



## OPENING A FOODSERVICE ESTABLISHMENT

### PROCEDURES

In order to secure a foodservice license, the applicant must:

1. Provide a site plan for a new, a newly renovated, or an existing establishment and pay plan review fee if applicable (\$300).
2. Submit a proposed menu to determine restaurant classification (I-IV) and to determine if the facility is equipped to support the proposed menu.
3. Provide Q.F.O. documentation if applicable.
4. Complete the Designated Alternate form (s) if applicable.
5. Fill out Foodservice License Application and pay applicable fee.
6. Submit for approval from all municipal departments (Building, fire, planning/zoning and water pollution control)
  - a. and any applicable state agencies (bakeries, food manufacturers and juice/bottled beverage manufacturers require Department of Consumer Protection licensing and approval <http://www.ct.gov/dcp/cwp/view.asp?a=1622&q=446448>).
7. Obtain plan review approval from Ledge Light High District (if applicable).
8. Request a pre-operational inspection to determine what needs to be done prior to opening.
9. Request and pass the initial (opening) inspection and obtain all approvals from all applicable municipal and state agencies.
10. Foodservice file will be established and kept in the District's general files.

The following shall be provided (attached) and explained to the licensee by the Ledge Light Health District:

1. Food Service License Application (Pages 3-4)
2. LLHD Local Food Service Regulations (Pages 5-13)
3. Section 19-13-B42 of the Public Health Code (Page 14-26)
  - Include Section 19-13-B48 for vendor applicants
  - Include Section 19-13-B49 for Caterers
4. Food Service Establishment Structural Plan Review Guidelines/Checklist (Pages 27-32)
5. Foodservice Establishment Classification Sheet (Pages 33-34)
6. Summary of Qualified Food Operator code requirements (Page 35)
7. Qualified Food Operator training schedule (Page 36)
8. CAFÉ' Program training schedule (Page 37)
9. Schedule of Fees and Penalties (Page 38)
10. Designated Alternate form (Pages 39-40)
11. Food handler training record (Pages 41-42)



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**FOOD SERVICE LICENSE APPLICATION**

Please review and provide the requested information for your establishment. Incomplete applications will delay release of your license. Any license issued pursuant to this application will be subject to applicable State and Ledge Light Health District Food Establishment Regulations. Licenses are not transferable between owners. A name change requires a new application, even if ownership remains the same.

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Phone Number of Establishment: \_\_\_\_\_

Fax Number of Establishment: \_\_\_\_\_

Site Manager: \_\_\_\_\_

Name of Legal Owner of Establishment: \_\_\_\_\_

Address for Legal Notices: \_\_\_\_\_

\_\_\_\_\_

Phone Number of Legal Owner: \_\_\_\_\_

Water Supply:  Public  Private

Sewage Disposal:  Public  Private

Hours/Days of Operation:

Sunday \_\_\_\_\_ to \_\_\_\_\_

Monday \_\_\_\_\_ to \_\_\_\_\_

Tuesday \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ to \_\_\_\_\_

Thursday \_\_\_\_\_ to \_\_\_\_\_

Friday \_\_\_\_\_ to \_\_\_\_\_

Saturday \_\_\_\_\_ to \_\_\_\_\_

**FOR SEASONAL USE ONLY**

Please indicate if your establishment operates only during certain months of the year

Opens In \_\_\_\_\_

Closes In \_\_\_\_\_

Please Note: Any establishment open for 6 months or less may pay half of the regular license fee (see back under "CLASS" for fees).

Type of Establishment:  Religious  School  Farmer  Retail/Grocery  Long Term Care  Daycare

Franchise  N/A

Meals Served: (Check all that apply)  Breakfast  Lunch  Dinner

Number of Seats: \_\_\_\_\_

Are public restrooms available?  Yes  No If Yes, are they separated by sex?  Yes  No



The District frequently receives information from a variety of sources – including the State Department of Public Health and the Food and Drug Administration – that may pertain to food products you may be serving. It is critical that we release this information to as many people as quickly as possible, in order to reduce the possibility of someone falling ill due to contaminated products. So that we can ensure that the information gets to the appropriate person at your food service establishment in a timely fashion, please provide an email address that is checked on a daily basis by someone with knowledge of the food products your establishment sells.

If you do not have an email address, please contact Ryan McCammon at 860-448-4882, ext. 301 to discuss how we can get the information to you.

Email Address for Public Health Alerts: \_\_\_\_\_

Phone Number for 24-hour Emergency Contact: \_\_\_\_\_

Class III and IV Establishments: \_\_\_\_\_

Qualified Food Operator (QFO): \_\_\_\_\_

Designated Alternate(s) QFO: \_\_\_\_\_

*(at least one required)* \_\_\_\_\_

INCLUDE WITH YOUR COMPLETED APPLICATION:

Payment (Make checks payable to Ledge Light Health District.)

**CLASS:**    I (\$170)    II (\$205)    III (\$245)    IV (\$280)

*(There is a \$25 charge for all returned checks)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

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Office Use Only: *Date Paid:* \_\_\_\_\_ *Check Number:* \_\_\_\_\_ *Cash:* \_\_\_\_\_ ***Other:*** \_\_\_\_\_



## **FOOD SERVICE REGULATION**

(Effective June 14<sup>th</sup>, 2012)

### **BACKGROUND**

This Ledge Light Health District (“District”) Regulation pertains to license requirements and sanitation and safety practices for the preparation of food products and operation of restaurants, catering services, itinerant food or beverage vending vehicles, farmers markets and temporary events. These Regulations were originally adopted April 26, 1994 and restated as of January 1, 1998, January 1, 1999, January 1, 2001, January 1, 2003 and are hereby further amended effective June 14<sup>th</sup>, 2012.

### **AUTHORITY**

This regulation is authorized pursuant to Section 19a–243, Subsection (a) of the General Statutes of the State of Connecticut as amended. Be it ordered by the Board of Directors of the District:

### **Section 1. Scope and General Requirements**

This regulation as amended and restated is to be an aid to the enforcement of Sections 19–13–B40, 19–13–B42, 19–13–B48 and 19-13-B49 of the Public Health Code for the State of Connecticut and of any amendments and / or additions thereof hereafter adopted which pertain to the sanitation of food service or restaurant establishment as defined herein.

### **Section 2. Certain Provision of Public Health Code Adopted by Reference**

The following regulations adopted and promulgated by the State Commissioner of Public Health, State of Connecticut, relative to the inspections of restaurants, analysis of food, the inspection of grocery stores, bakeries, meat, fish and vegetable markets, forming part of the Public Health Code of Connecticut, by reference, are hereby adopted and made part of this regulation:

- (a) Sanitation of Places Dispensing Foods and Beverages (19-13-B42)
- (b) Catering Food Service (19-13-B49)
- (c) Itinerant Food Vending (19-13-B48)
- (d) Sanitation of Food Stuffs (19-13-B40)
- (e) Chapter 417 State of Connecticut Health Statutes, Consumer Protection, (Section 21a-62)
- (f) Connecticut Farmers’ Market Regulations (Connecticut Public Act 10-103 and 11-191)

### **Section 3. Definitions**

- a. **Food Service Establishment:** (1) Any premises or areas where food or beverages, or both, are prepared for public consumption on, about or off such premises; (2) any premises or areas where groceries, bakery products, confectioneries, meats, fish, vegetables, fruits and dairy products are prepared; (3) any premises where food or beverages, or both, are prepared in bulk or in individual portions for service in bulk or in individual portions at another location; (4) a truck, table, automobile, pushcart or other vehicle from which food or beverages are prepared, which vehicle has no fixed location and systems; and (5) any premises having facilities for the preparation, service or delivery of food or beverages, though used only intermittently or temporarily for the same; but shall not include places where food is dispensed solely in coin-operated vending machines, or where residents of the District offer fresh fruit and vegetables grown for sale and sold on their own property, or where customer self service coffee with dry non-dairy creamers, or individually prepackaged Ultra High Temperature (UHT) creamers are offered for free or for sale.



- b. Director of Health – The Director of Health of Ledge Light Health District or his/her duly authorized representative.
- c. Food Handler: Any employee or volunteer of a food service establishment who comes in contact with wrapped or unwrapped food or prepares food or drink in any form.
- d. Public: Any unrelated persons.
- d. Qualified Food Operator (QFO): means a food operator of a Class III or IV food service or restaurant establishment employed in a full time position who has demonstrated knowledge of safe food handling techniques and holds a current certificate of training by a testing organization approved by the State of Connecticut Department of Public Health (CGS Section 19-13-B42). The QFO certificate shall remain valid for a period of time as described in the current version of the Connecticut Public Health Code.
- e. Itinerant food vending establishment: An establishment serving food or drink from any establishment or conveyance without fixed location and without connections to water supply and sewage disposal systems but having access to a fixed location with connection to water supply and sewage disposal systems for the purpose of sanitary food preparation and the sanitizing of food service utensils and equipment.
- f. Catering food service establishment: A business involved in the sale or distribution of food and drink prepared in bulk in one (1) geographic location for service in individual portions at another or which involves preparation and service of food on public or private premises not under the ownership or control of the operator of such service.
- h. Classes of Food Service Establishments:
  - Class I: A food service establishment with commercially prepackaged foods and / or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours.
  - Class II: A food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and / or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hot dogs, kielbasa and soup may be heated, if transferred, directly out of the original package and served within four (4) hours.
  - Class III: A food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.
  - Class IV: A food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.
- i. Farmers' Market: A cooperative or nonprofit enterprise or association that consistently occupies a given site throughout the season or that occupies a given site for any given day or event and that operates principally as a common marketplace for a group of farmers, at least two of whom are selling Connecticut-grown fresh



produce, to sell Connecticut-grown farm products in conformance with the applicable regulations of Connecticut state agencies and where the farm products sold are produced by the participating farmers with the sole intent and purpose of generating a portion of household income, per the Connecticut Public Act 10-103.

Farmers' Market participants will not be required to obtain a license from the District unless the market, individual persons or food establishments engage in temporary event food services or food preparation as defined in 19-13-B42(a) of the Connecticut Public Health Code and Section 3 (l) of this regulation.

Connecticut Public Act 11-191 states that a farmer, for the purpose of such farmer's participation in a certified farmers' market, may obtain a permit to operate a food service establishment at any certified farmers' market in the state, provided:

- (1) such operation is in accordance with the menu items and food preparation processes approved by said issuing municipal health department or health district, or
  - (2) such operation utilizes menu items or food preparation processes that are substantially similar to the menu items and food preparation processes approved by said issuing municipal health department or health district.
- j. Café Certificate: A certificate of training provided by the District after successful completion of the Community Accessible Foodservice Education (Café) course and examination. The certificate of training shall not be valid after the date of expiration.
- k. Temporary Food Service Establishment: A food service establishment providing Class I, II, III, or IV food services that may operate for a temporary period of time not to exceed two weeks, in conjunction with a carnival, circus, public exhibition, festival, celebration, Farmers' Market, or similar transitory gathering.
- l. Food Preparation: The act of portioning, sampling, washing, mixing, slicing, heating and/or cooling food for service to the public. The distribution of commercially prepackaged, non-potentially hazardous foods (still in the original package) is not considered food preparation.

#### **Section 4.**

#### **License**

- a. No person, business entity or organization shall operate a food service establishment within the jurisdiction of the District who does not possess a valid license issued by the District. Only a person, business entity or organization who complies with the requirements of this Regulation and the Public Health Code of the State of Connecticut, as amended, shall be entitled to receive and retain such a license.
- c. Each Class III and IV food service or restaurant establishment, as a prerequisite condition to obtaining and maintaining a valid license, shall have a designated Qualified Food Operator who is qualified by training and / or experience as required by State of Connecticut Public Health Code (Section 19-13-B42) and approved by the Director of Health. Failure to maintain a designated Qualified Food Operator approved by the District Director of Health shall be a cause for suspension or revocation of a food establishment's license as provided by Section 14 and 16 hereof. Each Class III or IV food establishment issued a license hereunder shall promptly (within 10 days) notify the District Director of Health in writing of any change in the status, engagement and appointment of the designated Qualified Food Operator who was approved as a basis for issuance of the food service license. Should it be evident to the District Director of Health that there are



unsafe food handling practices within a food service establishment that represent a public health risk, the director may require that the designated Qualified Food Operator provide satisfactory assurance of his / her acceptance of responsibility to consistently maintain safe food practices at such food service establishment.

