FOOD SAFETY OPERATIONAL PLAN REVIEW

This plan review has been designed to assist you in determining what foods you and your newly proposed food facility are prepared to serve. It is important to answer each question thoroughly. This plan is as important as your business plan. It will help you visualize all the food preparation processes that you intend to utilize in your facility and will help you and us determine if your procedures and equipment support that preparation. Proper procedures and equipment lead to safe food preparation and service.

Name of Establishment:
Address:
Owner’s name:
Operator’s name:

Establishment Type (Office Use Only) 602, 603, 605, 606, 610, 611, 614, 615, 616, other
Establishment License #

Training/Manager’s Certification/Person-in-charge

According to IDAPA 16.02.19.201 The License Holder shall be the PERSON-IN-CHARGE or shall designate a PERSON-IN-CHARGE and shall ensure that a PERSON-IN-CHARGE is present at the FOOD ESTABLISHMENT during all hours of food preparation and service.

A designated person-in-charge will be provided for each shift where foods will be prepared and/or served. YES / NO

Based on the Risks of foodborne illness inherent to the Food operation, during inspections and upon request, the person-in-charge shall demonstrate to the regulatory authority knowledge of foodborne disease prevention.

Please List each PERSON-IN-CHARGE that you have hired, their likely shift time, and the training they have successfully completed:

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<tr>
<th>NAME</th>
<th>SHIFT</th>
<th>TRAINING</th>
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**Employee Illness Policy**

Is there a written policy to exclude or restrict food workers who are sick or have infected cuts and lesions? **YES / NO**

What symptoms of illness would cause you to restrict or exclude an employee from handling food?

_____________________________________________________________________

Please briefly describe your policy:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

**Food Preparation Review**

Check categories of Potentially Hazardous Foods (PHF’s) to be handled, prepared and served.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>(YES)</th>
<th>(NO)</th>
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<tbody>
<tr>
<td>1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)</td>
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<td>2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)</td>
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<td>3. Cold processed foods (salads, sandwiches, vegetables)</td>
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<td>4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)</td>
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<tr>
<td>5. Bakery goods (pies, custards, cream fillings &amp; toppings)</td>
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<td>6. Other</td>
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Complexity of Food Preparation and risk factors (check all boxes that apply):

- [ ] Retail Food Market: no food preparation (sale of unopened potentially hazardous foods-phfs). **Risk Factor:** cold holding.

- [ ] Preparation of ready-to-eat foods from commercially prepared foods (e.g. Sandwich preparation and heated frozen soups) with or without limited hot-holding. **Risk Factors:** handwashing/no bare hand contact, cold holding, hot-holding, adequate reheating, and clean food contact surfaces.

- [ ] Preparation of large batches of phf type foods from raw ingredients, cook and serve only (e.g. summer camp kitchen). **Risk Factors:** handwashing/no bare hand contact, cold holding, clean food contact surfaces, pathogen destruction.
Preparation limited to cook and serve of commercially prepared frozen or refrigerated foods (e.g. hamburgers/chicken cooked from raw and handling of final product) with limited hot and cold holding. **Risk Factors:** handwashing/no bare hand contact, adequate thawing, cold-holding, hot-holding, clean food contact surfaces, cross contamination, pathogen (disease causing organisms) destruction (by cooking or freezing in special cases).

Extensive handling of raw ingredients; food processes include cooking, cooling and reheating of phf’s with extensive hot and cold-holding of phf’s. **Risk Factors:** handwashing/no bare hand contact, adequate thawing, cold-holding, hot-holding, adequate cooling/reheating, clean food contact surfaces, cross contamination, pathogen destruction.

Catering/Off-site/Satellite. **Risk Factors:** handwashing/no bare hand contact, adequate thawing, cold holding, hot holding, adequate cooling/reheating, clean food contact surfaces, cross contamination, pathogen destruction & food protection/transportation.

Facility serves a highly susceptible population (immunocompromised, preschool aged children or older adults (e.g. nursing home). **Risk Factors:** handwashing/no bare hand contact, adequate thawing, cold-holding, hot-holding, adequate cooling/reheating, clean food contact surfaces, cross contamination, pathogen destruction & pasteurized egg product.

Food processing (wholesale sales of foods made at facility): **Risk factors:** depend on type of foods to be prepared and sold.

