas (If made with bananas peeled and frozen in an approved facility)

Sloced fruits and vegetables for sampling (if used for individual samples of non potentially hazardous produce)

Freeze Dried Candy (If processed in an approved facility)

Select Temp Food Service Permit to get started with the application.
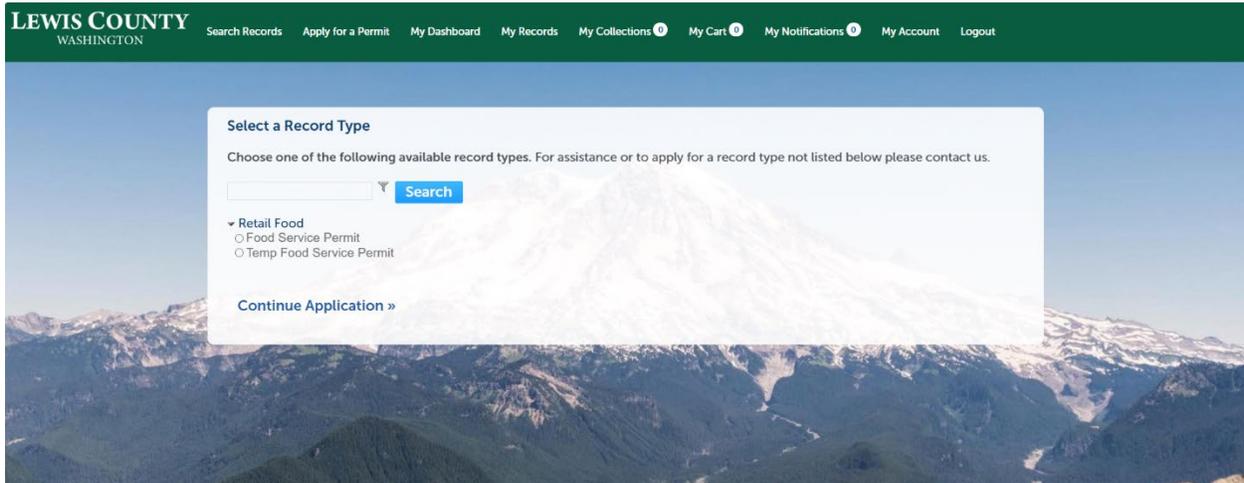
You will need to add information for each applicant, manager, and business owner of your proposed establishment. This person may be the same person for all 3. Once you have your account set up, you can simply choose "select from account" and it should auto populate with the given contact information.

For adding new contact information, all fields with a red asterisks are required to be filled out

Contact Information   ✕

	* First:	Middle:	* Last:

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

* Home Phone: Work Phone: Mobile Phone:

Fax:

* E-mail:

▼ Contact Addresses

Ensure that contact information is correct as your food inspector will call and email you to approve the application.

During temporary events port a potties are ok to use. Please ensure there is a bathroom within 200 feet of your establishment. Food handlers are required to wash their hands directly after using the bathroom and again once they get back to the food establishment.

These questions are referring to your water supply. Approved water from a public water source will be accepted. Common public water sources include city water, and group A and group B wells. Private wells are strictly prohibited.

Dish washing is not required for single day events. You are required to have some form of dishwashing when any one of your events last for more than 1 day. Most temporary establishments have 3 separate buckets that can be made available when needed. The 3 buckets will be utilized as a wash rinse and sanitize bucket.

Testing strips for your sanitizer are required. Please purchase the correct strips for the type of sanitizer you have purchased. Typically bleach is used as it is easily accessible, but Quaternary ammonium is also acceptable. Often times referred to at QT-40. You test strips will indicate which solution it can accurately test. Chlorine test strips will not indicate how much QT-40 is in your solution and visa versa.

You may be require to have a 4th bucket or approved way to wash your vegetables or fruit.

The name of your booth will be indicated on your permit.

If you believe you are a non profit you may select the box. You may provide documentation in the file upload.

Single events are covered from the start to finish of any given event. This is not based on the number of days the event is ongoing. Some examples where an event counts as single event would be attending:

- Memorial Day Packwood from Thursday to Monday
- Attending the Chehalis Farmers Market on Tuesdays for the duration of the Farmers Market.
- An approved one-day customer appreciation.
- A sporting event such as little league baseball on game days.

Multiple events may include:

- Attending both Memorial Day and Labor Day Packwood Flea Markets
- Attending Memorial Day Packwood Flea Market and the Morton Jubilee.

You may add as many multiple events that you wish to attend. You may add more in the future as events become confirmed.

If you select that foods will be prepared off site, you are required to have at least one approved commissary kitchen. You will later upload a commissary agreement with the approved kitchen. This kitchen must be an approved commissary kitchen. Absolutely no food may be prepared at home.