- d. No food service establishment shall be issued a license to operate until proof of payment of municipal taxes is provided per Section 12-146a of the Connecticut General Statutes.
- e. Licenses shall not be transferable from one person / business entity / organization to another person / business entity / organization or place. A valid license shall be signed by the food establishment manager, owner or operator upon receipt and shall be prominently displayed in every food service establishment.
- f. There are 8 different categories of licenses as follows:
  - 1. Annual Regular License – Class I Food Establishment
  - 2. Annual Regular License – Class II Food Establishment
  - 3. Annual Regular License – Class III Food Establishment
  - 4. Annual Regular License – Class IV Food Establishment
  - 5. Annual Regular License – Class I, II, III, IV Seasonal Food Establishment\*
  - 6. Annual Regular License – Class I, II, III, IV Vulnerable Population \*\*
  - 7. Annual Regular License – Itinerant Food Vending License – District Resident Owner
  - 8. Annual Regular License – Itinerant Food Vending License – Non-District Resident Owner
  - 9. Temporary Event 14 Day License – Profit, Non-Profit & Exempt\*\*\*
- g. All municipal departments within the District shall obtain an appropriate license to dispense food as defined in Section 4a of the District Foodservice Regulation. However, no fees, fines or penalties shall apply to municipal departments. These departments include, but are not limited to, public schools, fire departments, police departments, facilities owned and operated by a district municipality, etc.

\* The District will reduce fees by 50% for any food service establishments that are open for 6 months or less.

\*\* The District will reduce fees by 50% for any non-profit organization who has a food service license for the sole purpose of providing food to vulnerable residents of our community. To qualify for this reduction, organizations will be required to submit the following:

- 1. Documentation of the organization's non-profit status as filed with the State of Connecticut Secretary of State.
- 2. A copy of the mission statement, brochure or other documentation that confirms the organization has a food service license for the sole purpose of providing food to vulnerable residents of our community.

\*\*\*Any food service establishment that is currently licensed by the District that wishes to obtain a temporary event permit is exempt from temporary event fees. Any temporary food booth that engages in simple sampling as their only act of food preparation is exempt from temporary event fees. All paperwork and inspections are still required.

## Section 5 Construction/Remodeling

When any food service or restaurant establishment is hereafter constructed or remodeled, floor plans and







continued to operate without a required license, there shall be added to the prerequisite license fee and collected the following specified penalties:

- i. **Operating Without a Valid License / Late Application**  
0-10 days: A fixed \$100 penalty (not prorated)  
11 plus days: \$100 fee per calendar day
  - ii. **Operating With a Suspended or Revoked License**  
\$100 per calendar day plus a \$100 reinstatement fee
- b. **Operating without QFO:** The designation of a Qualified Food Operator is required for each Class III and Class IV food establishment. A written warning will be given if a Qualified Food Operator has not been designated and submitted to the Director of Health within 30 days after a Qualified Food Operator inspection deficiency. Failure to designate a Qualified Food Operator approved by the Director of Health within 60 days of the Qualified Food Operator deficiency shall result in the suspension of the food establishment's license. The imposition of any stipulated fine / penalty shall not limit the District's authority to require full compliance with the Connecticut Public Health Code and this Regulation.

## **Section 9** **Annual Fees**

The fee schedule for food service or restaurant establishments shall be set by the Board of Directors of the District.

## **Section 10** **Fines and Fees for Repeat Violations**

- a. Any violation of the Connecticut Public Health Code noted on an inspection must be corrected before the next regularly scheduled inspection. A warning will be given when a second consecutive Risk Factor Violation occurs. A Risk Factor Violation is a violation that is deemed most likely to cause food borne illness, and is clearly identified of the Foodservice Inspection Form. A \$50.00 fine for each Risk Factor Violation will be assessed the third consecutive time a violation is noted, and an additional \$50.00 fine for each time thereafter. The payment of assessed fines shall not be a substitute or alternative to correction of the cited violation. Failure to pay said fine shall be cause for the District to withhold licensure.
- b. If a four point violation or inspection score lower than 80 is given, a \$100.00 re-inspection fee shall be assessed for the required follow-up inspection.
- c. If a facility fails their re-inspection, the Director of Health shall take action to close the facility. This action will be initiated by a hearing between the owner and/or manager of the facility and the Director of Health. The hearing shall occur within five (5) working days of the failed re-inspection, or at a time agreeable to the Director of Health, with the purpose of establishing a timeline for correction of debited items. Failure to meet the timeline of correction may result in suspension of the establishment's food license and/or closure of the facility.
- d. If it should come to the attention of the Director of Health that there are unsafe food handling practices within a food service establishment, or if in his / her judgment such conditions may present a public health risk, it may be required by the Director that food handlers attend food safety trainings conducted by the District.

## **Section 11** **Expiration Date of License**

All licenses shall expire on the date specified by the license.

## **Section 12** **Periodic Inspection after Issuance**



The Director shall periodically inspect the premises, equipment, and operation of all licensed establishments. If such agent finds that any licensee is operating in violation of the Connecticut Public Health Code, or other applicable statutes, ordinances, or rules and regulations, the Director shall issue an order to the licensee forthwith to take such measures as are necessary to achieve full compliance with the said Code. All licenses issued under the terms of this Regulation may be suspended or revoked by the Director for a violation, by the licensee, of any of the terms of said Code or this Regulation and / or other applicable statutes.

### **Section 13** **Director of Health: Right of Entry**

The Director of Health shall be permitted to enter, at any reasonable time, any licensed food service establishment in the jurisdiction of the District for the purpose of making inspections to determine compliance with this regulation.

### **Section 14** **Suspension of Licenses**

- a. Licenses may be suspended temporarily by the Director of Health for failure of the licensee to comply with the requirements of this Regulation and / or the Connecticut Public Health Code.
- b. Whenever a license holder or operator has failed to comply within fourteen (14) days with any written compliance order issued under the provisions of this Regulation, the license holder or operator shall be notified in writing that the license is, upon service of such notice, immediately suspended and that an opportunity for a hearing will be provided if a written request for a hearing is filed within two (2) normal working days with the Director of Health by the license holder.
- c. Notwithstanding the other provisions of this Regulation, and / or the Connecticut Public Health Code of the State of Connecticut, if the Director of Health finds unsanitary or other conditions in the operation of a food service establishment which, in his / her judgment, constitute a substantial hazard to the public health, he / she may, without warning, notice or hearing, issue a written notice to the license holder or operator citing such conditions, specifying the corrective action to be taken, and, if deemed necessary, such order shall state that the license is immediately suspended, and all food service operations are to be immediately discontinued. Any person to whom an order is issued shall comply immediately therewith, but upon written petition within forty-eight (48) hours to the Director of Health, shall be afforded a hearing as soon as possible, but in no event shall such a hearing convene later than thirty (30) days from receipt of the petition.

### **Section 15** **Reinstatement of Suspended License**

Any person whose license has been suspended may, at any time, make application for a re-inspection for the purpose of reinstatement of the license. Within five (5) days following receipt of a written request, including a statement signed by the applicant that, in his / her opinion, the conditions causing suspension of the license have been corrected, the Director of Health shall make a re-inspection. If the applicant is found to be substantially complying with the requirements of this Regulation at the time of re-inspection, the license will be reinstated upon payment of a \$100 re-inspection fee and all outstanding fines and / or penalty assessments.

### **Section 16** **Revocation of License**

For serious or repeated violations of any of the requirements of this regulation and / or the Connecticut Public Health Code, or for interference with the Director of Health or his / her agent, in the performance of his / her



duties, the license may be permanently revoked after an opportunity for a hearing has been provided by the Director of Health. Prior to such action, the Director of Health shall notify the license holder in writing, stating the reasons for which the license is subject to revocation, and advising that the license shall be permanently revoked at the end of five (5) days following service of such notice, unless a request for a hearing is filed with the Director of Health, by the license holder within said 5-day period. A license may be suspended for cause pending its revocation or a hearing relative thereto.

### **Section 17** **Hearing**

The hearings provided for in this section shall be conducted by the Director of Health or his/her designee at a time and place designated by him / her but in no event later than thirty (30) days from receipt of the petition for a hearing. Based upon the record of such hearing, the Director of Health shall make a finding, and shall sustain, modify or rescind any official notice or order considered in the hearing. A written report of the hearing decision shall be furnished to the license holder by the Director of Health.

### **Section 18** **Food Handlers**

- a. No person while affected with any disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, sores or an acute respiratory infection, shall work in any food service establishment in which there is a likelihood of such person contaminating food, drink or food contact surfaces with pathogenic organisms, or transmitting disease to other individuals; and no person known or suspected of being afflicted with any such disease or condition shall be employed in such an area or capacity. If the management of the establishment has reason to suspect that any employee has contracted any disease in a communicable form or has become a carrier of such disease, he / she shall notify the Director of Health immediately. When the Director of Health has reasonable cause to suspect the possibility of disease transmission from any food service establishment employee, he / she may make such other investigation as may be indicated, and take appropriate action, including the suspension of the employee for a period of time as specified in section 19-13-B42 of the Connecticut Public Health Code.
- b. The Director of Health may require any or all of the following measures:
  1. The immediate exclusion of the employee from all food service establishments.
  2. The immediate closure of the food service establishment concerned until, in the opinion of the Director of Health, no further danger of disease outbreak exists.
  3. Restriction of the employee's activities to an area of the establishment where there would be no danger of transmitting disease.
  4. Adequate medical and laboratory examination of the employee, or other employees, and of his/her and/or their body discharges.

### **Section 19** **Food Safety Training and Education Satisfactory to the Director of Health**

- a. Each applicant for a Class III or Class IV food service permit shall provide documentation satisfactory to the Director of Health of a QFO who shall be present when the establishment is operating. If no QFO is available at a temporary event, the applicant shall receive food handler training satisfactory to the Director of Health. This individual must be present when the temporary event is inspected.





District Board of Directors

### **19-13-B42. Sanitation of places dispensing foods or beverages**

No person, firm or corporation shall operate or maintain within the State of Connecticut any place where food or beverages are served to the public except in compliance with the following requirements:

- (a) Definitions, as used in this section:
- (1) "Authorized agent" means any individual certified by the commissioner to inspect food service establishments and enforce the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies under the supervision and/or authority of the director of health.
  - (2) "Comminuted" means reduced in size by methods including chopping, flaking, grinding, or mincing and includes fish or meat products that are reduced in size and restructured or reformulated such as gefilte fish, gyros, ground beef and sausage.
  - (3) "Commissioner" means the commissioner of public health.
  - (4) "Department" means the state of Connecticut Department of Public Health.
  - (5) "Director of health" means the director of a local health department or district health department approved by the commissioner as specified in Connecticut general statutes sections 19a-200 and 19a-242, respectively.
  - (6) "Food employee" means an individual working with unpackaged food, food equipment or utensils, or food-contact surfaces.
  - (7) "Food service establishment" means any place where food is prepared and intended for individual portion service and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. The term does not include a kitchen in a private home where food is prepared or served and not offered for sale, or a bed-and-breakfast operation that prepares and offers food to the guests if such operation is owner occupied and has the total building occupant load of not more than 16 persons including the owner and occupants, and has no provisions for cooking or warming food in the guest rooms, and breakfast is the only meal offered, and placards are posted at the registration area which read "this establishment is exempt from section 19-13-B42 of the regulations of the public health code."
  - (8) "Full-time position" means thirty (30) hours per week or the number of hours per week that the food service establishment is open for business, whichever is less.
  - (9) "Hazard analysis" means an evaluation of food handling operations to identify points of potential product contamination and assess the adequacy of hot processing and hot and cold storage methods for foods.
  - (10) "Potentially hazardous food" means any food or food ingredient, natural or synthetic that is in a form capable of supporting:
    - (A) the rapid and progressive growth of infectious or toxigenic microorganisms, or
    - (B) the slower growth of *Clostridium botulism*.
  - (11) "Qualified food operator" means a food operator employed in a full-time position who has demonstrated a knowledge of safe food handling techniques.
  - (12) "Ready-to-eat food" means food that is in a form that is edible without washing, cooking, or additional preparation by the food service establishment or the consumer and that is reasonably expected to be consumed in that form.
  - (13) "Supervisory position" means the position of a person who directs and inspects the performance of food service workers.
  - (14) "Temporary food service establishment" means a food service establishment that operates at a fixed location for a temporary period of time, not to exceed two (2) weeks, in connection with a carnival, circus, public exhibition, festival, celebration, or similar transitory gathering.
- (b) The floor surfaces in kitchens, in all other rooms and areas in which food or drink is stored or prepared, in which multi-use utensils are washed, and in walk-in refrigerators, dressing or locker rooms and toilet rooms, shall be of smooth nonabsorbent materials, and so constructed as to be easily cleaned. The floors of nonrefrigerated dry food storage areas need not be nonabsorbent. All floors shall be kept clean and in good repair. Floor drains shall be provided in all rooms where floors are subjected to flooding type cleaning or where normal operations release or discharge water or other liquid waste on the floor. No sawdust or similar material shall be spread on the floors. All exterior areas where food is served shall be kept clean and properly drained, and the surfaces in such areas shall be finished so as to facilitate maintenance and minimize dust.



