



**CITY OF NAPA VINE PLANNING COMMISSION WORKSHOP**  
**Monday – July 1, 2024 – 5:30 PM**

Deborah Graham,  
*Position 1*

Amy Hollinger  
*Position 2*

Arnold Haberstroh,  
*Position 3*

Amy Morris  
*Position 4*

Scott Collins  
*Position 5*

Bryan Morris  
PW/CD Director

# **WORKSHOP NOTICE**

**July 1, 2024– 5:30 PM**  
**NAPA VINE CITY HALL - COUNCIL CHAMBERS**

## **AGENDA:**

- **Discussion of Mobile Food Trucks**

**City of Napavine**  
407 Birch Ave SW  
P O Box 810  
Napavine, WA 98565  
360-262-3547

**City Website**  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

Planning Commission Meetings are held in person and via Teleconference.

Teleconference Information  
Dial-in number (US): (720) 740-9753  
Access code: 8460198  
To join the online meeting:

<https://join.freeconferencecall.com/rdenham8>



**CITY OF NAPAVINE PLANNING COMMISSION MEETING  
Monday – July 1, 2024 – 6:00 PM**

**\*\*Workshop: Mobile Food Truck Discussion @ 5:30pm\*\***

Deborah Graham,  
*Position 1*

Amy Hollinger  
*Position 2*

Arnold Haberstroh,  
*Position 3*

Amy Morris  
*Position 4*

Scott Collins  
*Position 5*

Bryan Morris  
PW/CD Director

- I. PLEDGE OF ALLEGIANCE**
- II. INVOCATION**
- III. CALL TO ORDER**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – As Presented**
- VI. APPROVAL OF MINUTES**
  - 1) Planning Commission Meeting– June 17, 2024**
- VII. OLD BUSINESS**
  - 1) Sewer / Utility Extension/ Latecomer Codes**
  - 2) Mobile Food Vendors**
- VIII. CONSIDERATION**
- IX. CITIZEN COMMENT**
- X. GOOD OF THE ORDER**
- XI. ADJOURNMENT**

**Planning Commission Meeting is held in person and via  
Teleconference.**

**Teleconference Information**

**Dial-in number (US): (720) 740-9753**

**Access code: 8460198**

**To join the online meeting:**

**<https://join.freeconferencecall.com/rdenham8>**

**City of Napavine**  
407 Birch Ave SW  
P O Box 810  
Napavine, WA 98565  
360-262-3547

**City Website**  
[www.cityofnapavine.com](http://www.cityofnapavine.com)



**NAPAVINE PLANNING COMMISSION MINUTES**  
**June 17, 2024 6:00 P.M.**  
**Napavine City Hall, 407 Birch Ave SW, Napavine, WA**

---

**PLEDGE OF ALLEGIANCE:**

**INVOCATION:** Invocation was led by Director Morris.

**CALL TO ORDER:**

**Commissioner Graham** opened the regular Planning Commission meeting to order at 6:00 PM

**ROLL CALL:**

Planning Commission present: **Commissioner Hollinger, Commissioner Graham, Commissioner Haberstroh, and Commissioner Morris.** **Commissioner Morris** motioned to excuse **Commissioner Collins**, seconded by **Commissioner Hollinger.** **Vote on Motion 3 aye, 0 nay.**

**APPROVAL OF AGENDA – As presented:**

**Commissioner Hollinger** motioned to approve the agenda as presented, seconded by **Commissioner Haberstroh.** **Vote on motion 3 aye, 0 nay.**

**APPROVAL OF MINUTES:**

**Commissioner Morris** motioned to approve minutes from the **Planning Commission Meeting on June 3, 2024,** seconded by **Commissioner Hollinger.** **Vote on motion 3 aye and 0 nay.**

**OLD BUSINESS:**

**1. NMC 13.08.010 – 13.08.140 Sewer System**

**Commissioner Morris** motioned to table **NMC 13.08.040 When public sewer not available until the next meeting,** seconded by **Commissioner Haberstroh.** **Vote on motion 3 aye, 0 nay.**