This is an example of a multiple event vendor.

Packwood vendors – indicate a general location where you will be located. For example in front of Napa Auto Parts or in front of Blantons Market, or near Cheveron.

If at a specific location, please include the address.

Event Date(s)

EVENT DATE

Each event must be added to the table below. If the application has been designated as a single event, then only one event may be added to the table. If the application has been designated for multiple events, at least 2 events must be added.

Showing 1-5 of 5

	Event Name	Event Date Range	Days of the week	Date of first event	Address or Location	Food Service Start Time	Food Service End Time	
☐	Packwood Memorial Day	May 22-26	Thurs - Mon	05/22/2025	Napa Auto Parts	10:00	09:00 PM	Actions ▾
☐	July 4th Celebration	July 4th	Friday		Mayfield Lake	5 PM	10 PM	Actions ▾
☐	Packwood Labor Day	August 28th – September 1st	Thurs - Monday		Blantons Market	10 AM	9 PM	Actions ▾
☐	Salvation Army	October 3-5	Friday - Sunday		Blue Pavilion Fair Grounds	9 AM	1 PM	Actions ▾
☐	Customer appreciation	June 6th	Friday		125 NW North St	1 PM	4 PM	Actions ▾

Add an Event ▾ | Edit an Event | Remove an Event

Save and resume later

Continue Application »

Your food handlers' card will be checked by the food inspector. It is important that the name you enter is an exact match to what is printed on your card.

Only one food handler is required to be on site of your temporary establishment at all times. It is best that everyone working to have a food handlers card. If your card is expired or do not have one you may get one at this website. Do it Right, Serve it Safe!

Your permit number for your food handlers card is a long serial number made up of numbers and letters. Also referred to as a Card ID. Typically 16 characters.

Equipment:

List all equipment that you will use. You can always add more when renewing your permit.

If you do not see an equipment category for a certain type of equipment you use. Please note this to your food inspector during the plan review.

A digital thermometer will always be required, no matter what type of establishment you plan to operate.

EQUIPMENT LIST
List all equipment used for the food facility in the table below.

Showing 1-4 of 4

	Equipment ID	Equipment Category	Equipment Type	Description of Other	Make	Model	Equipment included on floor plan	
☐	NA	Thermometers	Thin-Tipped Digital Thermometer		thermapen	NA	No	Actions ▾
☐	1	Cold Holding/Cooling	Walk in Fridge		Amerikooler	QC061287F	Yes	Actions ▾
☐	2	Cold Holding/Cooling	Drawer Refrigerated Chef Base		Koolmore	KM-BR-724D	Yes	Actions ▾
☐	3	Cooking	Oven		Main street	EC2-C	No	Actions ▾

Add Equipment **Edit Equipment** **Remove Equipment**

Save and resume later   **Continue Application »**

Equipment ID is a marking system to easily identify equipment during the inspection. For example, if you labeled all refrigerators, it can be easily noted that "Refrigeration units 1, 2, 3, 4 are all below 41 degrees F. Unit 5 is reading at 45 degrees F.

THIS IS NOT A MENU. PLEASE LIST FOOD INGREIDIENTS ONLY. YOU WILL POST A MENU LATER IN THE APPLICATION.

All foods must be added to this list below. Please include all ingredients and the food flow from which they enter your establishment to the point it gets served.

This may include milks and all of your alternatives, various vegetables, all types of peanut butters and their alternatives, etc.

Some items may be able to list under a general category. This may include soda, chips, candy, pasta, cookies, etc.

INGREDIENTS

Add all food types that will be served. If there are no foods in a specific category, enter NA

Showing 1-1 of 1

	Raw meats or shell eggs that will be cooked	Meats purchased pre-cooked or pasteurized eggs	Dairy	Fresh fruits or vegetables	Breads	Other Foods	
☐	chicken, beef, pork	turkey, roast beef	milk, oat milk, almond milk, cheese	spinach, lettuce, onions	whole wheat, hamburger buns, hotdog buns	chips and candy	Actions ▾

Add a Food Item ▾   Edit a Food Item   Remove Food Item

Save and resume later   **Continue Application »**

You should only need one submission for this section.

You will be required to submit both a floor plan and a menu list. Your menu is different than you ingredient list.

Example of a floor plan and menus do not need to be professionally done.

Document upload:

Upload all required and additional files that you wish to add for further clarification.
A floor plan and a menu is always required, Depending on your establishment, different document uploads may be required.

Each document will be explained in further detail below on <mark>44</mark>

File Upload ✕

The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

Continue   **Add**   **Remove All**   Cancel

 First add as many files as needed. Once files are uploaded on this screen, select continue.

