

INSTRUCTIONS FOR FOOD SERVICE FACILITY CHANGE OF OWNERSHIP WITH NO CHANGES TO OPERATION, EQUIPMENT, OR FACILITY

Dear Prospective or New Food Service Facility Owner:

Pursuant to Code of Maryland Regulation (“COMAR”) 10.15.03.28 F., a license may not be transferred from one person to another person or from one food service facility to another. Therefore, you must submit a Change of Ownership application - \$100 fee, food facility license application fee - \$200.00 if pre-packaged foods only, \$350.00 for moderate risk, or \$450.00 for high risk, and Workers’ Compensation Insurance Certification to the Wicomico County Health Department **BEFORE** you operate a food service facility.

The Department may approve the uninterrupted operation of an existing food service facility **ONLY IF** you certify, in writing, 8prior to the transfer of ownership of the food service facility that

NO CHANGES WILL OCCUR IN ANY OF THE FOLLOWING:

1. Menu
2. Equipment including replacement, change out, vent hoods, walk-in coolers/freezers, etc.
3. Equipment arrangement/location
4. Structural facility including plumbing, HVAC, vent hood, floors, walls, ceilings, lighting, etc.

The documentation above must include the former and new names of the food service facility, address of the facility, signature and printed or typed name of the new owner or agent, and date.

In addition to the documentation of “No Changes” requirements and items required in the first paragraph, you must provide:

- A) A proposed menu or list of foods served/offered for sale at your facility.
- B) A diagram of current floor layout/equipment plan, drawn to scale (i.e. ¼ inch = 1 foot). You may use the enclosed graph paper. Sample scale drawn plans are enclosed for your convenience.
- C) A numbered **equipment list** with model numbers that correspond to the floor layout diagram. You may use and/or make as many copies as necessary of the enclosed equipment list form.
- D) A Hazard Analysis Critical Control Point (**HACCP**) plan for all potentially hazardous foods on your menu. You may use and/or make as many copies as needed of the enclosed HACCP plan form for your use. Sample HACCP plans are provided for your convenience.

ATTENTION

ANY CHANGES TO ITEMS 1 – 4, LISTED ABOVE, REQUIRE A PLAN REVIEW AND WRITTEN APPROVAL BY THE DEPARTMENT PRIOR TO BEGINNING ALTERATIONS, INSTALLATION OF EQUIPMENT, CONSTRUCTION, OR OPERATION OF THE FACILITY. Properly prepared plans, specifications, plan review fee, and a completed plan review application must be submitted to the Department to facilitate review and approval of construction or material alterations.

WICOMICO COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
108 East Main Street, Salisbury, Maryland 21801
Phone – (410) 546-4446
Fax – (410)219-2882

Application for License to Operate a Food Service Facility

**CHANGE OF OWNERSHIP
FEE IS \$100**

Application is hereby made to operate a food service facility in accordance with COMAR 10.15.03, Regulations Governing Food Service Facilities

THE YEARLY FEE FOR COMMERCIAL FACILITIES WITH A HIGH RISK ASSESSMENT IS \$450.00
THE YEARLY FEE FOR COMMERCIAL FACILITIES WITH A MODERATE RISK ASSESSMENT IS \$350.00
THE YEARLY FEE FOR COMMERCIAL FACILITIES WITH A LOW RISK ASSESSMENT IS \$200.00
THERE IS NO FEE OR LICENSE FOR EXCLUDED, BONAFIDE NONPROFIT ORGANIZATIONS AS DEFINED BY COMAR
10.15.03.02B(6) & (20)

PLEASE PRINT OR TYPE

FACILITY NAME: _____

PHONE NUMBER: _____ FACILITY LOCAL FAX: _____

FACILITY STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

OWNER: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____ FAX NUMBER: _____

IF OWNED BY A CORPORATION, PROVIDE NAMES AND ADDRESS ON THE BACK OF THIS FORM

(CHECK ALL THAT APPLY)

PRE-PACKAGED ONLY: _____ CARRY-OUT ONLY: _____ FULL SERVICE: _____ CATERING: _____ NON PROFIT: _____

SEATING CAPACITY: _____ NORMAL HOURS & DAYS OF OPERATION: _____

WATER SUPPLY: PUBLIC: _____ PRIVATE: _____ SEWAGE: PUBLIC: _____ PRIVATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