**2. Mobile Food Vendors – Moratorium Ordinance**

**Commissioner Hollinger** stated she didn't understand the reasoning why the moratorium was brought up when she and Katie were working on an acceptable code. **Director Morris** stated that the moratorium could be finalized by next Tuesday at the city council, that buys the city 6 months to work on the ordinance. **Commissioner Haberstroh** and **Commissioner Hollinger** asked numerous questions on the current food truck. **Director Morris** stated as of the 20<sup>th</sup> this month he will personally go over to that establishment to inspect the grease trap, if there were no access the building would get a red tag. The discussion continued and can be heard by listening to the link below.

**Director Morris** asked the Planning Commission to pass the moratorium on to the council.

**Commissioner Haberstroh** motioned to send the **Ordinance #662 Moratorium on to city council,** seconded by **Commissioner Morris.** **Vote on motion 3 aye, 0 nay.**

**CITIZEN COMMENT:**

**Jerry Graham - 295 Kirkland Road** stated years ago, he believed that the city passed that sidewalks weren't required on Hamilton Road, that it stops on Rush Road. **Director Morris** stated that he has found language that sidewalks aren't required on Rush Road but hasn't found language that Hamilton doesn't require sidewalks.

**GOOD OF THE ORDER:**

**Commissioner Graham** wished **Commissioner Haberstroh** a Happy Birthday.

**Commissioner Graham** wanted to remind everyone that the next Planning Commission meeting would be July 1<sup>st</sup>.

**ADJOURNMENT** 6:28 pm

**Commissioner Morris** motioned to adjourn, seconded by **Commissioner Hollinger**. Vote 3 aye, 0 nay.

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/kYbYH3o2a9>.*

**Respectfully submitted,**

---

Bryan Morris, Community Development/Public Works Director

Planning Commission Chairperson



## Chapter 14.12

### WATER, SANITARY SEWER AND STORMWATER EXTENSIONS

#### Sections:

- 14.12.010 Location of water, sewer and storm sewer main extensions.
- 14.12.020 Abandonment of wells and septic systems.
- 14.12.030 Oversizing and additional length reimbursement.
- 14.12.040 Expense reimbursement.

#### **14.12.010 Location of water, sewer and storm sewer main extensions.**

Whenever water, sewer and storm sewer mains are extended, main extensions shall also be extended along or through the property being served by the extension so that utility service can be provided to other properties beyond the property being served. The specific location of the extension through or along the property shall be determined by the city at the time of application and shall conform to the city's water, sewer and storm and surface water system plans for the area where the property is located. Generally, main extensions shall be required along the full frontage of rights-of-way adjacent to the property being developed and served by the main extension and may also be required through the property being developed so that utility service can be provided to other properties not fronting the right-of-way. ~~(Ord. 11-06 § 1, 2006).~~

#### **14.12.020 Abandonment of wells and septic systems.**

Existing wells and septic systems shall be abandoned in accordance with applicable state and local laws and regulations at the owner's expense no later than at the time the property being served by the well or septic system is connected to and receives services from the city's utility systems; provided, that existing wells may be retained for irrigation use only on the condition that the well is severed from the facility/building with prior approval from city council ~~domestic water connection to the properties to be irrigated by the well water incorporate a reduced-pressure backflow assembly in accordance with city standards. (Ord. 11-06 § 1, 2006).~~

#### **14.12.030 Oversizing and additional length reimbursement.**

Water, sewer and storm and surface water main extensions shall be sized and configured in accordance with this municipal code, resolutions and water, sewer and stormwater system plans. ~~However, eight inch water and sanitary sewer mains will be the smallest lines permitted on public streets.~~ If main extension sizing required by the city engineer exceeds the minimum allowable extension pipe sizing for the project, the city, acting by and through the city engineer, shall reimburse the developer installing the oversized main the differential cost in materials and installation for the greater pipe size. Prior to the installation of the main extension subject to oversizing reimbursement, the developer shall provide the city engineer with certified bids for the cost of minimum allowable extension pipe size as installed and the greater pipe size required by the city engineer as installed for review and approval by the city engineer to determine the differential cost. Additionally, the oversizing reimbursement section may be applied to those situations where the city engineer requests an additional length of pipe to be constructed beyond the minimum allowable pipe length required by the project. The city, acting by and through the city engineer, shall reimburse the developer for the differential cost of the pipe oversizing within 60 days of the final acceptance of the installed main extension. ~~(Ord. 11-06 § 1, 2006).~~