A drop down list for each and every file uploaded will become available.

When all documents have the appropriate type selected. Choose to save.

Ensure that the files have been uploaded properly. You will need to wait a few seconds to allow the system to change from pending to updated.

Floor Plan

hand washing	Prep Sink	3 compartment sink

Prep Table

Hot Holding

Ice Chest
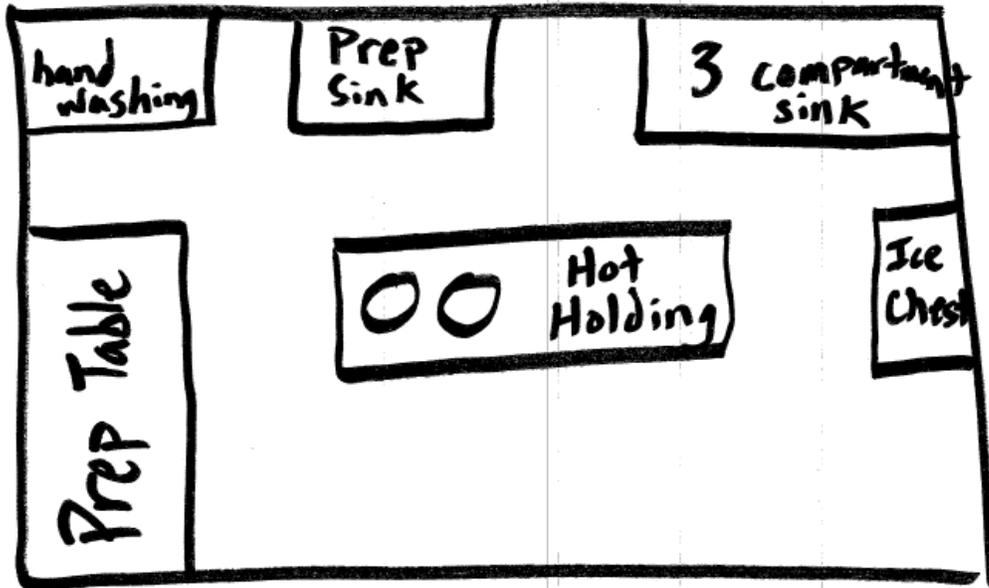
Public Access

Menu

Cheeseburger
Hotdog
Chili

Clam Chowder

Top Ramen
Peanut Butter + Jelly

Review

At this time, you may review the information you have input. You can go back and make any changes you find necessary. Once you submit, further changes will need to be approved through the plan review.

Your application has not been approved at this time.

A food inspector will review your application and determine the appropriate category.

Once a category has been assessed you should receive an email asking you to pay. You will not be contacted, and your permit will not be approved until you have paid and received your signed permit.

You will want to note your record number. This number is typically formatted: TFSP2025-#####

After fees have been assigned to your application, you should be notified via email.

Once your application has been reviewed and your category has been determined, you can pay the fees due.
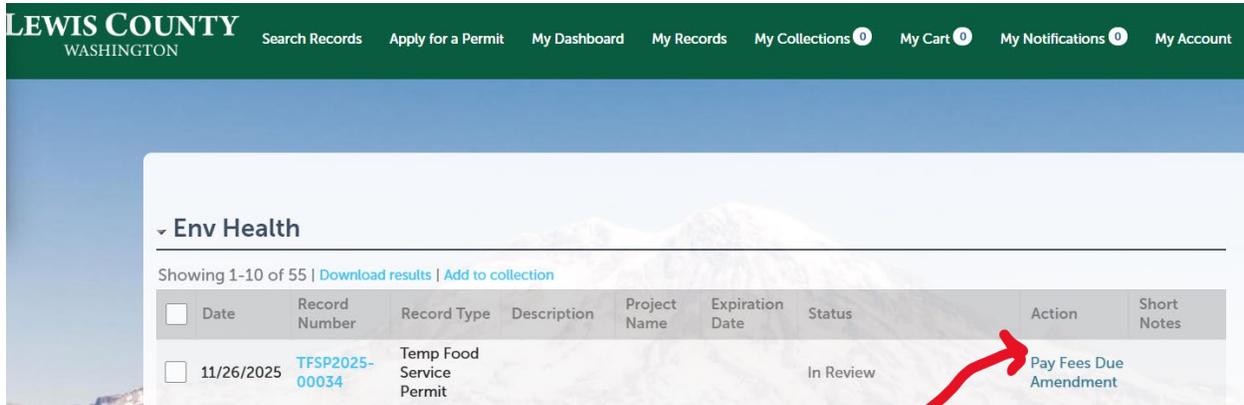
You are able to select Pay Fees Due now.

