



**STEUBEN COUNTY HEALTH DEPARTMENT
RETAIL FOOD ESTABLISHMENT
PLAN REVIEW QUESTIONNAIRE**

317 SOUTH WAYNE STREET ◦ SUITE 3A
◦ ANGOLA ◦ INDIANA ◦ 46703 ◦

Instructions:

1. Please answer the following questions and return this form and the application to the Steuben County Health Department, 317 S. Wayne St., Suite 3A, Angola, Indiana 46703.
2. Any questions may be directed to the Steuben County Health Department at 260-668-1000, Ext. 1500.
3. This questionnaire is not designed as a complete list of requirements but should be used as a guideline only.
4. The sanitation requirements noted in this document are specified under the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24.
5. The aforementioned Rule may be used for referral purposes as it pertains to section numbers referenced at the end of each question.

Name of Facility: _____

Address of Facility: _____
(Street Address Only – No P.O. Box) (City, State) (Zip Code)

Contact Name and Title: _____ Contact Telephone #: _____

It is recommended that you provide plans that are a maximum of 11 x 14 inches in size including the layout of the floor plan.

I have submitted plans/applications to the authorities with jurisdiction listed below on the following dates.

Note – depending on the location of the establishment, not all of these agencies will have jurisdiction (i.e. if establishment is located in the county, city building departments will not have jurisdiction.):

- _____ Steuben County Building & Plan Commission
- _____ Angola City Building Department
- _____ DeKalb County Building Department (for the Town of Ashley)
- _____ State Building & Fire (IN Dept. of Homeland Security)

Sewer (check one): _____ Private Septic* _____ Municipal - **If establishment is on a municipal waste system, check one of the following:**

*For existing establishments, limitations to menu and seating may apply based on existing septic

- Angola Wastewater Treatment Plant _____
- Ashley Sewer District _____
- Clear Lake Sewer District _____
- Fremont Sewer District _____
- Hamilton Conservancy _____
- Helmer Cluster System _____
- Hudson Sewer District _____
- LaGrange Sewer District _____
- Lake George Sewer District _____
- Steuben Lakes Regional Waste District _____

Number of seats: _____ Total square feet of the facility: _____ Number of floors on which operations are conducted: _____

Maximum meals to be served (Approximate number): Breakfast _____ Lunch _____ Dinner _____

Type of service (check all that apply): _____ Sit down meals _____ Take out _____ Caterer
_____ Mobile food vendor _____ Other – Describe _____

This section should be completed by the operator of the retail food establishment – either the owner or the manager.

The following procedures/questions must be answered by the owner or manager prior to construction. Complete answers will ensure that special consideration is given to these standard sanitary operating procedures (SSOPs) prior to opening for business.

Please indicate whether or not a section applies to your operation by checking or completing the answers.

1. Who (*job title*) will be the certified food handler for the facility (*Title 410 IAC 7-22*)? _____
2. How will employees be trained in food safety (*410 IAC 7-24, Sec. 119*)? _____

3. Please provide a list of all food distributors to be used by the establishment (*410 IAC 7-24, Sec. 142*) _____

4. What are the standard operating procedures for receiving food shipments (*410 IAC 7-24, Sec. 166*)? _____

What is the anticipated frequency of food deliveries (i.e. twice a week, once a month, etc.) for:

Frozen _____ Fresh _____ Dry _____

5. Are temperatures checked and containers inspected for damage upon receipt (*410 IAC 7-24, Sec. 166*)? _____ Yes _____ No
6. Do you intend to make **low-acid canned foods** or **acidified foods** and intend for these products to be shelf stable, meaning no refrigeration is required once produced (*410 IAC 7-24, Sec. 143*)? Examples of low-acid canned foods would be green beans, beets, corn, etc. An example of acidified foods would be various types of salsas, such as fruit salsas. _____ Yes _____ No

If yes, have you passed the Better Process and Control School exam? _____ Yes _____ No (*Please include a copy of the certification.*)
7. Do you intend to vacuum package (*reduced oxygen package*) any food products on site (*410 IAC 7-24, Sec. 195*)? _____ Yes _____ No

If yes, list the foods you intend to package using a vacuum seal. _____

8. Do you intend to repackage foods from bulk for retail sale? _____ *Yes _____ No _____ N/A *If yes, please attach a sample label for review (*410 IAC 7-24, Sec. 146*).