- (c) The walls and ceilings of all rooms shall be kept clean and in good repair. All walls of rooms or areas in which food or drink is prepared, or multi-use utensils or hands are washed, shall be easily cleanable, smooth, light colored, and shall have washable surfaces up to the level reached by splash or spray.
- (d)(1) Effective measures shall be taken to protect against the entrance into the establishment or breeding on the premises of insects, rodents and other animals by:
  - (A) filling or closing holes and other gaps along floors, walls, and ceilings,
  - (B) closed, tight-fitting windows, and
  - (C) solid self-closing, tight-fitting doors; or
- (2) if windows or doors are kept open for ventilation or other purposes, the openings shall be protected against the entrance of insects, rodents or other animals by:
  - (A) 16 mesh to 25.4 mm (16 mesh to 1 inch) screens,
  - (B) properly designed and installed air curtains, or
  - (C) other methods which are submitted for review and approval by the local director of health. The submission of an alternative method to those listed in (A) and (B) of this subdivision for review by the director of health shall be accompanied by documentation which the director of health finds demonstrates that the method will be as effective in preventing the entrance of insects and rodents or other animals as those listed in (A) and (B) of this subdivision.
- (3) Subdivision (2) of this subsection does not apply if flying insects and other pests are absent due to the location of the establishment, the weather, or other limiting condition.
- (e) All areas in which food or drink is prepared or stored or multi-use utensils are washed, handwashing areas, dressing or locker rooms, toilet rooms and garbage and rubbish storage areas shall be well lighted. During all cleanup activities, adequate light shall be provided in the area being cleaned and upon or around equipment being cleaned. All rooms in which food or drink is prepared or served or multi-use utensils are washed, dressing or locker rooms, toilet rooms, and garbage and rubbish storage areas shall be well ventilated. Ventilation hoods and devices shall be designed to prevent grease or condensate from dripping into food or onto food preparation surfaces. Filters, where used, shall be readily removable for cleaning or replacement. Ventilation systems shall comply with applicable state and local fire prevention requirements and shall, when vented to the outside air, discharge in such a manner as not to create a nuisance.
- (f) Each food service establishment serving food or drink shall be provided with adequate, conveniently located toilet facilities for its employees. Toilet fixtures shall be sanitary and readily cleanable. Toilet facilities, including rooms and fixtures, shall be kept in a clean condition and in good repair. The doors of all toilet rooms shall be self-closing. Toilet room walls shall be tight and extend from floor to ceiling. Toilet tissue shall be provided. Easily cleanable receptacles shall be provided for waste materials, and such receptacles in toilet rooms for women shall be covered. Toilet and handwashing facilities accessible to the public shall be provided in conformance with sections 19-13-B105 through 19-13-B113 of the Regulations of Connecticut State Agencies. Where the use of non-water-carried sewage disposal facilities has been approved by the local director of health, such facilities shall be separate from the food service establishment. All sewage shall be disposed of in a public sewerage system or, in the absence thereof, in a manner approved by the local director of health. Plumbing shall be so sized, installed and maintained as to prevent contamination of the water supply; as to properly convey sewage and liquid wastes from the food service establishment to the sewerage or sewage disposal system; and as not to constitute a source of contamination of food equipment or multi-use utensils, or create an insanitary condition or nuisance.
- (g) The water supply shall be adequate, of a safe, sanitary quality, be in conformance with section 19-13-B102 of the Regulations of Connecticut State Agencies and be from an approved source which is in conformance with sections 19-13-B51A through 19-13-B51M of the Regulations of Connecticut State Agencies. Hot and cold running water under pressure shall be provided in all areas where food or drink is prepared or equipment, multi-use utensils or containers are washed. Hot water supplied in all areas where food or drink is prepared and where multi-use utensils and equipment are washed, and for other general purposes shall be maintained at a temperature of at least one hundred and ten (110) degrees F. through a mixing valve or combination faucet. Hot water supplied at hand washing sinks available to the public shall be in conformance with section 19-13-B111 of the Regulations of Connecticut State Agencies. Ice used for any purpose shall be made from water which comes from an approved source; and shall be used only if it has been manufactured, stored, transported, and handled in a sanitary manner.



- (h) Each food service establishment serving food or drink shall be provided with handwashing facilities located to allow for convenient use by employees in food preparation, food dispensing, and warewashing areas, and within or immediately adjacent to all toilet rooms. The handwashing facilities shall be equipped with hot and cold or tempered running water, hand cleansing soap or detergent dispensed in a sanitary manner, individual disposable towels or other hand drying device acceptable to the director of health. The use of a common towel is prohibited. A handwashing facility shall not be used for purposes other than handwashing. The handwashing facilities shall be maintained so that they are accessible at all times for employee use. Such facilities shall be kept clean and in good repair. No employee shall resume work after using the toilet room without first washing his hands.
- (i) All equipment and multi-use utensils, and all show and display cases or window counters, shelves, tables, chairs, and refrigerating equipment shall be so designed and of such material and workmanship as to be smooth, easily cleanable and durable and shall be in good repair. The food contact surfaces of such equipment and utensils shall, in addition, be easily accessible for cleaning, nontoxic, corrosion-resistant and relatively nonabsorbent. Sinks, dishtables and drainboards shall be constructed of galvanized metal or better, suitably reinforced, of such thickness and design as to resist denting and buckling, and sloped so as to be self-draining. Exceptions approved by the local director of health may be made to the above material requirements for equipment such as cutting boards, blocks and bakers' tables and containers for dry products.
- (j)(1) All equipment shall be so installed and maintained as to facilitate the cleaning thereof and of all adjacent areas.
  - (2) Equipment in use on October 15, 1963, which does not fully meet the above requirements may be continued in use if it is in good repair, capable of being maintained in a sanitary condition and the food contact surfaces are nontoxic. Utensils containing or plated with cadmium or lead shall not be used, provided solder containing lead may be used for jointing. All cloths and towels used by waiters, chefs and other employees shall be clean.
  - (3) All multi-use eating and drinking utensils shall be thoroughly washed and rinsed and sanitized after each use, in accordance with the following approved sanitizing processes.
    - (A) When manual dishwashing is used, a three-compartment sink shall be provided and used wherever washing, rinsing, and sanitization of equipment or utensils are conducted; provided, that in food service establishments where the only utensils to be washed are limited to spatulas, tongs, and similar devices, and when the only equipment to be cleaned is stationary and does not require disassembly for proper cleaning, a two-compartment sink may be approved by the director of health for this purpose. At least a two-compartment sink shall be provided and used for washing kitchenware and equipment which does not require sanitization. A warewashing sink shall not be used for handwashing or dumping mop water. Sinks used to wash or thaw food shall be sanitized before and after using the sink to wash produce or thaw food. Utensils after thorough washing and rinsing, clean to sight and touch, shall be sanitized by:
      - (i) Immersion for at least one (1) minute in clean, hot water at a temperature of at least one hundred and seventy (170) degrees F. An approved thermometer shall be available convenient to the vat. The pouring of scalding water over the washed utensils shall not be accepted as satisfactory compliance; or
      - (ii) Immersion for at least one (1) minute in a sanitizing solution containing: at least fifty (50) mg/l of available chlorine at a temperature of not less than seventy-five (75) degrees F. The bath should be made up to a strength of one hundred (100) mg/l or more of available chlorine and shall not be used after its strength has been reduced to fifty (50) mg/l; or at least twelve and one-half (12.5) mg/l of available iodine in a solution having a pH value not higher than five (5.0) and a temperature of not less than seventy-five (75) degrees F.; or any other chemical sanitizing agent that has been demonstrated to the satisfaction of the director of health to be effective and nontoxic under use conditions, and for which a suitable field test is available. Such sanitizing agents, in solutions used, shall provide the equivalent bactericidal effect of a solution containing at least fifty (50) mg/l of available chlorine at a temperature not less than seventy-five (75) degrees F.
    - (B) When dishwashing is done by machine hot water for sanitizing may be used provided that:
      - (i) Wash water shall be kept clean, and rinse-water tanks shall be so protected by distance, baffles or other effective means as to minimize the entry of wash water into the rinse





water. All water inlets shall be protected against backflow.

- (ii) The flow pressure shall be not less than fifteen (15) or more than twenty-five (25) pounds per square inch on the water line at the machine, and not less than ten (10) pounds per square inch at the rinse nozzles. A suitable gauge cock shall be provided immediately upstream from the final rinse sprays to permit checking the flow pressure of the final rinse water.
- (iii) The temperature of the wash water shall not be less than:
  - (a) One hundred and sixty-five (165) degrees F. for a single temperature stationary rack machine;
  - (b) One hundred and sixty (160) degrees F. for a single tank, conveyor, dual temperature machine;
  - (c) One hundred and fifty (150) degrees F. for a single tank, stationary rack, dual temperature machine; and
  - (d) One hundred and fifty (150) degrees F. for a multitank, conveyor, multitemperature machine.

When hot water is relied upon for sanitization in a mechanical warewashing operation, the temperature of the fresh hot water sanitizing rinse as it enters the manifold shall not be less than one hundred and sixty-five (165) degrees F. for a stationary rack, single temperature machine; or one hundred and eighty (180) degrees F. for all other machines. The temperature of the fresh hot water sanitizing rinse shall not be more than one hundred and ninety-four (194) degrees F. as it enters the manifold. The item being sanitized shall attain a temperature of one hundred and sixty (160) degrees F. on its surface during the final rinse. When a pumped rinse is provided, the water shall be at a temperature of at least one hundred and sixty (160) degrees F.

- (iv) Conveyors in dishwashing machines shall be accurately timed to assure proper exposure times in wash and rinse cycles.
  - (v) An easily readable thermometer shall be provided in each tank of the dishwashing machine which will indicate the temperature of the water or solution therein. In addition, a thermometer shall be provided which will indicate the temperature of the final rinse water as it enters the manifold.
  - (vi) Jets, nozzles and all other parts of each machine shall be maintained free of chemical deposits, debris and other soil. Automatic detergent dispensers, if used, shall be kept in proper operating condition.
- (C) Dishwashing may be done by machines using chemicals for sanitization provided:
- (i) The machines, chemical sanitizer, and method of drying utensils are approved by the commissioner.
  - (ii) The temperature of the wash water shall not be less than one hundred and twenty (120) degrees F.; and
  - (iii) the wash water shall be kept clean; and
  - (iv) Adequate amounts of chemicals for washing, sanitizing, and drying shall be available. Chemicals added for washing, sanitization, and drying purposes shall be automatically dispensed, compatible, not interfering with the effective purpose of each other; and
  - (v) Utensils and equipment shall be exposed to the final chemical sanitizing rinse in accordance with the manufacturer's specifications for time and concentration; and
  - (vi) The chemical sanitizing rinse water temperature shall be not less than seventy-five (75) F. nor less than the temperature specified by the machine's manufacturer; and
  - (vii) A test kit or other device that accurately measures the parts per million concentration of the solution shall be available and used.
- (4) All kitchenware and food contact surfaces of equipment that have been used in the preparation or serving of food and drink, and all multi-use food storage utensils, exclusive of cooking surfaces of equipment, shall be thoroughly cleaned at least every four (4) hours. Cooking surfaces of equipment shall be cleaned at least once a day. All food temperature measuring devices, multi-use utensils and food contact surfaces of equipment used in the preparation or storage of potentially hazardous food shall be thoroughly cleaned and sanitized prior to such use and following: a change from working with raw animal



foods to working with ready-to-eat foods; a change in the type of raw animal food such as beef, fish, lamb, pork, or poultry; use with raw fruit or vegetables prior to use with potentially hazardous food; and at any time during the operation when contamination may have occurred. Unless approved by the director of health for a different frequency of cleaning, equipment, food contact surfaces and utensils that have been used with potentially hazardous food shall be cleaned and sanitized at least every four (4) hours.