You may also make amendments to your application at any time.
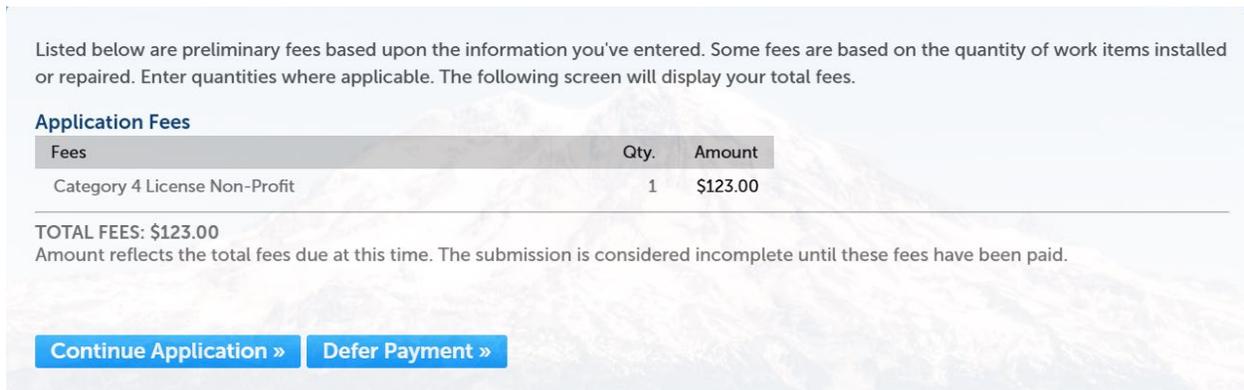
To pay with a card, you can continue the application and enter your payment information.

If you decide to defer your payment, your application will not go through plan review or approval until paid. You can come back and pay online, or you may pay in person at the Public Health Building located at 360 NW North St, 3rd floor, Chehalis, WA, 98532.

Once paid you should receive an email with your receipt attached.

Plan review:

Once the plan review is paid, a food inspector will be assigned to your application based on the location and area that your establishment will be at.

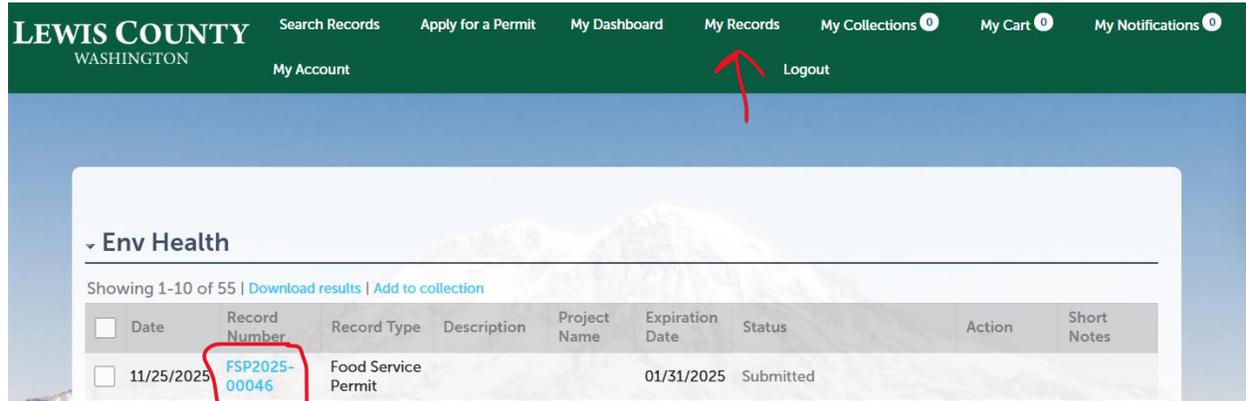You can find your applications located in your "My Records" Tab.

Your status of your application is noted on the right side of the screen.

If a food inspector finds anything that is missing, and email will be sent to you and your status will change to "Revisions requested". At that point you can upload documents of the requested revisions.

To add documents. You will click the record number highlighted in blue.

Near the top left is a record info drop down list.