#### **14.12.040 Expense reimbursement through Latecomers.**

Where a water, sewer, or storm and surface water main is extended along a street at the expense of the property owner or owners on one portion of the street only, or where such a line is extended through property not currently served and not contributing to the cost of the line, or when the city extends a water or sanitary sewer main, the person or persons paying the costs of extension of the water, sewer, or storm and surface water main shall follow ~~be reimbursed by the noncontributing property owners at the time these owners connect to the water, sewer or storm and surface water main, subject to the reimbursement~~ provisions of NMC Chapter 13.20 Latecomer Agreements, Chapter 14.14 BMC. ~~(Ord. 11-06 § 1, 2006).~~

---

### 13.08.020 Facilities installation.

The owner of any house, building or property used for **full time** human occupancy, **full time** employment, recreation or other purpose, situated inside the district and abutting any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the city, is required, at the owner's expense, to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article, provided that such public sewer is within two hundred feet of the property line of the lot or parcel upon which such house, building or property is situated.

(Ord. No. 611, §§ 1, 2, 8-25-20)

### 13.08.030 Director to cause connections.

The director shall have the power in all cases, where there is a public sewer in any street or alley, to cause any owner of land upon or adjoining such street or alley, his agent or tenant, to make a sufficient drain and proper sewer connection from any house, building or property upon such land whenever in the opinion of the director the same is necessary, and the officer shall thereupon give each owner, agent or tenant, or person occupying such premises not less than five days' notice in writing specifying the time when such drain or sewer connection must be completed, and if the owner, agent or tenant neglects to complete the same within the time specified, and in addition to penalties imposed for the violation of any of the provisions of this article, the director of the city shall cause it to be done and shall recover the whole amount of the expense thereof, together with ten percent additional as a penalty by an action in the name of the city before any court having jurisdiction thereof, from the owner or person occupying such premises, who shall be severally and jointly liable therefor; and the same shall constitute a lien on the premises and may be foreclosed as provide by law.

(Ord. No. 611, §§ 1, 2, 8-25-20)

**Commented [KW1]:** Attorney to review what is legally enforceable and what is not.

### 13.08.040 When public sewer not available.

Where a public sanitary sewer is not available under the provisions of Section 13.08.030, the building sewer shall be connected to a private sewage disposal system complying with the ordinances of the county health district. **The landowner will grant a covenant to the city to be recorded against the property requiring sewer connection when it comes available.** ~~sign into a developer's agreement with the city.~~

~~(Ord. No. 611, §§ 1, 2, 8-25-20)~~

### 13.08.050 When public sewer becomes available.

At such time as a public sewer becomes available to a property serviced by a private sewage disposal system, as provided in Section 13.08.040, a direct connection shall be made to the public sewer in compliance with this article, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled with suitable material as to prevent the same from settling or collapsing per NMC Water, Sanitary Sewer and Stormwater Extension code.

(Ord. No. 611, §§ 1, 2, 8-25-20)

### 13.08.060 Private sewage system.

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the city, and shall comply with the ordinances, rules and regulations of the county health district.