**Risk Factors**

A. **Handwashing/No Bare Hand Contact With Ready-to-Eat Foods:**

1. Adequate number of hand sinks?  
   Y  N
2. Hand sink(s) convenient to food preparation area/dishwashing area/wait station?  
   Y  N  NA
3. Hand sink(s) convenient to cook line?  
   Y  N  NA
4. Can your food service staff easily see the hand washing sinks while preparing and cooking food?  
   Y  N

B. **Prepared Ready-To-Eat Foods & Method to Prevent Bare Hand Contact**

Table 1. List all in-house prepared ready-to-eat foods by category (e.g. sandwiches, salads, burgers) and the method used to prevent bare hand contact with the food. Check all boxes that apply.

<table>
<thead>
<tr>
<th>Food</th>
<th>Gloves</th>
<th>Deli Tissue</th>
<th>Suitable Utensil/Other List</th>
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</thead>
<tbody>
<tr>
<td>Example: corn chips</td>
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<td>Chip scoop</td>
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C. **Thawing Potentially Hazardous Foods:**
   
   Table 2. How will potentially hazardous foods be thawed? (e.g. beef, pork, fish, poultry) Check all that apply.

<table>
<thead>
<tr>
<th>Thawing Method</th>
<th>FOOD</th>
<th>Under Refrigeration</th>
<th>Cold Running Water</th>
<th>Microwave or Cook</th>
<th>Other (List)</th>
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<tbody>
<tr>
<td>Example: uncooked shrimp</td>
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<td>X</td>
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D. **Reheating:**

1. How will PHF's that are cooked, cooled, and reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds?

_______________________________________________________________________
_______________________________________________________________________

2. List the foods that will be reheated.

_______________________________________________________________________
_______________________________________________________________________

2. How will rapidly reheating food to 165°F for hot-holding be accomplished within 2 hours? And how will you verify this process?

_______________________________________________________________________
_______________________________________________________________________

E. **Cooking & Reheating Potentially Hazardous Foods**

   Table 3. List all cooking and reheating equipment. Check all that apply.

<table>
<thead>
<tr>
<th>Equipment Name</th>
<th>Cooking</th>
<th>Reheating</th>
<th>New</th>
<th>Used</th>
<th>NSF or Equivalent</th>
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</table>
F. **Cold/Hot Holding of Potentially Hazardous Foods:**

Table 4. List of cold/hot holding equipment. Check all that apply.

<table>
<thead>
<tr>
<th>Equipment Name</th>
<th>Cold Holding</th>
<th>Hot Holding</th>
<th>New</th>
<th>Used</th>
<th>NSF or Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Y</td>
<td>N</td>
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<td>N</td>
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</table>

G. **Food Preparation**

Table 5. List all potentially hazardous foods that will be prepared a day or more in advance of service or sale. Check all boxes that apply.

<table>
<thead>
<tr>
<th>Food</th>
<th>Volume (number, size or weight)</th>
<th>Held Hot until Service</th>
<th>Cooled</th>
<th>Reheated to 165 F for Hot Holding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Potato salad</td>
<td>5 pounds</td>
<td></td>
<td>X</td>
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<tr>
<td>Example: Soup</td>
<td>1 gallon</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
H. **Date Marking:** When potentially hazardous food is ready-to-eat and will be kept under refrigeration for more than 24 hours after preparation or opening, a **last date of use** or discard date must be placed on the item.

Will the establishment use or produce food items that will require date marking? **Y**  **N**

If yes, describe the date marking method that will be used or provide a written standard operating procedure that assures use or disposal of such foods prior to the use by date. Examples of such foods: potato salad, soups, packaged lunch meat, hot dogs.

Explain your method or system for date marking and identify who will be verifying the system is being completed.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

I. **Cooling Potentially Hazardous Foods**

Table 6. List foods that will be cooled. Verify and check your cooling method. More than one method may be used together. Foods must be cooled from 135 degrees to 70 degrees in 2 hours and from 70 degrees (room temperature) to less than 41 degrees in 4 hours or less. Check all that apply.