PRINT APPLICANT NAME: _____

OFFICE USE ONLY PROPERTY ID: _____ ESTABLISHMENT ID: _____

DATE LICENSE ISSUED: _____ SANITARIAN: _____

PRIORITY ASSESSMENT: HIGH MODERATE LOW

DATE PAID: _____ AMOUNT PAID: _____ CHECK #: _____ RECEIPT #: _____



Wicomico County Health Department

108 East Main Street • Salisbury, Maryland 21801

Matthew McConaughey, MPH, Health Officer



STATEMENT OF WORKERS' COMPENSATION INSURANCE

Maryland Code Annotated, HealthGeneral Article, §1202 requires that an employer must file with the issuing authority: (1) a certificate of compliance with the Maryland Workers Compensation Act; or (2) a workers' compensation insurance policy or binder number before any license or permit is issued.

Please circle the number of the option below which best applies to you, provide the requested information, sign, date the form, and return it with the attached application.

1. I have worker's compensation insurance.

Insurance Company _____

Policy or Binder Number _____

2. I do not have any *covered employees* as defined by Maryland Code Annotated, Labor and Employment Article §9-202, and therefore, am exempt from having workers' compensation insurance.
3. I am self-insured. Approval of self-insurance has been received from the Worker's Compensation Commission. (ATTACH A COPY OF THE CERTIFICATE OF COMPLIANCE).