Select Attachments.
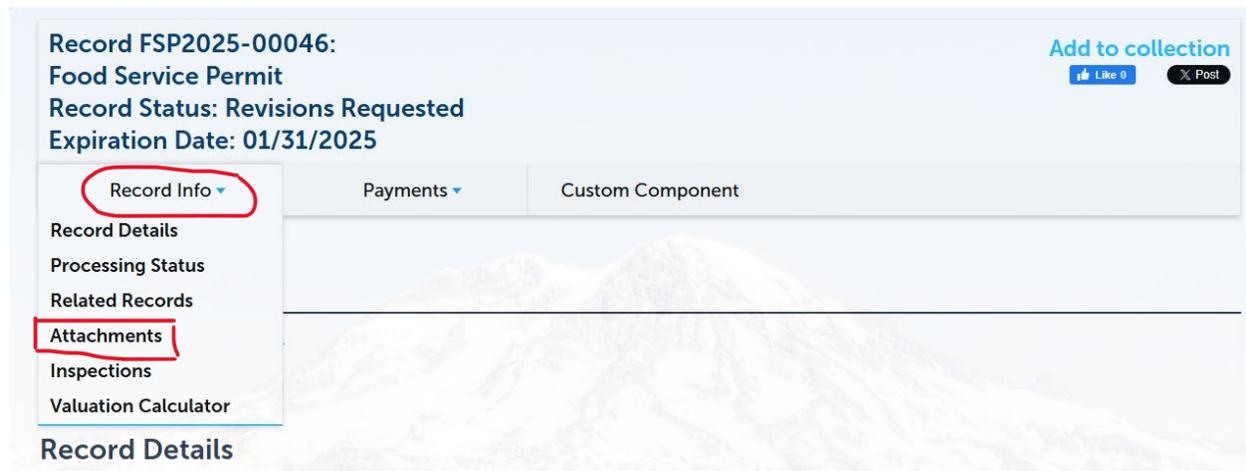
From here you can add attachments like you did for floor plan, menu, and other documents.

Single events to multiple events:

If you are currently permitted to operate for one event, but wish to upgrade to multiple events you can do that through the amendment link on your record details.

After selecting to amend your events, menu, or floor plan, it will present a page with the information you originally submitted. You will not be able to edit any of this information. You may scroll to the bottom, select that the information is correct, then continue.

To add additional events go to page ### of this FAQ and repeat the steps to add additional events.

To add a new floor plan or a new menu go to page ### of the FAQ and repeat the steps to document upload the necessary uploads.

If you are upgrading from single to multiple event, you must pay the corresponding fees and receive an updated approved permit.

If your menu upgrades to a higher risk, your fees will be added to reflect that change.

You should receive an email when fees have been added to your permit.

DOCUMENT UPLOADS

The document upload FAQ is in order of most used.

PERMANENT: All establishments regardless of risk category are required to fill these pages out to its entirety.

DOH Documents –

Page 1 and 2 go over active managerial control. The sections marked in red must be read and filled out appropriately

General rule regarding this certificate, if your category falls within risk category 3, 4, 5, 6, one person is required to gain a certified food protection manager. Some exceptions can be made including a mobile coffee unit. If you are unsure if this certificate will be required, ask your food inspector.

Active Managerial Control & Certified Manager

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	Temperature Control		Contamination Prevention
☐ Handwashing	☐ Using a Thermometer	☐ Cold Holding	☐ Produce Washing
☐ Utensil Use	☐ Cooking	☐ Thawing	☐ Raw Meat Separation
☐ Illness Symptoms	☐ Hot Holding	☐ Receiving Food	☐ Cleaning & Sanitizing
☐ Illness Reporting	☐ Cooling	☐ Date Marking	☐ 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	Complex Processes Requiring Variance or HACCP Plan
• 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	• 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 Toolkit: AMC and CFPM
DOH 333-304 September 2022

Page 1 of 2

Certificates can be gained from these websites listed below. Most are online and able to take the test online. In person testing can be done. Inform your food inspector you would prefer an in person test and we will connect you with a certified proctor.

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	☑ Online (self-paced) *English, Spanish*	☑ English ☑ Spanish	☑ Online proctor
360training.com	☑ Online (self-paced)	☑ English	☑ Online proctor
AboveTraining/StateFood Safety.com	☑ Online (self-paced) *English, Spanish, Chinese, Vietnamese*	☑ English ☑ Spanish ☑ Chinese	☑ Local testing center ☑ Online proctor ☑ In-person proctor
National Registry of Food Safety Professionals	☑ Self-study manual *English, Spanish* ☑ In-person trainer	☑ English ☑ Spanish ☑ Chinese ☑ Korean	☑ Local testing center ☑ Online proctor ☑ In-person proctor
National Restaurant Association, ServSafe	☑ Online(self-paced) *English, Spanish* ☑ Self-study manual *English, Spanish, Chinese, Korean* ☑ In-person trainer	☑ English ☑ Spanish ☑ Chinese *In-person also available in:* ☑ Korean ☑ French Canadian ☑ Japanese	☑ Local testing center ☑ Online proctor ☑ In-person proctor ☑ Accommodation available for additional languages
The Always Food Safe Company, LLC	☑ Online (self-paced) *English*	☑ English ☑ Spanish	☑ Online proctor ☑ 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

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.