FOOD PREPARATION

9. What procedure will be used to prevent employees from touching foods that are considered ready-to-eat, such as sushi, lettuce, buns, etc. (*410 IAC 7-24, Sec. 171*)?

10. Describe your date marking system (*410 IAC 7-24, Sec. 191*) for potentially hazardous ready-to-eat foods. _____

11. Will all produce be washed prior to use (*410 IAC 7-24, Sec. 175*)? _____ Yes _____ No

Describe the method that will be used to wash the produce. _____

12. Describe the procedure to minimize the amount of time potentially hazardous foods will be kept in the temperature danger zone (41°F - 135°F) during preparation (410 IAC 7-24, Sec. 189).

13. Describe the process for thawing frozen foods (410 IAC 7-24, Sec. 199).

14. Describe the process for cooling foods (410 IAC 7-24, Sec. 189 and 190).

15. What procedures will be in place to ensure that foods are reheated to 165°F (410 IAC 7-24, Sec. 188)?

16. Will a buffet be served? Yes No N/A If yes, who will be responsible for ensuring that the buffet is protected from contamination (410 IAC 7-24, Sec. 181)?

HOT AND COLD HOLDING

17. Will “Time as a Public Health Control” (410 IAC 7-24, Sec. 193) be used for potentially hazardous food(s)?

Yes No N/A (NOTE: These procedures must be submitted and approved by this department before their use.)

18. Will raw animal food(s) be offered to the public in an undercooked or raw form, such as sushi, rare hamburgers, eggs over easy, Caesar dressing made from raw eggs, etc.?

*Yes No N/A *If yes, please attach your **consumer advisory statement** (both disclosure and reminder) for review (410 IAC 7-24, Sec. 196).

19. Who (*job title*) will be assigned the responsibility of taking food temperatures (*line cook, kitchen manager, etc.*) (410 IAC 7-24, Sec. 119)?

20. At what steps will internal food temperatures be taken (*cold holding, cooking, cooling, reheating, and hot holding*) (410 IAC 7-24, Sec. 119).

21. Describe how cross-contamination between raw meats or raw produce and ready-to-eat foods will be prevented in refrigeration units (*i.e. walk-in coolers, under-the-counter coolers, etc.*) (410 IAC 7-24, Sec. 173).

22. Describe how cross-contamination between different types of raw meats, poultry, and seafood will be prevented in refrigeration units (410 IAC 7-24, Sec. 173).

SANITIZATION

23. Who (*job title*) will be assigned the responsibility of ensuring the correct type and amount of sanitizer will be used for wet wiping cloth solutions and/or dish washing (410 IAC 7-24, Sec. 119)?

24. What type of chemical sanitizer(s) will the establishment use for wet wiping cloth solutions and/or dish washing? (410 IAC 7-24, Sec. 294)

25. Will the establishment have test kits/papers on site for all types of chemical sanitizers? (410 IAC 7-24, Sec. 291)

____ Yes ____ No ____ N/A

POISONOUS OR TOXIC MATERIALS AND PERSONAL CARE ITEMS

26. Where will poisonous or toxic materials be stored (*including ones for retail sale*)? (410 IAC 7-24, Sec. 439)

27. Will the establishment use a hand sanitizer in addition to hand soap? (410 IAC 7-24, Sect. 131) ____ Yes ____ No

If so, what brand? _____

28. Who (*job title*) will ensure that insecticides and rodenticides are “Approved for Use in Food Establishments”, and that they are applied in a safe manner? (410 IAC 7-24, Sec. 119)

29. Will all chemical spray bottles be clearly labeled as to common name of contents (410 IAC 7-24, Sec. 438)? ____ Yes ____ No

30. Where will first aid supplies be stored (410 IAC 7-24, Sec. 421)?

PERSONAL BELONGINGS

31. Are separate dressing rooms/lockers provided (410 IAC 7-24, Sec. 417)? ____ Yes ____ No

32. Describe the storage location for employees’ coats, purses, medicines, and lunches (410 IAC 7-24, Sec. 418, 422).

33. Where is the designated area for employees to eat, drink, and use tobacco (410 IAC 7-24, Sec. 136)?

MISCELLANEOUS

34. Will any part of the retail food establishment open directly into any part of any living or sleeping quarters (*410 IAC 7-24, Sec. 423*)?
____ Yes ____ No ____ N/A
35. Has the establishment registered or applied for a permit from the regulatory authority (*410 IAC 7-24, Sec. 107*)? ____ Yes ____ No

The following list of questions should be completed by the architect/contractor/engineer.