Signature

Title

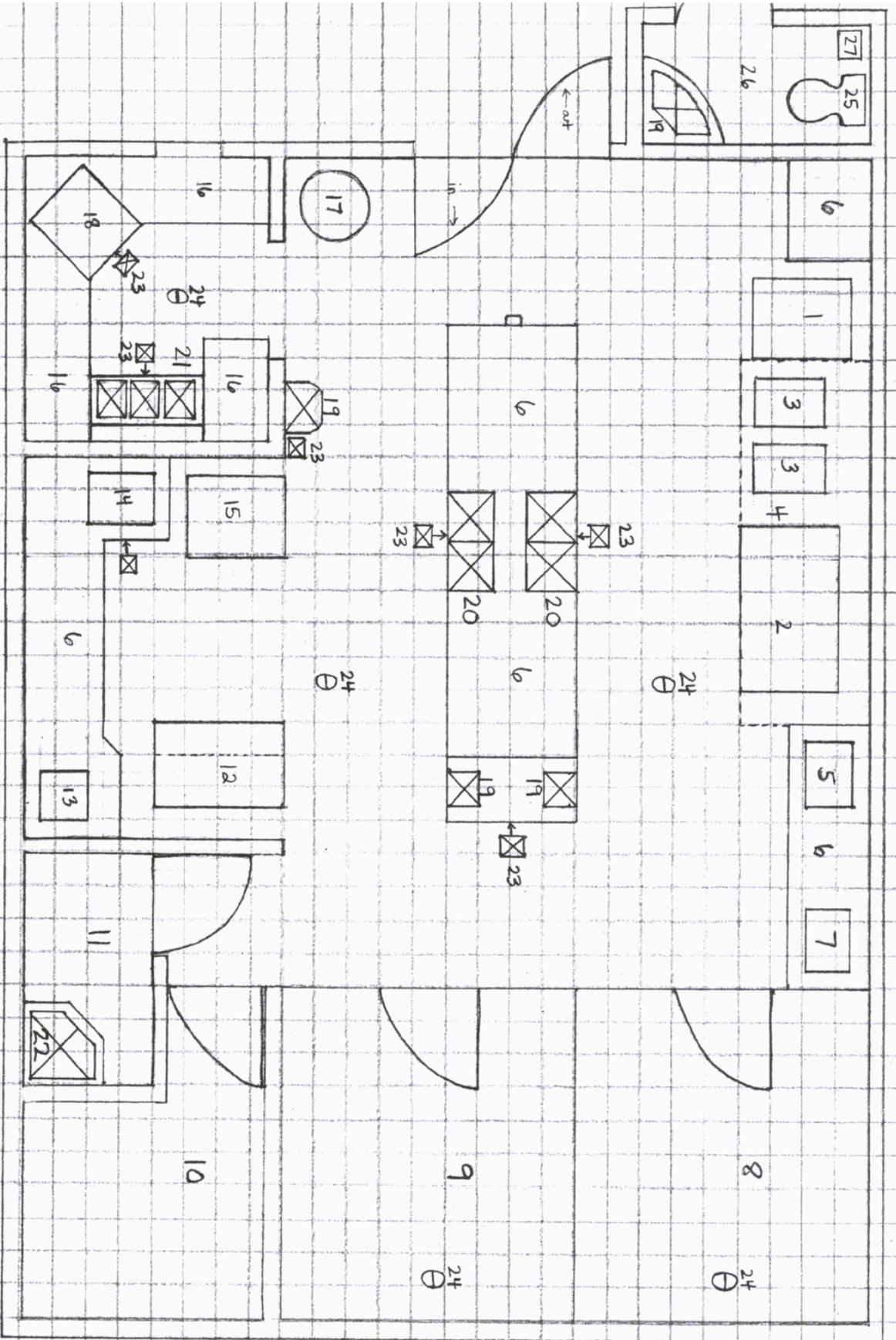
Printed Name of Attester

Business Name

Date

410-749-1244 • FAX 410-543-6975 • TDD 410-543-6952
DEPARTMENT OF HEALTH AND MENTAL HYGIENE • 1-800-4MD-DHMH
AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

Sample Floor Plan Equipment Layout



⊕ = Floor Drain
 ⊗ = Sink

□ = 1/4" = 1 ft.

EQUIPMENT LIST

Equipment Description	Model #
1.	
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27.	
28.	

Sample EQUIPMENT LIST

	Equipment Description	Model #
1	Piper Product Natural Convection Oven/proofer	OP-3
2	Vulcan Gas Restaurant Range	60L
3	Frymaster	MJ35GBLSD
4	Captive Aire Ventilation Hood	H00-ND-11
5	Amana Commercial Microwave oven	ALD 10T
6	Custom built-in stainless countertops, Cabinets below	
7	Eurobid Double Panini Grill-Flat bottom, ribbed top	PDL 3000
8	Walk-in freezer	
9	Walk-in refrigerator	
10	Dry storage room	
11	Mop room	
12	Delfield Pizza /Salad /Sandwich Prep Table	18648 PTB
13	Univex Slicer -10"	4510
14	Countertop Soda Dispenser	
15	Hoshizaki Water Cooled ice dispenser / stand	DCM-750 BWH-05 / SD-700
16	Stainless counter for warewashing	
17	Trash can	
18	Champion Dishwasher	D-HBC (40)
19	Hand sink	
20	2-compartment food-prep sink	
21	3-compartment dishwashing sink	
22	mop sink	
23	floor sink	
24	floor drain	
25	Toilet	
26	Employee restroom	
27	Covered trash can	
28		
29		
30		

STANDARD OPERATING PROCEDURES (SOP'S) FOR HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PLANS

RECEIVING:

Standard:

All food must be from approved sources. Foods must be wholesome and not adulterated. No home-prepared foods can be present in a food service facility. Severely dented, rusty, or swollen cans must be rejected. All meats and poultry must be USDA inspected. All eggs must be from USDA registered flocks. All shellfish must be from FDA approved harvesters and must be provided with shell stock tags. The shell stock tags and egg records must be maintained on site for 90 days.

Monitoring:

Inspect incoming product for package integrity. Measure product temperature to ensure the product has been received at a compliant temperature. Pasteurized crab meat and vacuum packed meats with no preservatives must be refrigerated at 38°F or below. All other refrigerated product must be 41°F or below and frozen product must be fully frozen upon delivery. Inspect shellfish and other seafood products for freshness.

Corrective Action:

Reject delivery or discard product if criteria is not met.

Verification:

Supervisor visually observes that employees are inspecting incoming product for package integrity and that temperature monitoring is being conducted if necessary.

STORAGE:

Standard:

Frozen products must be fully frozen. Pasteurized crab meat and vacuum packed meats with no preservatives must be refrigerated at 38°F or below. All other refrigerated products must be stored at 41°F or below. Store raw refrigerated animal food products separate from refrigerated ready-to-eat foods. If stored on same set of shelves, raw animal foods must be stored below ready-to-eat foods. Foods must be stored only in designated areas. Protected foods must be stored a minimum of 6 inches above the floor; exposed food must be stored at least 18 inches above the floor.