<table>
<thead>
<tr>
<th>Food</th>
<th>Shallow Pan in Cooler</th>
<th>Ice-water bath</th>
<th>Reduction of size*</th>
<th>Ice Paddle</th>
<th>Rapid Chill Device</th>
<th>Other (List)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: potato salad</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>5 pans of 1 gal each</td>
<td></td>
</tr>
<tr>
<td>Example: soup</td>
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<td>X</td>
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</table>

* Amount or volume of food to be cooled is portioned by cutting it into smaller pieces or putting it into several containers to increase cooling.
J. Will ice be used as a coolant for potentially hazardous foods?  Y  N
If yes, describe the foods which will be cooled using ice. What will be the source of the ice?
______________________________________________________________________
______________________________________________________________________

K. Will time be used to control the growth of bacteria, instead of hot or cold holding?  Y  N
If yes submit a list of foods and the standard operating procedure used to monitor the use of time
as a control. Be specific as to how each food portion is to be tracked. If time is used as a public
health control, a standard operating procedure is necessary. A plan for each food that will be time
controlled to prevent the growth of harmful bacteria is to be available for the health department
to review at time of inspection.
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

L. Food Thermometers: All cold holding and hot holding equipment must have an
accurate equipment thermometer in the unit. An accurate and calibrated food
thermometer is also required to measure internal food temperatures. Thermometers must
be accurate to ± 2 degrees Fahrenheit. It is important to have thermometers capable of
taking temperatures in the intended range of use and designed for the intended purpose.

Table 7. Type of Thermometers

<table>
<thead>
<tr>
<th>Type of Thermometer</th>
<th>Intended Use</th>
<th>Temperature Range</th>
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</table>

a. What is the minimum hot holding temperature and how many times during an 8 hour
shift will you use a thermometer to take the actual internal temperature of the hot held
food? The minimum hot holding temperature will keep the food safe.

Minimum Hot-Hold Temperature: __________ F
Number of times per shift: ______________

b. What is the maximum cold-holding temperature for your refrigerated foods and how
many times per 8 hour shift will you actually check the equipment thermometer or probe
the food to determine the holding temperature? The maximum cold-holding temperature
of food will keep it safe.

Maximum Cold-Holding Temperature: __________ F
Number of times per shift: ___________

c. If you are cooling foods from 135 F to below 41 F, how often will you use your food thermometer to take an actual internal temperature to check the rate of cooling?
   Every_____ Minutes   Never

d. Write down temperatures that you have taken of foods or equipment and retain records. Explain your frequency of temperature recording.
________________________________________________________________________

M. Pathogen Destruction: Proper internal cooking temperatures or other means of assuring harmful bacteria and virus’ (pathogens) have been destroyed are specific to the types of foods being prepared. Are you and your staff knowledgeable in proper methods of pathogen destruction?  Y   N

Answer all that apply to your menu:
What is the minimum internal cook temperature for fish? _______F
What is the minimum internal cook temperature for a hamburger patty? _______F
What is the minimum internal cook temperature for pork? _______F
What is the minimum internal cook temperature for chicken? _______F
What is the minimum internal cook temperature for a beef roast where the final cook temperature is maintained for 120 minutes? _______F

When cooking a raw product such as a burger or chicken, how often do you check the final cook temperature with a thermometer designed for that purpose?

   Every Time   Often   Once a Day   Never   Other__________________

N. Cleaning and Sanitizing

a. List the sanitizer that will be used to clean tableware and kitchenware.
________________________________________________________________________

b. What type of sanitizer test paper or strips do you use to check the concentration?
________________________________________________________________________

c. What concentration of sanitizer is necessary to kill bacteria and virus?

   _______ PPM   Range: _________ PPM

O. Catering/Off-site/Satellite: Will this facility provide catering, off site service or operate at a satellite location?   Y   N

If yes,
1. List types of menu items to be served or attach menu:
_______________________________________________________________________
2. Maximum number of such meals per day: __________

3. Will foods be prepared at the off-site facility or catered event? Y N

4. What foods will be routinely transported to the off-site facility or catered event?
___________________________________________________________________
___________________________________________________________________

5. How will hot and cold temperatures be maintained during transport and service?
___________________________________________________________________
___________________________________________________________________

6. What is your hand washing policy for food servers?

7. Will a hand wash station or stations with warm water, soap and paper towels, be provided convenient to all food preparation areas? Y N

8. Are gloves or implements provided to avoid direct hand contact with ready-to-eat foods? Y N

9. How are foods protected upon service? Are sneeze guards in use for buffet lines?
___________________________________________________________________
___________________________________________________________________

10. How are dishes, utensils and other food contact surfaces protected during transportation?
___________________________________________________________________
___________________________________________________________________

11. What types of vehicles are used for food and utensil transport? ______________
___________________________________________________________________

12. What is the procedure for disposal of unserved food? ______________________
___________________________________________________________________

13. What is the procedure for transport of soiled utensils back to your commissary?
___________________________________________________________________
___________________________________________________________________

Food establishment owner/manager signature____________________________

REHS reviewer _________________________________

Date of review ___________________________

Revised 05/12/2011