WARE WASHING/DISH WASHING

36. Dish washing methods (410 IAC 7-24, Sec. 269) (check one or both): 3-compartment sink Mechanical dish machine
37. If a 3-compartment sink is used, which sanitizing method will be used? Hot water Chemical
- If hot water, do you have a booster heater? Yes No N/A
- If hot water, how will you ensure that the unit is sanitizing properly (410 IAC 7-24, Sec. 258, 303)?
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38. If a mechanical dish machine is used, which sanitizing method will be used? Hot water Chemical
- If hot water, do you have a booster heater? Yes No N/A
- If hot water, how will you ensure that the unit is sanitizing properly (410 IAC 7-24, Sec. 258, 303)?
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39. Does your chemical dish machine have an alarm that indicates when more chemical sanitizer needs to be added (410 IAC 7-24, Sec. 281)?
- Yes No N/A
- What type of alarm will be used to detect when the sanitizer is too low? Audible Visual
40. Can the largest piece of equipment be submerged into the 3-compartment sink or mechanical dish machine (410 IAC 7-24, Sec. 233)?
- Yes No
41. Does the establishment have enough drain boards/utensil racks/carts for the air drying of equipment and utensils for either the 3-compartment sink or mechanical dish machine (410 IAC 7-24, Sec. 289)? Please describe air drying procedures and equipment below.
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WATER SUPPLY

42. Is the water supply public (___) or private (___)? If public, disregard question #43.
43. If private, has the source been tested (410 IAC 7-24, Sec. 327)? Yes No
- If water has been tested, when was the last test _____ and was a copy of the lab results sent to this office? Yes No

WASTE WATER/SEWAGE DISPOSAL

44. Is the sewage disposal system public (___) or private (___)? If public, disregard question #45.
45. Has the waste treatment system (septic system) been approved by the state or local agency with jurisdiction (410 IAC 7-24, Sec. 376)?
- Yes (please provide copy of the approval) No

PLUMBING

46. Are hot and cold water fixtures provided at every sink (410 IAC 7-24, Sec. 330)? Yes No
47. If a water supply hose is to be used for potable water, is it made from food-grade materials (410 IAC 7-24, Sec. 364)? Yes No

48. What are the recovery time, volume and capacity of the hot water heater (410 IAC 7-24, Sec. 329)?

49. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber or engineer (410 IAC 7-24, Sec. 336).

Fixture	Water Supply					Sewage Disposal		
	AVB	PVB	VDC	HB	Air Gap	Air Break	Air Gap	Direct Connection
Dishwasher								
Ice Machine(s)								
Mop/Service Sink								
3-Compartment Sink								
2-Compartment Sink								
1-Compartment Sink								
Hand Sink(s)								
Dipper Well								
Hose Connections								
Asian Wok/Stove								
Toilet(s)								
Kettle(s)								
Thermalizer								
Overhead Spray Hose								
Other Spray Hose(s)								
Other:								
Other:								
AVB = Atmospheric Vacuum Breaker					HB = Hose Bib Vacuum Breaker			
PVB = Pressure Vacuum Breaker					VDC = Vented Double Check Valve			

50. Has contact been made to the municipality to determine if a grease trap is required? ____ Yes ____ No ____ N/A

51. What is the scheduled frequency of cleaning for the grease trap (410 IAC 7-24, Sec. 378)? _____

HAND WASHING/TOILET FACILITIES

52. Hand washing sinks are required in all food preparation and dish washing areas (including bars), as well as restrooms (410 IAC 7-24, Sec. 344). How many hand sinks will be provided? _____

53. Are all toilet room doors self-closing where applicable (410 IAC 7-24, Sec. 352)? ____ Yes ____ No

54. Are all toilet rooms equipped with adequate ventilation (410 IAC 7-24, Sec. 309)? ____ Yes ____ No

ROOM FINISH SCHEDULE

55. Please indicate which materials (*i.e. quarry tile, stainless steel = SS, plastic cove molding, etc.*) will be used in the following areas (410 IAC 7-24, Sec. 402).