Date marking –

Fill out all information. Employees should be trained annually.

Toolkit: Date Marking

Health

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) 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.

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

Section 3: Date Marking Method

Select the marking method used　　　　　**Select the date that will be used**
☐ Sticker　　　　　　　　　　　　　　　　　☐ Date/day of preparation/container opening
☐ Color code　　　　　　　　　　　　　　　☐ Last date/day of service/discard
☐ Marker　　　　　　　　　　　　　　　　　☐ Date frozen/thawed (must be included if frozen)
☐ Other:　　　　　　　　　　　　　　　　　☐ 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

Employee Health –

Employees shall not come to work sick. If they experience any of these symptoms they should remain at home. Employees should be reminded annually. This document should be available at all time for employees to reference. This document is to be posted or kept in a folder so all employees can reference this document.

	Toolkit: Employee Health

Section 4: Exclusion and Restriction

✓	Food worker must not work if sick.
☐	**Exclusion: Food workers must not work in the food establishment until approved to return if they have:** • **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** (*Salmonella* Typhi) within the past 3 months. Food worker may not return until approved by health department. • Other:
☐	**Restriction: Food workers may work but may not handle unpackaged food or clean/unwrapped utensils.** • **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.

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

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

☐	Who is supposed to train staff on employee health? (Check all that apply.) ☐ Owner ☐ Certified Food Protection Manager ☐ Person in Charge ☐ Other:

Section 6: Additional Facility-Specific Information

Section 7: Plan Maintenance

☐	How often is the plan reviewed and updated? ☐ Annually ☐ 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.

Vomit and Diarrhea Clean up plan

Page 1 has a basic plan that you may utilize. If you wish to create your own clean up plan you may submit that plan instead. You will be required to create an emergency bucket or kit for this situation. Utilizing a 5 gallon bucket with the items listed will suffice. Some buy pre made kits online. Employees should be trained annually. This document must be made available to all employees, either posted or in a dedicated folder where all employees can access.

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):
☐	**Protect Consumers** • 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 reseat guests within 25 feet of the contaminated area until the area is property cleaned and disinfected. • Other:
☐	**Protect Food** • 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:
☐	**Protect Employees** • 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 *E. coli*, *Salmonella*, hepatitis A, *Shigella*, and norovirus. • Other:
☐	**Protect Surfaces** • 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):

☐ Disposable masks

☐ Disposable gloves

☐ Disposable aprons

☐ Goggles

☐ Absorbent material (baking soda, kitty litter)

☐ Disposable scoop/paper plates

☐ Garbage bags

☐ Disposable paper towels/cloths

☐ Disposable mop head (no vacuum)

☐ Mop bucket/hot water

☐ Caution tape or signs

☐ Soap

Other tools:

☐

☐

☐

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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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

☐ Who will be trained to prepare allergen-friendly meals or determine if different meal options are needed?
☐ All staff ☐ Person in Charge/Manager ☐ Main chef/cook ☐ Other:

☐ How will front of house staff notify manager or back of house staff of allergen-free meal request?
☐ Verbally ☐ Written ☐ Both – Written and Verbal ☐ Other:

☐ How often are employees trained?
☐ At hire ☐ Annually ☐ When errors observed ☐ Other:

☐ How are employees trained?
☐ Read & sign document ☐ Signage posted ☐ Online/Classroom allergen training ☐ Other:

☐ How are customers notified in writing of allergen-friendly options?
☐ On menu ☐ Posted sign at entrance ☐ At point of sale ☐ Other:

Section 7: Additional Facility-Specific Information

Section 8: Signature

Plan prepared by:

| Signature	Date	Printed Name	Phone

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Floor Plan

This does not need to be professionally done. We want to see a general idea of what your establishment looks like. Note where all sinks are located, all refrigeration units, cooking equipment, etc. This floor plan can be done with a pen and a blank piece of white paper. You will want to write the dimensions of your establishment or the total square footage of the establishment on the floor plan.