Non-food contact surfaces of equipment shall be cleaned at such intervals as to keep them in a clean and sanitary condition.

- (5) No article, polish, or other substance containing any cyanide preparation or other poisonous material shall be used for the cleaning or polishing of utensils.
- (k) After cleaning and until use, all food contact surfaces of equipment and multi-use utensils shall be so stored and handled as to be protected from contamination. All single-service eating and drinking articles shall be made from nontoxic materials, and shall have been manufactured, packaged, transported, stored, handled and dispensed in a sanitary manner, and shall be used only once. Drinking straws or any other device, hollow in nature, whereby through its use a beverage can be drawn into the mouth shall be separately wrapped either individually or in pairs with a sanitary protective covering for individual use. Food service establishments which do not have adequate and effective facilities for cleaning and sanitizing multi-use utensils shall use single-service articles.
- (l) All garbage and rubbish containing food wastes shall, prior to disposal, be kept in a leak-proof, nonabsorbent container which shall be kept covered with tight fitting lids when filled or stored, or not in continuous use; provided such containers need not be covered when stored in a vermin-proofed room or enclosure or in a food waste refrigerator. All other rubbish shall be stored in containers, rooms or areas in a manner approved by the director of health. The rooms, enclosures, areas and containers used shall be adequate for the storage of all food waste and rubbish accumulating on the premises. Adequate cleaning facilities shall be provided, and each container, room or area shall be thoroughly cleaned after the emptying or removal of garbage and rubbish. Food waste grinders, if used, shall be installed in compliance with state and local standards and shall be of suitable construction. All garbage and rubbish shall be disposed of with sufficient frequency and in such a manner as to prevent a nuisance.
- (m)(1) Except during necessary periods of preparation and service, potentially hazardous foods shall be maintained at forty-five (45) degrees F. or below, or one hundred forty (140) degrees F. or above, except beef roasts and pork roasts cooked to an internal temperature and time specified below may be held hot at one hundred thirty (130) degrees F. or above. The use of time only, rather than time in conjunction with temperature, may be permitted by the director of health and may be used as a public health control for a working supply of potentially hazardous food before cooking, or for ready-to-eat potentially hazardous food that is displayed or held for service for immediate consumption if: the food is marked or otherwise identified with the time within which it shall be cooked, served, or discarded; the food is served or discarded within 4 hours from the point in time when the food is removed from temperature control; the food in unmarked containers or packages, or for which time expires, is discarded; and written procedures that assure compliance are maintained in the food service establishment and are made available to the authorized agent upon request. Except as specified raw food shall be cooked as follows:
  - (A) Whole roasts, corned beef, and pork roasts shall be cooked to heat all parts of the food to the following minimum temperatures and corresponding minimum holding times: one hundred thirty (130) degrees F. for one hundred twenty-one (121) minutes; or one hundred forty (140) degrees F. for twelve (12) minutes; or one hundred forty-five (145) degrees F. for three (3) minutes;
  - (B) Shell eggs, fish, meat and pork (other than whole roasts, corned beef, and pork roasts) shall be cooked to heat all parts of the food to at least one hundred forty-five (145) degrees F. for fifteen (15) seconds;
  - (C) All meat and fish products that are ground or comminuted shall be cooked to heat all parts of the food to at least one hundred and forty-five (145) degrees F. for three (3) minutes, one hundred and fifty (150) degrees F. for one (1) minute, one hundred and fifty-five (155) degrees F. for fifteen (15) seconds, or one hundred and fifty-eight (158) degrees F. instantaneously;
  - (D) Game meats, poultry, ground or comminuted poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, or stuffing containing potentially hazardous food ingredients shall be cooked to



heat all parts of the food to at least one hundred sixty-five (165) degrees F. for fifteen (15) seconds;

- (E) Raw animal foods cooked in a microwave oven shall be: rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture; heated to a temperature of at least one hundred sixty-five (165) degrees F. in all parts of the food; and allowed to stand covered for two (2) minutes after cooking to obtain temperature equilibrium;
- (F) Pasteurized eggs or egg products shall be substituted for raw shell eggs in the preparation of foods that are not thoroughly cooked such as caesar salad, salad dressing; hollandaise or bearnaise sauce, mayonnaise, egg nog, ice cream, egg-fortified beverages, and in recipes requiring pooled eggs that are not cooked immediately. Exempted from the above is a raw animal food such as raw egg, raw fish, raw-marinated fish; raw molluscan shellfish; steak tartare; or partially cooked food such as lightly cooked fish, rare meat, and soft cooked egg that is served or offered for sale in a ready-to-eat form. Pork and poultry products are not exempt from the required cooking times and temperatures. The consumer shall be informed of the risks involved with the consumption of raw or undercooked animal food by means of posters, brochures, menu advisories, label statements, table tents, placards, or other written means available at the food service establishment which state: "thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness." Exemptions to the food temperature requirements shall not be allowed at food service establishments serving highly susceptible populations such as immuno-compromised individuals or older adults in hospitals, nursing homes, or similar health care facilities as listed in Connecticut General Statutes section 19a-490 and that are subject to this section and preschool age children in a facility that provides custodial care and is subject to this section such as child day care centers as defined in the Connecticut General Statutes section 19a-77(a)(1).
- (2) Frozen food shall be kept at such temperatures as to remain frozen, except when being thawed for preparation or use. Potentially hazardous frozen food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, shall be thawed at refrigerator temperatures of forty-five (45) degrees F. or below; or under cool, potable running water seventy (70) degrees F. or below; or quick thawed as part of the cooking process; or by any other method satisfactory to the local director of health. Waste water from refrigeration equipment shall be disposed of in a proper manner.
- (3) Cooked potentially hazardous foods shall be cooled from one hundred forty (140) degrees F. to seventy (70) degrees F. within two (2) hours, and from seventy (70) degrees F. to forty-five (45) degrees F. or below within four (4) additional hours. Potentially hazardous food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least one hundred sixty-five (165) degrees F. for fifteen (15) seconds, provided that remaining unsliced portions of roasts of beef that are cooked as specified in this subsection may be reheated for hot holding to one hundred forty-five (145) degrees F. for three (3) minutes. Reheating for hot holding shall be done within two (2) hours. Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least one hundred forty (140) degrees F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.
- (4) Food temperature measuring devices shall be provided and be readily accessible for use in ensuring attainment and maintenance of proper food temperatures. Food temperature measuring devices shall be accurate to  $\pm$  two (2) degrees F.
- (n) All food and drink in food service establishments shall be from sources approved or considered satisfactory by the director of health, based on a determination of conformity with principles, practices, and generally recognized standards that protect public health; shall be in compliance with applicable state and local laws and regulations; shall be transported and delivered at required temperatures; and shall be clean, wholesome, free from spoilage, free from adulteration and misbranding and safe for human consumption. Any food or drink considered unsafe for human consumption shall be destroyed or disposed of in a manner satisfactory to the director of health. No hermetically sealed, non-acid or low-acid food which has been processed in a place other than a commercial food processing establishment shall be used.



Molluscan shellfish shall be from sources listed in the most recent publication of the interstate certified shellfish shippers list distributed by the Federal Food and Drug Administration and approved or considered acceptable by the Connecticut Department of Agriculture, Bureau of Aquaculture, and, if shucked, shall be kept until used in the containers in which they were received. Shell stock tags or labels shall be retained for 90 days from the date the container is emptied. Finfish shall be commercially and legally caught or harvested. Fluid milk and milk products shall be pasteurized and conform to Grade A standards, the requirements of the United States Public Health Service, Food and Drug Administration "Grade A Pasteurized Milk Ordinance" and "Grade A Condensed Milk Ordinance." Shell eggs shall be from commercial, regulated sources inspected according to law and shall be received clean and sound, and shall be graded as required by law.

- (o)(1) All food and drink while being stored, prepared, displayed, served or sold at food service establishments, or during transportation between such establishments, shall be protected from dust, flies, vermin, depredation and pollution by rodents, unnecessary handling, droplet infection, overhead leakage or other contamination. Raw fruits and vegetables shall be washed before use. If used, single-use gloves shall be used for only one task such as working with ready-to-eat food or with raw animal food, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation.
- (2) Food once served to the customer shall not be served again. Wrapped non potentially hazardous food which has not been unwrapped and which is wholesome may be re-served.
- (3) All means necessary for the elimination of flies, roaches and rodents shall be used. All exposed food shall be stored at least eighteen (18) inches above the floor.
- (4) Only such poisonous and toxic materials as are required to maintain sanitary conditions and for sanitization purposes may be used or stored in food service establishments. Poisonous and toxic materials shall be identified and shall be stored and used only in such manner and under such conditions as will not contaminate food and drink or constitute a hazard to employees or customers.
- (p)(1) Food employees shall wear clean outer garments, maintain a high degree of personal cleanliness and conform to hygienic practices. Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough. Food employees shall keep their fingers, nails, hands, and exposed portions of their arms clean by using a cleaning compound to lather hands and arms for at least 20 seconds, followed by thorough rinsing with clean water in a handwashing facility, and hand drying using approved sanitary towels or other approved hand drying device. Employees shall wash their hands thoroughly in an approved handwashing facility before starting work. Food employees shall clean their hands and exposed portions of their arms as often as may be required to remove soil and contamination; after touching bare human body parts; after using the toilet room; after caring for assistance animals; after coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking; after handling soiled equipment or utensils; when changing gloves; after handling money; immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles; during food preparation as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks; when switching between working with raw foods and ready-to-eat foods; and after engaging in other activities that contaminate the hands. Employees shall not expectorate in rooms in which food is prepared. All persons, while working in direct contact with food preparation, food ingredients or surfaces coming into contact therewith shall wear hairnets, headbands, caps or other effective hair restraints. Employees shall not use tobacco in any form while engaged in food preparation or service, or while in equipment and multi-use utensil washing or food preparation areas. Designated locations in such areas may be approved by the local director of health for smoking, where no contamination hazards will result.
- (2) *Smoking is prohibited in all indoor public areas of a food service establishment. Signs shall be posted at each entrance stating that smoking is prohibited by state law.*
- (3) Outdoor seating areas maintained for the service of food that have no roof or other ceiling enclosure and that have a permit to sell alcoholic liquor shall have at least seventy-five per cent of the outdoor seating capacity in an area in which smoking is prohibited and such area shall be designated with written signage as a nonsmoking area.