AREA	FLOOR	COVE MOLDING	WALL	CEILING
KITCHEN				
CONSUMER SELF-SERVICE				
SERVING LINE				
BAR				
FOOD STORAGE				
EQUIPMENT/ SINGLE-SERVICE ARTICLE STORAGE				
CHEMICAL STORAGE				
OTHER STORAGE				
MOP/SERVICE SINK AREA				
DISH WASHING AREA				
GARBAGE STORAGE				
TOILET ROOMS				
OTHER				

PERSONAL BELONGINGS

56. Are separate dressing rooms/lockers provided (410 IAC 7-24, Sec. 417)? ____ Yes ____ No
57. Describe the storage location for employees' coats, purses, medicines, and lunches (410 IAC 7-24, Sec. 418, 422).
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58. Where is the designated area for employees to eat, drink, and use tobacco (410 IAC 7-24, Sec. 136)?
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EQUIPMENT

59. Will all of the equipment meet the design and construction for the American National Standards Institute (ANSI) standards or meet section 205? ____ Yes ____ No
60. Will the utensils and food storage containers be made from food-grade quality materials (410 IAC 7-24, Sec. 205)? ____ Yes ____ No
61. Will any pieces of used equipment be utilized (410 IAC 7-24, Sec. 106)? ____ Yes ____ No (**Note- Used equipment must be approved for use by this department**)
- If so, please list equipment types: _____
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62. Is the ventilation hood system sufficient for the needs of the establishment (410 IAC 7-24, Sec. 307)? ____ Yes ____ No ____ N/A
63. Will all of the equipment used for the storage of potentially hazardous foods be able to meet the minimum temperature requirements (frozen food 0° F, cold food 41° F, hot food 135° F)? ____ Yes ____ No ____ N/A
64. Please list equipment types for the hot and cold holding of foods; also, during serving or transporting (410 IAC 7-24, Sec. 187).
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65. Will each refrigeration unit have a display thermometer (410 IAC 7-24, Sec. 256)? ____ Yes ____ No
66. What types of counter protective guards for food (*sneeze guards*) will be used for consumer self-service (410 IAC 7-24, Sec. 179)?
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INSECT AND RODENT HARBORAGE

67. Will all outside doors be self-closing, when applicable, and rodent/insect proof (410 IAC 7-24, Sec. 413)? ____ Yes ____ No
68. Will screens be provided on any open windows/doors to the outside (410 IAC 7-24, Sec. 413)? ____ Yes ____ No
69. Will air curtains be installed (*either plastic or mechanical*); (410 IAC 7-24, Sec. 413)? ____ Yes ____ No
- If yes, on which openings will they be installed?
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70. Will all pipes, lines, and electrical conduit be installed so as not to obstruct cleaning of floors, walls, and ceilings (410 IAC 7-24, Sec. 403)?
- ____ Yes ____ No
- If no, explain how appropriate cleaning of surfaces will be accomplished. _____
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71. Is the area around the building clear of unnecessary debris, brush, and other harborage conditions (410 IAC 7-24, Sec. 426)?

____ Yes ____ No

72. Do you plan to use a pest control service? ____ Yes ____ No Frequency _____ Company _____

REFUSE AND RECYCLABLES

73. Describe the surface (for refuse/recyclables) on which the outside dumpster will be located (i.e. machine-laid asphalt, concrete, etc.) (410 IAC 7-24, Sec. 382).

74. Where will recyclables be stored prior to pick-up? _____

LIGHTING

75. What are the foot-candles of light for the following areas (410 IAC 7-24, Sec. 411)?

Food preparation areas _____

Dish washing areas _____

Dry storage areas _____

Restrooms _____

Walk-in refrigeration units _____

Other _____