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
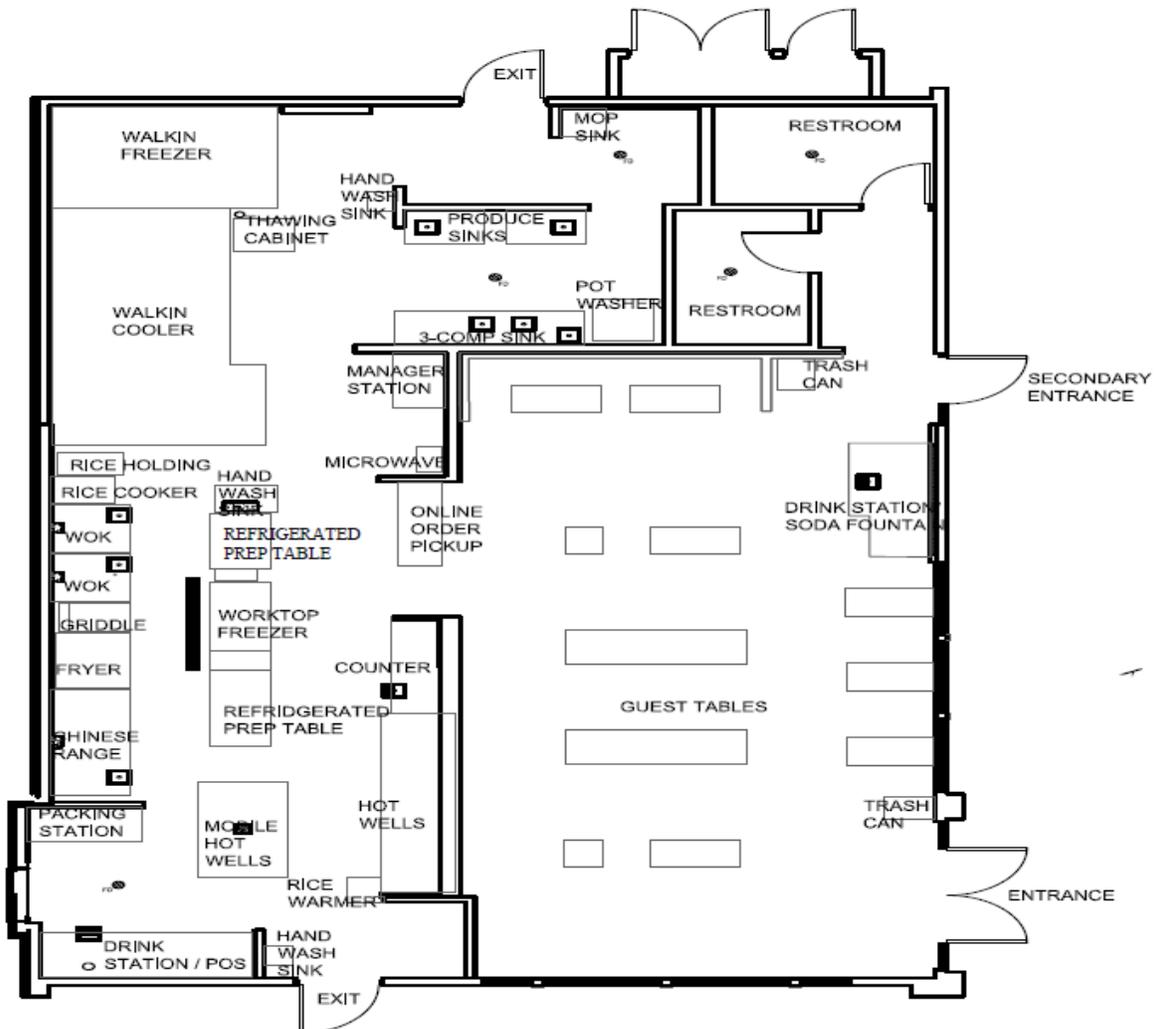
EXAMPLE OF SIMPLE FLOOR PLAN #1

Menu –

A copy of your menu that will be viewed by your customers will be required. You may customize your menu how you wish. If your establishment has a consumer advisory, below are steps how to do it properly. Your menu needs to be approved.

Menu

|	
Item 1	**Item 4**
*Item 2	**Item 5**
Item 3	***Item 6**

*Consuming raw or undercooked meat, poultry, seafood, shellfish, or eggs my increase risk of foodborne illness.

Your items must be linked with an asterisks to indicate that this item is or may be prepared undercooked. The consumer advisory must be available on each page of your menu.

Labor and Industries approval

If you are a mobile unit, you are required to have a food truck that has been approved by Labor and Industries. You can find their website here. Labor & Industries (L&I), Washington State. You can follow the steps on their website to get your mobile unit approved.