Monitoring:

While the facility is in operation, check temperature of refrigeration and freezer units a minimum of every 4 hours.

Corrective Action:

If a storage freezer is not working properly, move foods to freezer unit capable of maintaining frozen foods. If frozen product has begun to thaw, move to refrigerated unit maintaining 41°F or below and cook within 72 hours.

If a refrigerator is not maintaining 41°F or below, and if the product was out of temperature for a verifiable time of less than 4 hours then move the product to a unit properly maintaining 41°F or below. If the product temperature was above 41°F for an unverifiable time or longer than 4 hours then discard the product.

Verification:

Review temperature logs of storage units if available. If temperature logs are not utilized, the supervisor will visually observe that unit temperatures are monitored by employees and corrective actions are taken when warranted.

THAWING:

Standard:

Food products must be thawed in a refrigerator at 41°F or below, under potable running water that is at or below 70°F, in a microwave oven only if product is being cooked immediately or as part of the conventional cooking process.

Monitoring:

Monitor temperature of refrigerator to ensure unit is maintaining 41°F or below for proper thawing.

Ensure running water is less than 70°F with sufficient force to agitate and float off loose particles if this process is used.

Ensure product is immediately cooked after thawing in the microwave.

Corrective Action:

Any food items that have begun the thawing process must be cooked within 72 hours.

If a refrigerator is not maintaining 41°F or below, and if the product was out of temperature for a verifiable time of less than 4 hours then move the product to a unit properly maintaining 41°F or below.

If the product temperature was above 41°F for an unverifiable time or longer than 4 hours then discard the product.

Foods not cooked immediately after thawing in the microwave are discarded.

Verification:

Supervisor visually observes that employees are thawing foods properly and that corrective actions are taken when needed.

PREPARATION/PROCESSING/ASSEMBLING:

Standard:

Food workers prevent contact of exposed, ready-to-eat food with their bare hands by using gloves or utensils such as tongs or deli paper. Cross contamination is prevented by not allowing contact between ready-to-eat and raw foods. Utensils used in food preparation are clean and sanitized. Fruits and vegetables are free of dirt, etc. prior to processing. The time that potentially hazardous items are removed from temperature control for processes such as portioning, slicing and mixing must be minimized.

Monitoring:

All raw fruits and vegetables are washed thoroughly to remove soil and other contaminants before cutting, cooking, or serving. Managers will ensure employees are properly utilizing gloves or other approved method when handling ready-to-eat foods. Ensure that the time that potentially hazardous foods are out of temperature control for preparation is minimized.

Corrective Action:

Any food items contaminated by bare hands, unclean utensils, etc. are discarded. Discard product if out of temperature control for an extended period of time for preparation.

Verification:

Supervisor visually observes that proper techniques are being utilized during food preparation and ensures that corrective actions are being taken when monitoring procedures are not met.

COOKING:

Standard:

All potentially hazardous foods must be cooked to the following proper minimum internal temperature for 15 seconds unless otherwise noted:

- Pork; Ham 145°F
- Comminuted fish/meats 155°F
- Ground Beef 155°F
- Roast Beef 130°F for 121 minutes for immediate service
- Poultry; Stuffing; Stuffed Meat 165°F
- Shelled Eggs 155°F
- Shelled Eggs 145°F for immediate service
- Ready to eat commercially processed foods 135°F
- All others not specified 145°F

Certain foods may be cooked to order for immediate service upon customer request, provided that a consumer advisory is provided and process is approved in the HACCP plan.

Monitoring:

A consumer advisory is provided on the menu or in another approved form when an animal food, such as beef, eggs, fish, lamb, pork, poultry, or shellfish, is served raw or undercooked. The HACCP plan must specify that raw or undercooked items are offered and must include method of customer notification. Advisory must state "consuming raw or undercooked animal foods may increase your risk of contracting a food borne illness, especially if you have certain medical conditions". Internal product temperatures will be checked using a calibrated stem thermometer.

Corrective Action:

Product will continue to cook until proper temperatures are reached.