- (4) Outdoor temporary seating areas established for special events and not used on a regular basis shall not be subject to the smoking prohibition or signage requirements of this subsection.
- (5) Outdoor seating areas of establishments that do not serve alcohol shall not be subject to the smoking prohibition or signage requirements of this subsection.
- (q)(1) All parts of the establishment and its premises shall be kept neat, clean and free of litter and rubbish. Cleaning operations shall be conducted in such a manner as to minimize contamination of food and food contact surfaces. None of the operations connected with a food service establishment shall be conducted in any room used as living or sleeping quarters. Soiled linens, coats and aprons shall be kept in suitable containers until removed for laundering. No live birds or animals shall be allowed in any area used for the storage, preparation or serving of food, or for the cleaning or storage of utensils, or in toilet rooms or employees' dressing rooms or areas, in vehicles used for transporting food, or in any other area or facility used in the conduct of food service establishment operations; provided guide dogs or assistance dogs accompanying blind, deaf, or mobility impaired persons and dogs accompanying persons training such dogs as guide or assistance dogs as defined pursuant to the Connecticut General Statutes Sections 46a-42 and 46a-44, may be permitted in dining rooms.
- (2) Adequate facilities shall be provided for the orderly storage of employees' clothing and personal belongings. Where employees routinely change clothes within the food service establishment, one (1) or more dressing rooms or designated areas shall be provided for this purpose. Such designated areas shall be located outside of the food preparation, storage and serving areas, and the multi-use utensil washing and storage areas. When approved by the local director of health, such an area may be located in a storage room where only completely packaged food is stored. Such designated areas or dressing rooms shall be equipped with adequate lockers or other suitable facilities. Dressing rooms and lockers shall be kept clean and orderly.
- (r) No person while affected with any disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, sores or an acute respiratory infection, shall work in any area of a food service establishment in any capacity in which there is a likelihood of such person contaminating food, drink or food contact surfaces with pathogenic organisms, or transmitting disease to other individuals; and no person known or suspected of being affected with any such disease or condition shall be employed in such an area or capacity. If the management of the food service establishment has reason to suspect that any employee has contracted any disease in a communicable form or has become a carrier of such disease, he shall notify the local director of health immediately. When the local director of health has reasonable cause to suspect possibility of disease transmission from any food service establishment employee, such director shall secure a morbidity history of the suspected employee, or make such other investigation as may be indicated, and take appropriate action. The director of health may require any or all of the following measures:
- (1) the immediate exclusion of the employee from all food service establishments;
  - (2) the immediate closure of the food service establishment concerned until, in the opinion of the director of health, no further danger of disease outbreak exists;
  - (3) restriction of the employee's services to some area of the food service establishment where there would be no danger of transmitting disease; and
  - (4) adequate medical and laboratory examinations of the employee, or other employees, and of his and their body discharges; and
  - (5) food employees shall not contact exposed ready-to-eat food with bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single use disposable gloves or dispensing equipment, except when washing raw fruits and vegetables to remove soil and other contaminants. Food employees shall minimize bare hand contact with exposed food that is not in a ready-to-eat form. Ready-to-eat food includes: unpackaged potentially hazardous food that is cooked to the temperatures and time required for the specific food under section 19-13-B42(m)(1); raw, washed, cut fruits and vegetables; whole, raw fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet; and other food presented for consumption for which further washing or cooking is not required and from which rinds, peels, husks, or shells are removed.
- (s)(1) No person, firm or corporation shall operate or maintain any place where food or beverages are served to the public within any town, city or borough, without a local permit or license, or otherwise without registration of the name and business address with the local director of health of the town, city or



borough in which the business is conducted, if such permit or license is required by local ordinance. Permits for temporary food service establishments shall be issued for a period of time not to exceed fourteen (14) days.

- (2) A temporary food service establishment serving food or drink shall comply with all provisions of this section which are applicable to its operation. The local director of health may augment such requirements when needed to assure the service of safe food, may prohibit the sale of potentially hazardous food or drink consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or may modify specific requirements for physical facilities when in his opinion no health hazard will result.
- (3) Food service establishment classification. The director of health, registered sanitarian, or authorized agent shall classify each food service establishment by using the criteria outlined in this subdivision. Establishments shall be classified at the time of licensure, where licensure is required by local ordinance, or otherwise at the time of registration with the local director of health. The classification shall be reviewed by the director of health, registered sanitarian, or authorized agent during each inspection and in no case less than annually. The food service establishment shall be placed into the highest classification that describes any of the food operations conducted. When it comes to the attention of the director of health, registered sanitarian, or authorized agent that the food service establishment has changed to a different class the director of health, registered sanitarian, or authorized agent shall reclassify that food service establishment. No food service establishment shall change operations to a different classification without prior written approval by the director of health, registered sanitarian, or authorized agent. The classes of food service establishments are as follows:
  - (A) Class I is a food service establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours.
  - (B) Class II is a food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hot dogs, kielbasa and soup may be heated if transferred directly out of the original package and served within four (4) hours.
  - (C) Class III is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.
  - (D) Class IV is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.
- (4) Qualified food operator required. Each person owning, operating or managing any food service establishment designated either as class III or class IV shall be a qualified food operator or shall employ on-site at least one (1) qualified food operator who is in a supervisory position at said establishment. Each food service establishment shall be in compliance with this subdivision by August 1, 1997. Satisfactory evidence of compliance with this subdivision shall be documentation that the qualified food operator has passed a test administered by a testing organization approved by the department, or other documentation satisfactory to the department attesting to the individual's knowledge of safe food handling techniques as specified in subdivision (6) of this subsection. Said documentation shall be maintained on file at the food service establishment and provided to the local director of health, registered sanitarian, or authorized agent on request. Any person who serves meals to individuals at registered congregate meal sites funded under Title III of the Older Americans Act of 1965, as amended, which were prepared under the supervision of a qualified food operator, shall be exempt from the examination requirement for qualified food operators. Any volunteer who serves meals for a nonprofit organization shall be exempt from the examination requirement for qualified food operators. Exempt from the requirements of this subdivision are: temporary food service establishments and special events sponsored by non-profit civic organizations such as, but not limited to, school sporting events, little league food booths, church suppers, and fairs. Soup kitchens that rely exclusively on services provided by volunteers are also exempt from the requirements of this subdivision.
- (5) Criteria for approval of testing organizations. To be approved, a testing organization shall make application to



the department on forms provided by the department and therein demonstrate responsibility for all aspects of the testing system from the development of the test, through test administration including test security system, documentation of successful test completion and record maintenance. Testing organizations must reapply for approval every five (5) years. Testing organizations shall demonstrate responsibility for all of the following areas:

- (A) Test development. The test shall be based on an objective job analysis to determine content areas and shall include, but not be limited to, elements that test the qualified food operator's knowledge of food allergies. The test shall be developed based on generally accepted standards of test development. A passing score study to set the required passing scores shall be conducted. Content validation and examination field test studies shall be conducted.
  - (B) Test security. The testing organization shall have test security systems to ensure the integrity of the test during all phases of test development and handling. Test administrators must be trained in test security procedures. Where client based testing is conducted, proctoring agreements that establish examination handling and proctoring procedures are required between the testing organization and the proctor. Different forms of the test shall be maintained.
  - (C) Test administration. The testing organization shall serve as the primary contact for individuals interested in the test. Explanatory test materials shall be available to interested parties. Guidelines for test administration shall be developed. The test shall be readily available to meet the needs of Connecticut.
  - (D) Documentation and record keeping. All individuals taking the test shall be provided documentation indicating whether they passed or failed the test. Statistics on the test including an item analysis shall be maintained. A registry of all individuals who have taken the test shall be maintained. Statistical and registry information shall be made available to the department and local health departments upon request.
- (6) Other documentation satisfactory to the department. In the absence of documentation that the qualified food operator has passed a test administered by a testing organization approved by the department, a signed statement by the owner/operator of the food service establishment attesting that the qualified food operator has demonstrated knowledge of food safety as specified in subparagraphs (A) and (B) of this subdivision shall constitute satisfactory evidence of compliance with subdivision (4) of this subsection. The local director of health may require documentation to support the signed statement. The following specific elements of knowledge and competence are required:
- (A) Elements of knowledge
    - (i) Identify foodborne illness--define terms associated with foodborne illness; recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination; define and recognize potentially hazardous foods; define and recognize illness that can be associated with chemical and physical contamination; define and recognize the major contributing factors for foodborne illness; recognize how microorganisms cause foodborne disease.
    - (ii) Identify time/temperature relationship with foodborne illness--recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production); describe the use of thermometers in monitoring food temperatures.
    - (iii) Describe the relationship between personal hygiene and food safety-- recognize the association between hand contact and foodborne illness; recognize the association between personal habits and behaviors and foodborne illness; recognize the association between health of a foodhandler and foodborne illness; recognize how policies, procedures and management contribute to improved food hygiene practices.
    - (iv) Describe methods for preventing food contamination from purchasing to serving--define terms associated with contamination; identify potential hazards prior to delivery and during delivery; identify potential hazards and methods to minimize or eliminate hazards after delivery.
    - (v) Identify and apply correct procedures for cleaning and sanitizing equipment and utensils--



- define terms associated with cleaning and sanitizing; apply principles of cleaning and sanitizing; identify materials, equipment, detergent, sanitizer; apply appropriate methods of cleaning and sanitizing; identify frequency of cleaning and sanitizing.
- (vi) Recognize problems and potential solutions associated with facility, equipment and layout--identify facility, design, and construction suitable for food service establishments; identify equipment and utensil design and location.
  - (vii) Recognize problems and potential solutions associated with, temperature control, preventing cross contamination, housekeeping and maintenance--implement self inspection program; implement pest control program; implement cleaning schedules and procedures; implement equipment and facility maintenance program.
  - (viii) Identify and recognize the foods most commonly associated with food allergies.
- (B) Demonstrable elements of competency
- (i) Assess the potential for foodborne illness in a food service establishment--perform operational food safety assessment; recognize and develop standards, policies and procedures; select and train employees; implement self audit/inspection program; revise policy and procedure (feedback loop); implement crisis management program.
  - (ii) Assess and manage the process flow--identify approved source; implement and maintain a receiving program; implement and maintain storage procedures; implement and maintain preparation procedures; implement and maintain holding/service/display procedures; implement and maintain cooling and post preparation storage procedures; implement and maintain re-service procedures; implement and maintain transportation procedures.
- (7) Replacement of qualified food operator. Whenever the qualified food operator terminates employment, is terminated or is transferred, the person owning, operating or managing the food service establishment shall notify the local health department in writing. A replacement qualified food operator shall be employed within sixty (60) days from the date of termination or transfer of the qualified food operator. The local health department may grant an extension not to exceed an additional sixty (60) days to comply with this subdivision if deemed necessary.
- (8) Responsibilities of qualified food operators
- (A) The qualified food operator is responsible for operating the food service establishment in compliance with all the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies. The qualified food operator of each food service establishment is responsible for ensuring training of food preparation personnel. The following are exempt from the examination requirement for qualified food operators but shall receive training from any qualified food operator:
- (i) volunteers who serve meals for a nonprofit organization; and
  - (ii) persons who serve meals at registered congregate meal sites funded under Title III of the Older Americans Act of 1965, as amended, which were prepared under the supervision of a qualified food operator. All such personnel shall receive training that shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. The qualified food operator of each food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health department upon request. The owner, operator, manager or qualified food operator of a food service establishment at a nonprofit organization or registered congregate meal site for senior citizens shall maintain such documentation and make such records available to the local health department upon request.
- (B) The owner or manager of the food service establishment shall designate an alternate person who has complied with section 19-13-B42(s)(6) to be in charge at all times when the qualified food operator cannot be present. This alternate person in charge shall be responsible for: ensuring that all employees comply with the requirements of this section, and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing the





inspection report.