Your mobile unit may already be approved before. There will be a placard that looks like this. It is gold and black and should be bolted to the outside of your trailer.
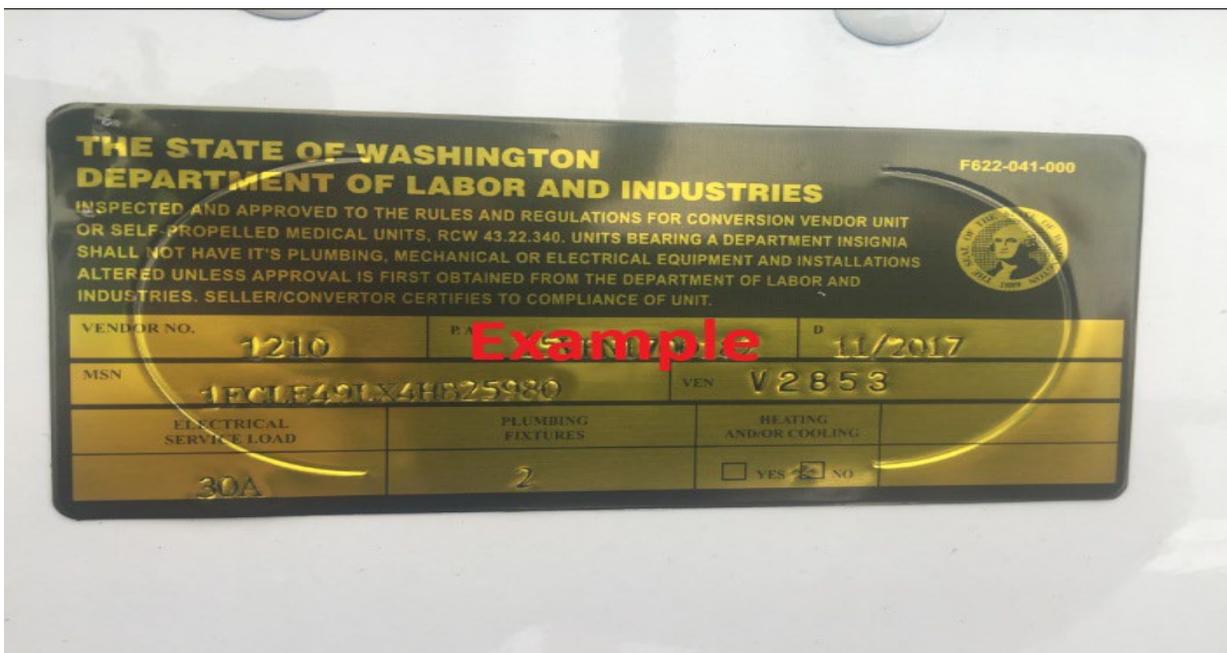
Food Service application (FSA)

After your application has been reviewed for accuracy, the application is sent to the city or county to be approved. The planning, water, septic / sewage, and the building departments will ensure that the establishment has met the codes required. This may include operating within an approved zoning area, utilizing an approved water source, ensuring your wastewater is disposed of properly, or fire codes are being met. The department will reach out if they have further questions or requirements. Your permit will not be approved unless all departments sign off on your establishment.

Photo of Mobile Unit – We are looking to have photos of your mobile unit in many different angles. Please add at least one photo of the outside, inside, power source and lock boxes, and any additional photos that may be relevant.

Sample Mobile Route – This should be submitted with the original application. Please upload more mobile routes if your operation changes or have more locations you plan to operate at.

Commissary agreement –

If you are an establishment that uses commissary or another location, you will need to submit commissary paperwork for each location that you utilize. This may include a kitchen for dishwashing, getting water for your mobile unit, a permanently plumbed bathroom, or many other activities. You will be required to prove you still have access to these utilities by completing a new commissary form each year. When you renew your application, you should upload a new commissary document for the upcoming year.

Catering Menu – If you are a caterer please ensure that various different menu items will be listed. Menu uploads can be submitted at any time in case anything needs changing. You can upload a new menu by accessing your record and adding a new attachment.

Catering Line Floor Plan - Different events require different set up methods. Please add a typical floor plan and a food flow in which food will be served. A food flow should attempt to eliminate any form of cross contamination between ready to eat foods.

Supporting Documentation – Any further information that you believe is necessary for your food inspector to review can be added.

Food Protection Manager – Please refer to the DOH Documents located above at page

 45. If your establishment requires a food protection manager, you will be required receive a certificate valid for 5 years. Please upload your certificate under this file upload.

Food Safety Plan – Your food safety plan will be required for your establishment. This may include a variety of Standard Operating Procedures. It may include but not limited to:

- Daily, Nightly, Weekly, Monthly Quarterly, Yearly cleaning procedures. This should include your equipment used daily and your establishment as a whole, including your refrigerators, walk ins, behind counters and general cleanliness.
- Procedures for employee hand washing
- Hot and Cold holding temperature logs (establishment dependent)
- Pest control systems
- HACCP plans for food processes – approval is needed for these types of practices.

Cart Sneeze Guard photos – Please include photos of any sneeze guard equipment that you have. This many be required in a salad bar or for an open mobile unit such as a hot dog cart, or event displayed foods at a bakery.