Verification:

Review cooking temperature logs. If cooking logs are not utilized, the supervisor must visually observe that temperatures are taken at the proper times and if unsatisfactory, food is returned to the cooking equipment until the required time and temperature standards are met. Supervisors must also verify that thermometers are properly calibrated.

HOT HOLDING:

Standard:

All food items are hot held at a temperature of 135°F or above.

Monitoring:

Internal product temperatures will be checked using a calibrated stem thermometer at regular intervals as specified in HACCP plan or at a minimum of every two hours.

Corrective Action:

Food item is rapidly reheated to a minimum temperature of 165°F if the food was below 135°F for a verifiable period not exceeding 4 hours. Product is discarded if the food was below 135°F for more than 4 hours or the time the food had been out of temperature is not verifiable.

Verification:

Monitor temperature logs, and/or observe temperature monitoring and calibration practices.

COOLING:

Standard:

Potentially hazardous cooked food's internal temperature is cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or less within an additional 4 hours. Cooling is accomplished by refrigerating in shallow pans less than 3 inch food depth with vented cover, reducing food mass by separating foods into smaller portions, use of ice water baths combined with frequent stirring or use of other effective method acceptable to the approving authority. Cooling method of foods must be documented in the approved HACCP plan for facility.

Monitoring:

Internal product temperature will be checked using a calibrated stem thermometer at regular intervals as specified in HACCP plan, at a minimum of every two hours.

Corrective Action:

If internal product temperature does not reach 70°F within 2 hours, rapidly reheat product to 165°F and begin cooling process again. If internal product temperature does not reach 41°F within the additional 4 hour time period, product will be discarded.

Verification:

Review cooling logs, and/or observe temperature monitoring procedures.

REHEATING:

Standard:

Potentially hazardous foods that have been cooked, cooled, and refrigerated are reheated to an internal temperature of 165°F or above within 2 hours. Ready to eat foods taken from a commercially processed, hermetically sealed container or from an intact package from a food processing plant that is inspected by a food regulatory authority is reheated to a minimum of 135°F.

Monitoring:

Internal product temperature will be checked using a calibrated stem thermometer at regular intervals as specified in HACCP plan.

Corrective Action:

Product will be discarded if it fails to reach 165°F within 2 hours.

Verification:

Monitor temperature logs, and/or observe temperature monitoring and calibration practices.

HAND WASHING:

Standard:

Hand washing must be performed prior to the start of handling foods and after eating, drinking, smoking, sneezing, coughing, using the restroom, handling soiled equipment or utensils, and handling raw animal products. Hands must be washed for a minimum of twenty seconds while utilizing soap and warm water. Hands must be dried with paper towels, hand dryer or other approved method.

DISHWASHING:

Standard:

Dishes, utensils and equipment must be flushed of all debris, then washed with hot soapy water in the first compartment, rinsed in hot clear water in the second compartment, and sanitized in the third compartment. The time and strength will be dependent on the type of sanitizer utilized. Chemical test strips must be provided to ensure the proper sanitizer strength is utilized. Dishes, utensils and equipment must air dry prior to stacking and putting away.

WIPING CLOTHS:

Standard:

If wiping cloths are to be utilized, they must be stored in a container of sanitizer solution between uses. If utilizing chlorine, the sanitizer strength must maintain a minimum of 50 ppm. Any debris on the cloth must be disposed of in the garbage, prior to placing the cloth into the sanitizer solution.

WRITTEN PROCEDURES FOR EMPLOYEE HACCP TRAINING

Implementation of the Hazard Analysis Critical Control Point (HACCP) plan in your establishment will give you the greatest assurance possible that the food you are serving to your customers is safe. In order to prevent food borne illness, HACCP targets the critical steps in preparing and serving potentially hazardous foods. The HACCP plan that is approved for your facility is intended to be used as a reference and a training tool for all food workers.

All employees will be trained to use the approved HACCP plan prior to beginning employment and periodically after that. Training will include identification of the processes that are critical control points, how these processes will be monitored, and what corrective actions must be taken when standards are violated. The approved HACCP plan will be available in the food preparation area at all times.

Food temperature logs* will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system.

At a minimum, I will train all food workers in approved methods on the following:

- Hand washing
- Glove use
- Cleaning and sanitizing utensils, equipment, and food preparation surfaces
- Weekly calibration of a metal stem thermometer

I have read the above information and agree to train my staff in all areas listed in this Standard Operating Procedures (SOP) document.