- (t) Inspection of food service establishments. All food service establishments shall be inspected by the director of health, registered sanitarian, or an authorized agent of the director of health, if such director, sanitarian or agent has been certified by the commissioner. Candidates for certification must be sponsored by a local director of health, and possess as minimum requirements a bachelors degree or three years experience in a food safety or regulatory food protection program acceptable to the department. Candidates shall not be involved in the ownership or management of a food establishment located within his jurisdiction. The certification program shall consist of a two stage process: (1) successful completion of classroom training and passing score on a final written exam; and (2) completion of a series of inspections with a certification officer from the department food protection program. Upon completion of the certification process, the department shall notify the department of health and the candidate in writing specifying the issuance of certification and expiration date. The commissioner shall have the authority to renew certification of each persons conducting such inspections every three years. Recertification may be granted upon the successful completion of sixteen (16) hours of approved food protection training every three (3) years. The department shall be responsible for approving and assuring the provision of such training. Failure to comply with recertification requirements shall result in the certification to conduct inspections not being renewed. The department shall notify the director of health and the chief elected official of the affected food service jurisdiction when a certification is not renewed. All food service establishments shall be inspected in accordance with this subsection.
- (1) Class I food service establishments shall be inspected at intervals not to exceed three hundred and sixty (360) days.
  - (2) Class II food service establishments shall be inspected at intervals not to exceed one hundred and eighty (180) days.
  - (3) Class III food service establishments shall be inspected at intervals not to exceed one hundred and twenty (120) days.
  - (4) Class IV food service establishments shall be inspected at intervals not to exceed ninety (90) days, except that an interval not to exceed one hundred and twenty (120) days may be allowed where one (1) of the inspections is a hazard analysis inspection.
  - (5) Access to establishments. The director of health, registered sanitarian or authorized agent after proper identification, shall be permitted to enter, at any reasonable time, any food service establishment for the purpose of making inspections to determine compliance with this section. He shall be permitted to examine the records of the establishment to obtain information pertaining to food and supplies purchased, received, or used, and persons employed, but not including financial records.
  - (6) Inspection records. Weighted values. Rating scores. Whenever the director of health, registered sanitarian or authorized agent makes an inspection of a food service establishment, he shall record his findings on an inspection report form included in this section and shall furnish a copy of such inspection report form to the owner or operator. Such form shall summarize the requirements of this section and shall set forth weighted point values for each such requirement. Forms, such as computer forms, which are substantially equivalent to the inspection form included in this section may be approved by the commissioner. Upon completion of an inspection, the director of health, registered sanitarian or authorized agent shall total the weighted point values for all requirements in compliance, such total becoming the rating score for the food service establishment. The total weighted point value shall be scored for each item in violation. The maximum rating shall be one hundred (100).
- (u) Enforcement
- (1) Every food service establishment shall maintain a rating score of eighty (80) or higher and shall not have one (1) or more four (4) demerit point items in violation, regardless of the rating score. The four (4) demerit point items include: Food from approved source, wholesome, nonadulterated; potentially hazardous food meets temperature requirements during storage, preparation, display, service, and transportation; unwrapped or potentially hazardous food not re-served; toxic material properly stored, labeled, used; personnel with infections restricted; adequate handwashing facilities, convenient, accessible, designed, installed, personnel hands washed, clean; water source, adequate, safe; sewage disposal approved and no nuisance; no cross-connection, back-siphonage, backflow; and adequate toilet facilities, convenient, accessible, designed, installed. If the rating score is below eighty (80) or if



there is one (1) or more four (4) demerit point items in violation at the time of inspection, the director of health, registered sanitarian or authorized agent shall order correction of the items in violation within two (2) weeks. After the two (2) weeks, the director of health, registered sanitarian or authorized agent shall make a reinspection and determine the new rating score.

- (2) If the rating score at the time of the reinspection is below eighty (80) or if there is one (1) or more four (4) demerit point items in violation, the director of health, shall take immediate steps to have the food service establishment closed.
- (3) However, if there are insanitary or other conditions in the operation of a food service establishment which, in the judgment of the director of health, constitutes an immediate and substantial hazard to the public health, he may immediately issue a written notice to the permit holder or operator citing such conditions, specifying the corrective action to be taken, and specifying the time period within which such action shall be taken, and, if deemed necessary order immediate correction. If correction is not made in the stated time, a written order shall be issued to close the food service establishment.
- (4) If the rating score is eighty (80) or above or if there are any three (3) demerit point items in violation, the director of health, registered sanitarian or authorized agent shall order correction of any violations and specify time for correction. If a qualified food operator is not employed on-site, except as provided by the qualified food operator replacement provision in section 19-13-B42(s)(7), the food service establishment has thirty (30) days to comply. If correction has not been made after thirty (30) days, the director of health shall take immediate steps to close the food service establishment. The food service establishment shall also be reinspected as frequently as necessary in the determination of the local director of health to ensure compliance with this section.
- (5) The owner or operator of any food service establishment may at any time request an inspection for the purpose of improving the rating score of the food service establishment. Within ten (10) days following receipt of a request including a signed statement that the violations have, in the applicant's opinion, been corrected, the director of health, registered sanitarian or authorized agent shall make an inspection and thereafter as many additional inspections as he may deem necessary to assure himself that the applicant is complying with the requirements of this section.
- (6) The owner or operator of a food service establishment aggrieved by an order, may, within forty-eight (48) hours after such order, appeal to the director of health, who shall thereupon immediately examine into the merits of such case and may vacate, modify or affirm such order. The owner or operator of a food service establishment who is aggrieved by such action of the director of health may, no later than three (3) business days after receipt of the order, appeal to the commissioner who shall thereupon immediately notify the authority from whose order the appeal was taken and examine into the merits of such case and may vacate, modify or affirm such action.

(Effective August 24, 1977; Amended effective April 25, 1994; April 25, 1997; August 15, 2000; July 6, 2001; October 3, 2005; July 3, 2007.)



## FOOD SERVICE ESTABLISHMENT STRUCTURAL PLAN REVIEW GUIDELINES

### References:

Ledge Light Health District Food Service Regulations (Effective June 14, 2012)  
State of Connecticut Public Health Code Section 19-13-B42 “Sanitation of Places Dispensing Food and Beverages.”  
The Compliance Guide for the Inspection of Food Service Establishments.

The following items must be submitted and approved before any constructional work can begin.

1. A completed fee-for-service form, along with the appropriate fee and other required documentation.
2. A plan of the facility, with the layout of equipment, shall be drawn to a minimum of 11” x 14” in size and drawn to minimum scale of 1/4” = 1 foot. Food preparation areas, as well as restrooms, bars, wait stations, dry storage areas, and basement/cellars, if utilized, shall be presented on the plan. Areas not presented on the plan shall not be utilized.
3. A copy of the proposed menu. (May be hand written. Final menu is required prior to opening inspection.)
4. A description of all floor, wall, and ceiling materials. The following are details on equipment and surfaces that must be addressed when planning and developing your proposed facility:

### SINKS:

Each food service establishment serving food or drink shall be provided with hand washing facilities located to allow for convenient use by employees in food preparation, food dispensing, and ware washing areas, and within or immediately adjacent to all toilet rooms. Each sink shall be provided with liquid dispensed soap and sanitary disposable paper towel dispensers. The hand-washing sink shall be accessible at all times and shall never be obstructed. If it is determined that the hand sink is located too far from the food preparation area, even though it is in the same room, it shall be noted during the plan review so that it may be relocated, or an additional unit be installed. **The ability and frequency of hand-washing shall not be hindered in any way.**

A three-compartment sink with drain-boards and/or drying racks is required if there is no commercial dish machine. This sink is for washing, rinsing and sanitizing kitchenware. It must be large enough to accommodate the largest piece of equipment to be sanitized. The waste line shall be plumbed in accordance with the state and municipal building and plumbing codes and properly vented.

A vegetable/culinary sink shall be required for food preparation. The waste line shall be plumbed in accordance with the state and municipal building and plumbing codes and properly vented.

Ware washing sinks cannot be used for culinary purposes unless permitted in writing by Ledge Light Health District.



A mop sink shall be required. An area outside of the food preparation area shall be designated for cleaning/utility equipment, supplies, and chemicals. Mops shall be wall-hung or stored in drying racks when not in use.

#### SURFACES:

All walls, floors and ceilings in preparation, storage, dishwashing areas and toilet rooms must be smooth, light in color, non-absorbent, durable and easy to clean. All surface materials must be described in detail on or with your plans.

#### Floors:

Examples of acceptable materials are quarry or ceramic tile, commercial grade vinyl, or poly-resin poured floors. All floor to wall junctures must be tight fitting and have cove base moldings. Floor drains must be provided whenever flooding cleaning methods are employed and where there is heavy water activities e.g. at dish machines and compartment sinks.

#### Walls:

Surfaces behind sinks and dish machines must be covered with waterproof materials from the floor to wall juncture, up to the highest level exposed to splash or spray. A height of five feet from the floor is usually needed. Examples are ceramic tile, stainless steel, and Fiberglass Reinforced Panel (FRP). All materials must be installed and sealed in such a manner as to create smooth, seamless surfaces.

#### Ceilings:

The ceilings over food preparation and service areas must be washable. Examples are painted sheet rock (gloss or semi-gloss) or plastic coated tiles ceiling tiles.

#### REFRIGERATION:

Refrigeration facilities shall be adequate to meet the capacity of the operation. Specific refrigeration needs are based on the menu, facility classification, frequency of orders or delivery, and manner of advanced food preparation. During facility development the owner/operator must consider the differences between a point-of-use refrigerator such as a reach-in under the counter unit, and a primary refrigerator, such as a walk-in unit. Unless specifically designed, refrigeration equipment shall not be closely positioned next to or under stoves or other heat sources. This is to prevent over taxing of equipment, which could result in unsafe holding temperatures.

#### DRY STORAGE:

Areas used for storage of unopened food packages, cans, and paper products may not be subject to all surface requirements. Approval is at the discretion of the reviewer. Shelving must be of commercial grade. All wood surfaces must be sealed or painted with a light color. Painted surfaces must be



cleanable. Food and single service items (paper plates, napkins, etc.) must be stored a minimum of 12" above the floor if they are in closed containers and 18" above the floor if they are exposed.

#### WASTE/GARBAGE:

Plastic lined garbage containers must be provided in the food preparation area. An adequate number of covered, leak-proof garbage containers, or a covered, leak-proof dumpster must be provided for the storage of all garbage from commercial establishments. Dumpsters shall be placed on cleanable surfaces and stored garbage must be covered at all times. Enclosures shall be screened by fences, walls, plantings or other devices to prevent litter from leaving the "trash receptacle" area. The trash service name and frequency of pick-up shall be provided to LLHD.

#### GREASE RECOVERY UNITS (GRU):

The Connecticut Department of Energy and Environmental Protection requires GRU for Class III and Class IV food service establishments on municipal sewer. It is the applicant's responsibility to contact the city or town building official or water pollution control authority to determine compliance. Facilities on private septic systems will also be required to install grease recovery units according to the Connecticut Public Health Code Section 19-13-B103. Grease storage containers shall be air and water tight and stored in the area of the dumpsters. Provide the grease contractor name and frequency of pick-up to LLHD.

#### WATER:

Facilities shall use and provide a potable (drinkable) supply of water, at all times, according to the Connecticut Public Health Code. This is to be accomplished by connection to municipal/community water source or a private well that is registered and conforms to the requirements of the Connecticut Department of Public Health Water Supplies Division.

An adequate supply of hot water is required to all sinks through a mixed faucet. To size the heater, peak demands will be calculated for each sink/dishwasher and added together. The hot water at the tap must be maintained at a minimum of 110°F but water in public accessible bathrooms cannot be greater than 115°F (scald protectors may be needed at public bathroom hand sinks).

#### VENTILATION/HOODS:

Contact the local Fire Marshal and Building Office. All materials shall be smooth and easily cleanable and hoods shall be fitted with removable and cleanable vent screens which shall be maintained to prevent grease build-up.

#### TOILET FACILITIES:

The toilet rooms must have self-closing, non-louvered doors, have adequate ventilation, and shall be supplied with soap and paper towels. The waste receptacle in the ladies and/or employee toilet rooms must be covered. Patrons are not permitted to pass through any food preparation, storage or dish areas to reach toilet rooms.



Connecticut Public Health Code Section 19-13-B106 "Toilet and hand washing facilities" states: "Toilet and hand washing facilities accessible to the public and separated for each sex, shall be provided at new or extensively renovated public buildings, places of public assembly, places dispensing food and beverages for consumption on the premises, and for patrons at large stores and shopping centers in accordance with the State of Connecticut Basic Building Code, except that this regulation shall not apply to establishments constructed or altered pursuant to plans and specifications approved or building permits issued prior to October 1, 1977."

The local Building Official may review plans and specifications for toilet facilities for compliance with Connecticut Building Code and for handicap accessibility in accordance with the Americans with Disabilities Act (ADA).