(Ord. No. 611, §§ 1, 2, 8-25-20)



## Chapter 13.20 LATECOMER AGREEMENTS

### 13.20.010 Definitions.

The following definitions control purposes of this chapter:

- A. 1. "Street system improvements" includes the acquisition of right-of-way and/or easements, design, grading, paving, installation of curbs, gutters, storm drainage, sidewalks, street lighting, traffic controls and other similar improvements as required by the street standards of the city. A latecomer agreement shall not be approved for the improvement of a developer's abutting rights-of-way and transitions as required by city ordinance. An exception may apply where vertical grade and alignment changes are required by the city engineer to promote traffic safety and the city engineer recommends a latecomer agreement.
2. No latecomer agreement shall be approved for alley improvements.
- B. "Utility system improvements" includes the acquisition of right-of-way and/or easements, design and installation of the system to city design standards including:
  1. "Water" includes such things as mains and appurtenances, including service lines, valves, fire hydrants, pumping of pressure, reducing stations, testing, etc.
  2. "Sewer" includes such things as mains and related appurtenances including side sewers, lift stations, telemetering facilities, testing, etc.
  3. "Storm drainage" includes such things as mains and related appurtenances including public detention facilities.

(Ord. 219 (part), 1994)

### 13.20.020 Application authorized—Purpose—Term.

Any developer utilizing private funds to install street, water or sewer (sanitary and/or storm) improvements and appurtenances costing more than four thousand dollars, said limit to be adjusted annually in accordance with the ENR (Engineering News-Record) Index, on public right-of-way may apply to the city to establish a latecomer agreement for recovery of a pro rata share of the cost of constructing said public improvements from other practices that will later derive a benefit from said improvements. No latecomer agreement shall extend for a period longer than ten years from the date of the final acceptance by the city. The city council shall have the discretion to authorize or not to authorize latecomer agreements on a case-by-case basis.

(Ord. 219 (part), 1994)

### 13.20.030 Guidelines establishment authority.

The city engineer shall establish guidelines and rules, regulations, policies and procedures for all applications for latecomer agreements.

(Ord. 219 (part), 1994)

---

### **13.20.040 Rights and nonliability of city.**

The city reserves the right to refuse to enter into any latecomer agreement or to reject any application therefor. All applications for latecomer agreements shall be made on the basis that the applicant releases and waives any claims for any liability of the city in establishment and enforcement of latecomer agreements. The city shall not be responsible for locating any beneficiary or survivor entitled to benefits by or through latecomer agreements. Any collected funds unclaimed by developers after three years from the expiration of the agreement shall be returned to parties making payment to the city. Any remaining undeliverable funds shall inure to the benefit of the appropriate utility and/or fund approved by city council.

(Ord. 219 (part), 1994)

### **13.20.050 Application requirements—Fee.**

All applications for latecomer agreements shall be on forms approved and established by the city engineer and shall be accompanied by a nonrefundable application fee of ~~fifteen hundred~~ ~~five hundred dollars~~ plus ~~one hundred~~ ~~fifty dollars~~ for every separate parcel to be encumbered by the agreement to cover the city's expenses in processing the application. The city engineer shall establish other requirements for the form of the application.

(Ord. 219 (part), 1994)

### **13.20.060 Eligibility of applicants.**

Applicants for latecomer agreements shall be in compliance with all city ordinances, rules and regulations to be eligible for processing for latecomer agreements.

(Ord. 219 (part), 1994)

### **13.20.070 Street system improvement—Procedure.**

The procedures to be followed for latecomer agreements for street system improvements shall be as follows:

- A. City will formulate an assessment reimbursement area (benefit area) based upon a determination of which parcels adjacent to the improvements would require similar street improvements upon development.
- B. The preliminary determination of area boundaries and assessments, along with a description of property owner's rights and options, shall be forwarded by registered mail to the property owners of record as shown on the records of Lewis County assessor within the proposed assessment area. If any property owner requests a hearing in writing within twenty days of the mailing of the preliminary determination, a hearing shall be held before the city council, notice of which shall be given to all affected property owners at least ten days in advance of the council meeting. The city council's ruling is determinative and final.
- C. The latecomer agreement must be recorded in the Lewis County auditor's office within thirty days of the final execution of the agreement. It shall be the sole responsibility of the latecomer applicant to record said agreement.
- D. Once recorded, the latecomer agreement shall be binding on owners of record within the assessment area who are not party to the agreement.

- 
- E. All notice requirements set forth herein shall be the sole responsibility of the applicant for latecomer's agreement and shall be satisfied by a notarized affidavit that the applicant has mailed the notices pursuant to the requirements set forth herein.