Printed Name

Title

Signature

Date

**Note- Use of logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in HACCP plan, and that specified corrective actions are taken when standards are not met.*

Food Safety Plan

for

(Facility Name)

(Date)

Based on Hazard Analysis Critical
Control Point (HACCP) Principles

Keep in food preparation area

CCP: COLD HOLD

CCP and Critical Limits:

All items are to be Cold Held at 41°F or below at all times

Monitoring:

Refrigerator temperature to be monitored every _____ to verify proper temperature maintenance.

Corrective Actions:

If temperature of refrigerator rises above 41°F:

For less than 4 hours: all food items to be removed and rapidly re-chilled to 41°F or below.

If food out of temperature for greater than 4 hours, or an unverifiable amount of time (i.e. no temp logs available): food is to be discarded.

Verification:

_____ will ensure that temperature of all refrigeration is monitored at interval specified above and that corrective actions are taken if standard not met.

Equipment Used:

Menu items using this CCP: (*Include **all** menu items that utilize this step)

CCP: Cooking/ Reheating

CCP and Critical Limits:

Foods are cooked to temperatures below for specified time:

Shell eggs for immediate service, fish, meat, and other potentially hazardous food not specified below cooked to **145°F for 15 seconds**.

Shell eggs not for immediate service, ground fish and meats, commercially raised game animals, and injected meats cooked to **155°F for 15 seconds**.

Whole roasts (for rare roast beef) cooked to **130°F and held for at least 112 minutes**.

Poultry, stuffed meats, stuffed pasta or poultry, or stuffing containing these cooked to **165°F for 15 seconds**.

Raw animal foods cooked to **165°F and held for 2 minutes**, when using microwave oven.

Fruits, veggies, and commercially processed food for hot holding cooked to at least **135°F**.

Monitoring:

Internal product temperature of food is taken _____ using a metal stemmed thermometer.

Corrective Actions:

If food has not reached required temperature for specified time, continue cooking.

Verification:

Supervisor will ensure that temperatures are being taken and if not satisfactory, food is returned to cooking equipment until the required time and temperature standards are met.

Equipment Used:

Menu items using this CCP: : (*Include all menu items that utilize this step)

CCP: HOT HOLD

CCP and Critical Limits:

Foods are Hot Held at a minimum of 135°F.

Monitoring:

Internal temperature of food is taken at least every _____ using a metal stemmed thermometer.

Hot Holding Equipment temperature will be checked every _____.

Corrective Actions:

If temperature falls below 135°F and:

out of temperature for 2 hours or less, product will be rapidly reheated to 165°F ;

out of temperature for an unverifiable time or a time greater than 2 hours, product will be discarded.

Verification:

Supervisor will ensure that temperatures are being taken at intervals specified above and if the temperature is not acceptable, corrective actions are followed.

Equipment Used:

Menu items using this CCP: : (*Include all menu items that utilize this step)

CCP: Cooling

CCP and Critical Limits:

Foods are cooled from 135°F to 70°F within 2 hours, and from 70 to 41 within an additional 4 hours.

Monitoring:

Internal product temperature of food is taken at 1.5 and 6 hours with a metal stemmed thermometer.

Corrective Actions:

If food is not $\leq 70^{\circ}\text{F}$ at 1.5 hours, food will be iced, stirred, or broken into smaller containers. Food that has not reached 41°F within 6 hours will be discarded.

Verification:

Supervisor will ensure that temperatures are being taken at proper times and, if not taken or not satisfactory, that corrective actions listed above are taken.

Equipment Used:

Cooling Method(s) Utilized:

Menu items using this CCP: (*Include all menu items that utilize this step)

CCP: Reheating

CCP and Critical Limits:

Foods are cooked to temperatures below for specified time:

All foods are **reheated** to **165°F**.

Monitoring:

Internal product temperature of food is taken at completion of cooking time using a metal stemmed thermometer.

Corrective Actions:

If food has not reached required temperature for specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.

Verification:

Supervisor will ensure that temperatures are being taken and if not satisfactory, food is returned to cooking equipment until the required time and temperature standards are met.

Equipment Used:

Menu items using this CCP: : (*Include all menu items that utilize this step)