#### LOCKERS:

There must be a designated, non food preparation area for the storage of employee belongings.

#### LIGHTING:

Adequate lighting is required to facilitate cleaning. All fluorescent lights or light bulbs in food preparation, service and storage areas, including bar areas, must be covered by light shields with end caps or shall be shatter proof.

#### OUTER OPENINGS AND PESTS:

Effective measures shall be taken to protect against the entrance into the establishment or breeding on the premises of insects, rodents and other animals by filling or closing holes and other gaps along floors, walls, and ceilings, closed, tight-fitting windows, and solid self-closing, tight-fitting doors. Provide the name of the license pest control operator to LLHD.

If windows or doors are kept open for ventilation or other purposes, the openings shall be protected against the entrance of insects, rodents or other animals by: 16 mesh to 25.4 mm (16 mesh to 1 inch) screens, properly designed and installed air curtains, or other methods which are submitted for review and approval by the local director of health.

#### ICE MACHINES:

Ice machines shall be installed and maintained in accordance with Public Health Code Section 19-13-B43a "Artificial Ice Plants." Ice machines are not permitted in unfinished basements and shall not be located under sewage or waste drain lines.

#### THERMOMETERS:

Approved refrigeration thermometers must be placed in the warmest and most visible part of all



refrigeration units. All potentially hazardous foods must be kept at or below 45°F or 140°F or above. Approved food thermometers must be available, calibrated and properly sanitized to monitor and maintain temperatures.

SNEEZE GUARDS:

Sneeze guards shall be required for cafeteria service lines, buffet service lines and salad bars.

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## Restaurant Plan Review Checklist

### Food Protection

- Conveniently located refrigeration facilities equipped with thermometers
- Sneeze guards, and splash guards where appropriate (salad bars, on hand sinks next to food prep areas)
- Shielded, or shatterproof light bulbs in all food storage, preparation, display, and service areas
- Adequate racks provided to store food off the floor, made of appropriate materials
- Designated storage area or cabinets to store toxic materials

### Dishwashing Facilities

- Conveniently located prep, ware washing, and slop sinks
- Ware washing sinks shall be of adequate size to permit the complete immersion of the largest piece of equipment
- Ware washing sinks shall have adequate drain boards/racks/tables for soiled utensils and air drying of sanitized utensils
- Appropriate dishwashing facilities

### Cleanliness of Personnel

- Adequate hand washing facilities provided in all food prep, dispensing, and ware washing areas, as well as in toilet rooms or immediately adjacent to all toilet rooms

### Equipment and Utensils

- All equipment and utensils should be commercial grade (NSF or equivalent)
- All food-contact surfaces shall be corrosive resistant, nonabsorbent, and nontoxic
- All non-food contact surfaces of equipment shall be smooth, and easily cleanable

### Sewage Disposal

- Drainage lines from air conditioning/refrigeration shall **not** drain to hand washing, food-prep, or equipment washing sinks
- The potable water supply piping shall not be directly connected with any non-potable water-supply system
- Adequate back flow protection shall be provided on dishwashing machines, refrigerators, steam kettles, potato peelers, ice machines, and other types of enclosed equipment in which food, portable equipment, or utensils are placed, and shall not be directly connected to the drainage system
- Sewage disposal approved (if municipal sewer, contacted building dept/WPCA for grease recovery unit approval)

### Toilet Facilities

- Adequate, conveniently located toilet facilities accessible to employees at all times
- Toilet and hand washing facilities accessible to the public, separated for each sex shall be provided
- Toilet rooms shall have a self-closing door, ventilation, hot and cold running water, working fixtures and covered trash can

### Vermin Control

- All openings to the outside shall be protected against vermin (tight fitting screens, controlled air currents, etc.)

### Floors, Walls, and Ceilings

- Smooth, durable, nonabsorbent, easily cleanable materials shall be used (food prep, food storage, ware washing areas, walk-in refrigerators, dressing/locker rooms, and toilet rooms)
- Adequate floor drains
- Closed junctures between the floor and wall (coving)
- Racks provided to hang mops/brooms
- Adequate ventilation provided
- Lockers provided for storage of employees' personal items.

### Other

- Fee paid for plan review (\$300)
- Menu submitted, with number of meals (i.e. just breakfast and lunch or breakfast, lunch and dinner)
- QFO and Designated Alternate documentation submitted for Class III & IV
- Water supply approved





## GUIDELINE FOR CLASSIFYING FOOD SERVICE ESTABLISHMENTS

The Public Health Code (PHC) Section 19-13-B42(s)(3) states that “the director of health, registered sanitarian or authorized agent shall classify each food service establishment by using the criteria outlined in this subdivision...”

Similar requirements may be found for itinerant food vending and catering food service operations in PHC sections 19-13-B48(j)(2) and 19-13-B49(t)(2), respectively.

It should be noted that food establishments that do not provide individual portion service of food to the public (e.g., wholesale and retail markets, bakeries, confectionary stores, etc.) are regulated by PHC Section 19-13-B40 and therefore and not subject to classification and qualified food operator (QFO) requirements.

The following provides a guide for classifying food service establishments based on the type of food preparation/heating and also provides examples of types of establishments in each classification.

### CLASS I ESTABLISHMENTS

#### **Description of Food Preparation Permitted**

- Commercially prepackaged food (e.g., cold commercially packaged sandwiches and sandwich meat and cheeses, pastries, confectioneries, etc.).
- Hot and cold beverages (e.g., coffee, tea, soft drinks, etc.).
- Hot and cold food preparation limited to non-potentially hazardous foods (e.g., popcorn, pretzels, donuts, etc.) AND potentially hazardous foods heated and served in original package within 4 hrs. (e.g., commercially prepared processed and packaged sandwiches).

#### **Examples of Establishment Types**

- Convenience stores with prepackaged foods and beverages
- Snack bars at theaters serving prepackaged foods and popcorn and beverages
- Newspaper stands
- Coffee shops serving pastries, beverages and prepackaged foods

### CLASS II ESTABLISHMENTS

#### **Description of Food Handling**

- Cold or ready-to-eat foods including potentially hazardous foods may be prepared (e.g., cold deli sandwiches, salads, etc.).
- Hot or cold beverages (e.g., coffee, tea, soft drinks, etc.).
- Commercially packaged precooked potentially hazardous foods may be heated and served in original package within 4 hours (e.g., commercially prepared processed and packaged sandwiches).
- Commercially precooked: hot dogs; kielbasa; and soups (not chili, stew, or other canned products), may be heated if transferred directly out of the original package and served within 4 hours. (*Transferred directly out of the original package* means opening a can or package of soup that is in a ready-to-eat form and does not require the addition of water, milk, or other ingredients.)



- Delicatessens
- \*Convenience stores
- Cafes
- Sandwich shops
- Ice cream and yogurt shops
- \*Donut shop
- No hot potentially hazardous foods except hot dogs, kielbasa and commercially processed soups.

\*It should be noted that some donut shops and convenience stores are heating and serving precooked eggs, bacon & sausage not in individually sealed packages and would therefore be classified as a Class III for IV food service establishment.

### CLASS III ESTABLISHMENTS

#### **Description of Food Handling**

- Hot preparation of potentially hazardous foods allowed if served to the public within 4 hours (e.g., hot meat sandwiches, pizza, soups, seafood, etc.) The 4-hour maximum holding time before service includes the cumulative holding, cooling, storage, reheating times, after heat treatment.

#### **Examples of Establishment Types**

- Delicatessens with hot food preparation less than 4 hours holding before service.
- Cafeteria (including schools with hot food prepared less than 4 hours before service).
- Some restaurants with same day preparation of hot foods (less than 4 hours before service).
- Itinerant food vendors
- Day Care Centers
- Fast food establishments with no preparation of hot potentially hazardous foods more than 4 hours before service.
- Cook/serve operations – some diners and short order establishments

### CLASS IV ESTABLISHMENTS

#### **Description of Food Handling**

- Hot preparation of potentially hazardous foods (e.g., meats, poultry, eggs, fish, dairy, etc.) served more than a cumulative (include hot holding, cooling, cold storage, reheating, etc.) 4 hours after heat treatment.

#### **Examples of Establishment Types**

- Most restaurants
- Convalescent homes
- Hospitals
- Caterers
- Institutional food service
- Industrial food service
- Any food service establishment that serves potentially hazardous foods left over from the day before



## **QUALIFIED FOOD OPERATOR**

**19-13B-42(s)(4), B48(j)(3), B49(t)(3) OF THE PUBLIC HEALTH CODE**

Each person owning, operating or managing any food service establishment, itinerant food vending establishment, or food catering establishment designated either as a class III or class IV shall be a qualified food operator or shall employ on-site at least one (1) qualified food operator who is in a supervisory position at said establishment. Qualified Food Operator is a food operator employed in a full-time position who has demonstrated knowledge of safe food handling techniques. [Full-time position means 30 hours per week or the number of hours per week the food establishment is open for business, whichever is less.] Supervisory position means that position of a person who directs and inspects the performance of food service workers.

**Responsibilities of Qualified Food Operators:** The qualified food operator is responsible for operating the food service establishment, itinerant food vending establishment, and catering establishment in compliance with all the provisions of section 19-13-B42, B48, and B49 of the Regulations of Connecticut State Agencies. **The qualified food operator of each foodservice establishment, itinerant food vending establishment, and catering establishment is responsible for ensuring training of food preparation personnel.** All such personnel shall receive training that shall include but not necessarily be limited to: instruction in proper food temperature control; food protection; personal health and cleanliness; and sanitation of the facility, equipment, supplies and utensils. The qualified food operator shall maintain written documentation of a training program and training records of individual employees, and shall make these records available to the local health department upon request.

### **QUALIFIED FOOD OPERATOR NOT PRESENT**

**SECTION 19-13B-42(s)(8)(B), B48(j)(7)(B), AND B49(t)(7)(B)**

The owner/operator of the food service establishment, itinerant food vending establishment, and catering establishment shall designate an alternate person who has complied with Section 19-13-B42(s)(6) to be in charge at all times when the qualified food operator cannot be present. This alternate person in charge shall be responsible for: ensuring that all employees comply with the requirements of this section, and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing their inspection report.

### **REPLACEMENT OF QUALIFIED FOOD OPERATOR**

**Section 19-13B-42(s)(7), B48(j)(6), B49(t)(6)**

Whenever the qualified food operator terminates employment, is terminated or is transferred, the person owning, operating or managing the food service establishment, itinerant food vending establishment, and catering establishment shall notify the local health department in writing. A replacement qualified food operator shall be employed within sixty (60) days from the date of termination or transfer of the qualified food operator.

### **CLOSURE OF A FOOD ESTABLISHMENT FOR FAILURE TO EMPLOY ON-SITE A**

#### **QUALIFIED FOOD OPERATOR**

**Section 19-13B-42(u)(4), B49(v)(4)**

If a qualified food operator is not employed onsite, except as provided by the qualified food operator replacement provision in Section 19-13B-42(s)(7), the food service establishment or catering establishment has thirty (30) days to comply. If correction has not been made after thirty (30) days, the Director of Health shall take immediate steps to close the food service establishment or catering establishment.

**The Connecticut Public Health Code Sections Section 19-13-B42, B48, and B49 can be located at: [www.ct.gov/dph](http://www.ct.gov/dph)**

N:Food/QFO/QFO responsibilities 022403



## Qualified Food Operator (QFO) Certification

Ledge Light Health District offers ServSafe®, a nationally recognized food safety education program developed by the National Restaurant Association. ServSafe® meets the CT Public Health Code requirements for Qualified Food Operator certification for Class III & IV food service establishments.

Our ServSafe® courses are taught by licensed Sanitarians who are certified food inspectors. All classes are held at Ledge Light Health District at 216 Broad Street, New London from 9 a.m. to 5 p.m. The course is \$180.00 per person and includes a ServSafe® Manager textbook, eight-hour course, examination, and a ServSafe® Food Protection Manager Certificate (for individuals who pass the exam). The classes are taught in English, but textbooks are available in multiple languages (see below). Payment must be received prior to the class to reserve a space in the course. Please fill out the box below to register. If you miss a scheduled class, please call us at (860) 448-4882 to arrange a different date, as you will not be guaranteed a spot in the next class. It is highly recommended that you register and pick up your book at least two weeks in advance of the class to review the book and material.