(Ord. 219 (part), 1994)

### **13.20.080 Utility system improvements—Procedure.**

The procedures to be followed for latecomer agreements for utility system improvements shall be as follows:

- A. City will formulate an assessment reimbursement area (benefit area) based upon a determination which parcels did not contribute to the original cost of such utility system improvement and who may subsequently tap onto, drain to, or use the same including users connected to laterals or branches connecting thereto.
- B. The preliminary determination of area boundaries and assessments, along with a description of the property owner's rights and options, shall be forwarded by registered mail to the property owners of record as shown on the record of the Lewis County assessor within the proposed assessments area. If any property owner requests a hearing in writing within twenty days of the mailing of the determination, a hearing shall be held before the city council, notice of which shall be given to all affected property owners at least ten days in advance of the council meeting. The city council's ruling is determinative and final.
- C. The latecomer agreements must be recorded in the Lewis County auditor's office within thirty days of the final execution of the agreement. It shall be the sole responsibility of the latecomer applicant to record said agreement.
- D. Once recorded, the latecomer agreement shall be binding on owners of record within the assessment area who are not party to the agreement.
- E. All notice requirements set forth herein shall be the sole responsibility of the applicant for latecomer's agreement and shall be satisfied by a notarized affidavit that the applicant has mailed the notices pursuant to the requirements set forth herein.

(Ord. 219 (part), 1994)

**From:** [Laura Fisher](#)  
**To:** [Katie Williams](#)  
**Subject:** RE: City of Chehalis Food Truck Code  
**Date:** Friday, June 7, 2024 4:26:07 PM

---

**CAUTION:** External Email

Good afternoon,

I wasn't able to locate specific language within our Municipal Code pertaining to Food Trucks either. We currently monitor them through the Food Establishment Checklist process as well. The Public Works Department inspects the FOG equipment, as well as any authorization to connection to city utilities, etc.

Respectfully,

*Laura Marie Fisher*

City of Chehalis  
Planning Technician  
360-345-2227

---

**From:** Community Development <comdev@ci.chehalis.wa.us>  
**Sent:** Friday, June 7, 2024 11:26 AM  
**To:** Laura Fisher <lfisher@ci.chehalis.wa.us>  
**Subject:** FW: City of Chehalis Food Truck Code

Hi Laura-

Was not sure if this was a zoning question?

Anne Feldman  
City of Chehalis  
Community Development  
Permit Technician  
360-345-2229

---

**From:** Katie Williams <[kwilliams@cityofnapavine.com](mailto:kwilliams@cityofnapavine.com)>  
**Sent:** Thursday, June 6, 2024 11:20 AM  
**To:** Community Development <[comdev@ci.chehalis.wa.us](mailto:comdev@ci.chehalis.wa.us)>  
**Cc:** Teri Lopez <[tlopez@cityofnapavine.com](mailto:tlopez@cityofnapavine.com)>  
**Subject:** City of Chehalis Food Truck Code

**NOTICE:** This message originated outside of the City network - **DO NOT CLICK** on **links** or **open attachments** unless you are sure the content is safe!

Hello,

The City of Napavine is in the process of implementing a food truck code. Does the City of Chehalis currently have any codes above and beyond the Lewis County Health form that needs to be signed off on?

Thank you,

*Katie Williams  
Community Development/Public Works  
Executive Assistant  
City of Napavine  
(360) 262-9344  
(360) 262-9199-fax*

*Disclaimer: Public documents and records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). This e-mail may be considered subject to the Public Records Act and may be disclosed to a third-party requestor.*



## FOOD ESTABLISHMENT REQUIREMENTS and APPLICATION GUIDELINES

## Lewis County Food Safety Program

**PLEASE READ THIS FIRST****ESTABLISHMENT MUST BE APPROVED BY LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING**

The following information is provided to help you meet the standards for operating a food establishment in Lewis County, but is not intended to replace the complete requirements detailed in the Washington State Retail Food Code (WAC 246-215). A copy of the food code is available upon request, and can also be found at [www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf](http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf). Food worker manuals are available at: <https://www.foodworkercard.wa.gov/fwmanual>.

**The food establishment application must be fully completed.****Please answer every question and include all of the requested enclosures.****If a question does not apply to your establishment, mark it "N/A". Do not leave it blank.****1. Equipment.**

- a. Hand wash sinks should be at least 10" x 10" x 5" deep. They must be large enough to wash both hands at once, within 25' of all food preparation areas, in the same room, and easily accessible.
- b. A clearly visible sign or poster notifying food employees when to wash their hands is required at all hand washing sinks used by food workers (Keep Them Clean, for example). In addition, at each sink where room allows, the steps required for adequate hand washing should be displayed (Be a Germ Buster, for example).  
<https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/HandWashingSigns>
- c. An indirectly plumbed, 3-compartment sink with two drain boards is required for dishwashing, even if you have an automatic dishwasher. The basins must be large enough to fully immerse all dishes used in the establishment.
- d. At least one indirectly plumbed food preparation sink is required for the following:
  - i. Washing/rinsing fruits and vegetables;
  - ii. Thawing meats or other frozen foods; or
  - iii. Cooling pans of soups, etc. using the time and temperature control (ice bath) method.
- e. At least one drain board is recommended for each food preparation sink.
- f. 12" high splash guards must be installed on the side of any hand wash and/or food prep sinks if immediately adjacent to an area where cross contamination could occur (food prep counter, food storage, dishwashing sinks, etc.).
- g. A mop/utility sink is required and must be located outside of the kitchen, so food and equipment cannot be contaminated.
- h. All light fixtures must have light covers, sleeves and end caps, or have shatter-proof light bulbs.
- i. Sneeze guards are required for all self-service areas (buffet lines, salad bars, etc.).
- j. Provide enough refrigeration and freezer units (walk-in coolers, reach-in refrigeration, freezers, etc.) to accommodate your menu. Overloading of refrigeration is not allowed and additional units will be required. No cooling of any foods cooked on site can be done in under-counter refrigerators, refrigerated prep tables, or deli cases. Cooling in glass door refrigerators must be limited.
- k. At least one restroom with a toilet and fully stocked hand washing sink is required for employees. Consult your building official for specific requirements.
- l. Public restrooms with toilets and fully stocked hand washing sinks are required for establishments with customer seating. Consult your building official for specific requirements.
- m. Any restroom used by females must be provided with a covered receptacle for feminine product disposal.

Note: If an existing establishment does not have one of the required sinks and one cannot be installed, the application packet must include a plan for preparing foods safely. For example, if there is no produce sink, how will produce be washed safely and still allow dish washing as required?

## 2. Materials for Floors, Walls, and Ceilings.

- a. All bare wood surfaces (doors, trim, counters, shelves, cabinets, etc.) must be sealed or painted.
- b. Floors must be constructed of smooth, easily cleanable, non-absorbent material; coving must be installed at all wall/floor junctions.
- c. Walls must be constructed of smooth, easily cleanable, non-absorbent materials and constructed with adequate back-splashes around sinks.
- d. Ceilings in food preparation, kitchen, lounge, and wait or service areas must be constructed of smooth, easily cleanable, non-absorbent materials. Open ceilings with exposed ductwork, conduits and piping are not allowed.