The re-test fee for failed exams is \$90. If you have not previously trained with us or would like to renew your expired certificate, you will be required to attend the entire 8-hour class.



### 2015 Class Schedule

January 12

March 9

May 11

June 8

September 14

November 9



Name:

Address:

City, State, Zip:

Email: Phone:

Course Date: (See course schedule above)

Please mail this completed form and a check made payable to

Ledge Light Health District:

216 Broad Street

New London, CT 06320



## Training for “Designated Alternates” and Other Food Service Workers (CAFÉ) Community Accessible Food Service Education Program

### Satisfy Requirements

CAFE is a three-hour basic introductory food handler training course. Attendees who pass the exam will receive a training certificate which will satisfy the CT Public Health Code 19-13-B42 requirement for onsite employee training documents and the designated alternate requirement for Class III and IV food service establishments. In addition, this course can be used to satisfy LLHD’s regulation requirement for food safety training at a temporary event.

This is **not** a ServSafe, Certified Food Manager or Qualified Food Operator (QFO) training.

### Enroll Now!

The cost of the class is \$30. Enrollment is on a first come, first serve basis. Please call Ledge Light Health District at (860) 448-4882 to enroll and ensure a spot in the class. Credit cards are not accepted.

All classes are held at the Ledge Light Health District office at 216 Broad Street, New London.

**All classes listed above are held at the Ledge Light Health District office at 216 Broad Street, New London.** The minimum class size is five people. Scheduled classes with less than five participants may be canceled or re-scheduled.

### 2015 Training Schedule

January 14, 9am-noon	July 8, 9am-noon
February 11, 5-8pm	August 14, 5-8pm
March 11, 9am-noon	September 11, 9am-noon
April 8, 5-8pm	October 9, 5-8pm
May 13, 9am-noon	November 13, 9am-noon
June 10, 5-8pm	December 11, 5-8pm

### Bring LLHD food safety education to your facility!

Onsite group classes are \$200. Call (860) 448-4882 to learn more.



## Foodservice Fees

### Licensing Fees

- Plan Review \$300
- Class I License \$170
- Class II License \$205
- Class III License \$245
- Class IV License \$280
- Seasonal License (Half the price of the class fee shown above, if open 6 months or less)
- Vendors \$150
- Temporary License (for profit) \$55
- Temporary License (non-profit) \$25
- Temporary License (licensed LLHD establishment) No Fee

### Training Fees

- QFO Training \$180
- QFO Re-Test only \$90
- CAFÉ Training Individual \$30
- CAFÉ Training Group \$200

### Fines

- Reinspection Fee \$100
- Repeat Risk Factor Violation Fee \$50 per violation
- Late Application Fee 0-10 days \$100, 11+ day \$100/day
- Operating with a Suspended or Revoked License \$100
- Reinstating a Suspended or Revoked License \$100

Effective May 1, 2014



## **DESIGNATED ALTERNATE PERSON IN CHARGE DEMONSTRATED KNOWLEDGE STATEMENT**

Pursuant to Public Health Code (PHC) Section: 19-13-B42(s)(8)(B) and 19-13-B49(t)(7)(B), the owner or manager of the food service/catering food service establishment shall designate an alternate person who has demonstrated the elements of knowledge and competency listed below, as per PHC Section 19-13-B42(s)(6), 19-13-B49(t)(5), to be in charge at all times when the qualified food operator cannot be present.

The alternate person in charge shall be responsible for ensuring that all employees comply with the regulations and that foods are safely prepared; handling emergencies; admitting the inspector; and receiving and signing the inspection report.

A signed statement must be provided by the owner/operator of the food service or catering food service establishment (as applicable), attesting that the alternate person in charge has demonstrated knowledge of food safety as specified below:

### **(A) ELEMENTS OF KNOWLEDGE**

- (i) IDENTIFY FOODBORNE ILLNESS – DEFINE TERMS ASSOCIATED WITH FOODBORNE ILLNESS; RECOGNIZE THE MAJOR MICROORGANISMS AND TOXINS THAT CAN CONTAMINATE FOOD AND THE PROBLEMS THAT CAN BE ASSOCIATED WITH THE CONTAMINATION; DEFINE AND RECOGNIZE POTENTIALLY HAZARDOUS FOODS; DEFINE AND RECOGNIZE ILLNESS THAT CAN BE ASSOCIATED WITH CHEMICAL AND PHYSICAL CONTAMINATION; DEFINE AND RECOGNIZE THE MAJOR CONTRIBUTING FACTORS FOR FOODBORNE ILLNESS; RECOGNIZE HOW MICROORGANISMS CAUSE FOODBORNE DISEASE.
- (ii) IDENTIFY TIME/TEMPERATURE RELATIONSHIP WITH FOODBORNE ILLNESS-RECOGNIZE THE RELATIONSHIP BETWEEN TIME/TEMPERATURE AND MICROORGANISMS (SURVIVAL, GROWTH, AND TOXIN PRODUCTION); DESCRIBE THE USE OF THERMOMETERS IN MONITORING FOOD TEMPERATURES.
- (iii) DESCRIBE THE RELATIONSHIP BETWEEN PERSONAL HYGIENE AND FOOD SAFETY- RECOGNIZE THE ASSOCIATION BETWEEN HAND CONTACT AND FOODBORNE ILLNESS; RECOGNIZE THE ASSOCIATION BETWEEN PERSONAL HABITS AND BEHAVIORS AND FOODBORNE ILLNESS; RECOGNIZE THE ASSOCIATION BETWEEN HEALTH OF A FOOD HANDLER AND FOODBORNE ILLNESS; RECOGNIZE HOW POLICIES, PROCEDURES AND MANAGEMENT CONTRIBUTE TO IMPROVED FOOD HYGIENE PRACTICES.
- (iv) DESCRIBE METHODS FOR PREVENTING FOOD CONTAMINATION FROM PURCHASING TO SERVING – DEFINE TERMS ASSOCIATED WITH CONTAMINATION; IDENTIFY POTENTIAL HAZARDS PRIOR TO DELIVERY AND DURING DELIVERY; IDENTIFY POTENTIAL HAZARDS AND METHODS TO MINIMIZE OR ELIMINATE HAZARDS AFTER DELIVERY.
- (v) IDENTIFY AND APPLY CORRECT PROCEDURES FOR CLEANING AND SANITIZING EQUIPMENT AND UTENSILS-DEFINE TERMS ASSOCIATED WITH CLEANING AND SANITIZING; APPLY PRINCIPLES OF CLEANING AND SANITIZING; IDENTIFY MATERIALS, EQUIPMENT, DETERGENT, SANITIZER; APPLY APPROPRIATE METHODS OF CLEANING AND SANITIZING; IDENTIFY FREQUENCY OF CLEANING AND SANITIZING.
- (vi) RECOGNIZE PROBLEMS AND POTENTIAL SOLUTIONS ASSOCIATED WITH FACILITY, EQUIPMENT, AND LAYOUT - IDENTIFY FACILITY, DESIGN, AND CONSTRUCTION SUITABLE FOR FOOD SERVICE ESTABLISHMENTS; IDENTIFY EQUIPMENT AND UTENSIL DESIGN AND LOCATION.
- (vii) RECOGNIZE PROBLEMS AND POTENTIAL SOLUTIONS ASSOCIATED WITH, TEMPERATURE CONTROL, PREVENTING CROSS CONTAMINATION, HOUSEKEEPING AND MAINTENANCE-IMPLEMENT SELF INSPECTION PROGRAM; IMPLEMENT PEST CONTROL PROGRAM; IMPLEMENT CLEANING



SCHEDULES AND PROCEDURES; IMPLEMENT EQUIPMENT AND FACILITY MAINTENANCE PROGRAM.

(viii) IDENTIFY AND RECOGNIZE THE FOODS MOST COMMONLY ASSOCIATED WITH FOOD ALLERGIES.

(B) DEMONSTRABLE ELEMENTS OF COMPETENCY

(i) ASSESS THE POTENTIAL FOR FOODBORNE ILLNESS IN A FOOD SERVICE ESTABLISHMENT - PERFORM OPERATIONAL FOOD SAFETY ASSESSMENT; RECOGNIZE AND DEVELOP STANDARDS, POLICIES AND PROCEDURES, SELECT AND TRAIN EMPLOYEES; IMPLEMENT SELF AUDIT/INSPECTION PROGRAM; REVISE POLICY AND PROCEDURE (FEEDBACK LOOP); IMPLEMENT CRISIS MANAGEMENT PROGRAM.

(ii) ASSESS AND MANAGE THE PROCESS FLOW-IDENTIFY APPROVED SOURCE; IMPLEMENT AND MAINTAIN A RECEIVING PROGRAM; IMPLEMENT AND MAINTAIN STORAGE PROCEDURES; IMPLEMENT AND MAINTAIN PREPARATION PROCEDURES; IMPLEMENT AND MAINTAIN HOLDING/SERVICE/DISPLAY PROCEDURES; IMPLEMENT AND MAINTAIN COOLING AND POST PREPARATION STORAGE PROCEDURES; IMPLEMENT AND MAINTAIN RE-SERVICE PROCEDURES; IMPLEMENT AND MAINTAIN TRANSPORTATION PROCEDURES.



I \_\_\_\_\_ attest that \_\_\_\_\_  
(Print Name of Owner or Operator) (Print Name of Alternate Person in Charge)

is employed as the alternate person in charge and has demonstrated to me the elements of knowledge and demonstrable elements of competency as described in A and B, as listed above.

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_  
(Signed by Owner/Operator of the Establishment)

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_  
(Signed by Alternate Person in Charge)

Name of Establishment \_\_\_\_\_

Address of Establishment \_\_\_\_\_

n:\food\legal\copy of alternate  
Rev. 9/1/2006





Employee Name: \_\_\_\_\_

## Employee Training Sheet

Training Topics	Date Completed	QFO Initials	Employee Initials
<b>1. Proper Food Temperature Control</b>			
a. Cooking			
b. Hot and Cold Holding			
c. Rapid Cooling and Heating			
d. Food temperature thermometer use, storage, sanitization, and calibration			
<b>2. Food Protection</b>			
a. Washing Fruit and Vegetables			
b. Protection from bare hand contact			
c. Protection from cross contamination			
d. Covering food and protection from other sources of contamination			
<b>3. Personal Health &amp; Cleanlines</b>			
a. Employee sick leave, restricting/excluding ill workers			
b. Reporting illness to health jurisdiction			
c. Good Hygienic practices			
d. Hand washing requirements, facilities, and procedures			
<b>4. Sanitation of the Facility, Equipment, Supplies, and Utensils</b>			
a. Sanitization requirements and procedures			
b. Cleaning schedule and procedures for food/nonfood-contact surfaces			
c. Proper use of the ware washing sink, and/or dishwashing machine			
<b>5. Identify and recognize the foods most commonly associated with food allergies</b>			



**Employee Name:** \_\_\_\_\_

## Employee Training Sheet

Pursuant to Public Health Code (PHC) Section: 19-13-B42(s)(8)(A) and 19-13-B49(t)(7)(A) the qualified food operator of each food service and catering food service establishment is responsible for ensuring training of food preparation personnel. Training shall include but not necessarily be limited to:

1. Instruction in proper food temperature control;
2. Food protection;
3. Personal health and cleanliness;
4. Sanitation of the facility, equipment, supplies and utensils
5. Food Allergies

The qualified food operator of each food service and catering food service establishment shall maintain written documentation of a training program, and training records of individual employees, and shall make these records available to the local health departments upon request. Training records shall be retained for the term of employment of all current food workers.

The qualified food operator is responsible for completing and maintaining the employee training sheet and training record forms or substitute forms with similar content approved by the local health department.

**Employee Name:** \_\_\_\_\_

**Name of Establishment:** \_\_\_\_\_

**Address of Establishment:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Date of hire:** \_\_\_\_\_

Adapted from forms developed by the Weston-Westport Health District

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