## 3. Application and Floor Plans.

- a. Photos of documents cannot be accepted. Please submit hard copies of all documents or submit them in a PDF or Word format that can be printed so they are clearly legible on 8.5 x 11" paper.
- b. Menu, Food Process Chart and Cooling Chart.
  - i. The menu and Food Process Chart must include all foods and beverages that will be served or provided. Ensure all sections of the charts are completed and the same items are included on both.
  - ii. Include every food or beverage that will be heated and cooled for later service on the Food Process and Cooling Charts.
  - iii. Grocery stores:
    1. List all potentially hazardous foods first (milk, eggs, lunch meats, etc.);
    2. List all unpackaged foods offered (donuts, muffins, etc.);
    3. Summarize the remaining food items offered (pre-packaged pasta, rice, bread, chips, candy bars, etc.).
- c. Floor Plans
  - i. At least one clearly legible floor plan must be submitted with your application and must meet the following requirements:
    1. It must be on 8.5 x 11" paper, to that scale, with the perimeter of the paper representing the walls of the food establishment.
    2. It must not be a reduced version of any other floor plan.
    3. All major equipment must be clearly noted and labeled (not listed on a separate page).
    4. Include all bathrooms (with toilets and sinks), doors, mop sink, and any other relevant items.
  - ii. If all kitchen equipment cannot be clearly shown on the floor plan noted above, please include a second floor plan of only the kitchen, filling the 8.5 x 11" page, also not a reduced version of any other plans.
  - iii. Any additional floor plans larger than 8.5 x 11" may be submitted if more detail is required, such as with new establishments or major remodels. These additional plans may be submitted electronically with the application packet, but hard copies may also be requested, depending on the complexity of the project. (This includes 24" x 36" professional plans, for example.)
  - iv. Plan approval is required before building a new food establishment or making any physical changes to an existing establishment.

**Your complete application should be submitted at least 30 days before you plan to operate, but we cannot guarantee approval within that time frame.**

While we are required to review submittals in the order in which they are received, there are steps you can take to ensure the review process is as easy and fast as possible:

1. Please take the time to read through your application when finished, to ensure that it is complete and accurate.
  - a. Add extra written descriptions or notes, if needed to describe special processes or conditions that are not otherwise covered in the application.
  - b. Applications in which the food process chart, cooling chart, and menus do not match will take longer to process.
  - c. We should be able to understand your operations based on the application.
2. Please ensure that your floor plan is clearly legible and meets the specifications noted above.



**4. Checklist.**

a. When the application is complete, make two copies. Keep one for your records, submit one with your checklist (gold form) to the appropriate agency for review (see below), and submit the original to Lewis County Public Health (LCPH). If you are applying for a mobile or catering permit that involves more than one jurisdiction, checklist approval is required from all departments involved. For example, if you will obtain potable water from one city 3 times per week and another city 4 times per week, you will need signatures indicating approval from both. You will likely need more than one copy of the checklist to accomplish this. Please note that mailing addresses may be different than the physical addresses below. You may also have to submit your packet to more than one building, depending on where specific offices are located.

i. Centralia.....	118 W. Maple Street	(360) 330-7662
ii. Chehalis.....	1321 S Market Blvd.	(360) 345-2229
iii. Morton.....	192 Adams Ave.	(360) 496-6881
iv. Mossyrock.....	231 E. State Street	(360) 983-3300
v. Pe Ell.....	111 S. Main Street	(360) 291-3543
vi. Toledo.....	130 N. Second Street	(360) 864-4564
vii. Vader.....	317 8 <sup>th</sup> Street	(360) 295-3222
viii. Winlock.....	323 NE First Street	(360) 785-3811
ix. Napavine.....	407 Birch Ave. SW	(360) 262-9344
x. All others.....	2025 NE Kresky Ave.	(360) 740-1146

b. When all of the departments have signed the form indicating approval, submit checklist to LCPH.

**5. Review.**

Your application packet will be reviewed as quickly as possible, in the order in which it was received.

**6. Pre-Opening Inspection.** When you have completed all of the noted requirements, submit Form #4 to request a pre-opening inspection. The inspection will not be scheduled prior to application packet approval.

**7. Washington State Department of Labor & Industries, Division of Occupational Safety and Health.**

a. For L&I safety requirements, including those when chlorine bleach is used, visit <http://www.lni.wa.gov/Safety/Topics/AtoZ/Restaurants/> or call (800) 423-7233.

# Application Checklist

As you prepare your submittal please remember your attention to detail will expedite the processing of your proposal and thus help to reduce the costs for plan review. Below is a detailed outline of the information our office will need to complete our review. Please initial next to each item as it is completed or determined "N/A".

*Note: This information is a guideline to assist you in preparing your plans for review. You will be responsible for meeting all the requirements of the Washington Administrative Code 246-215, Rules and Regulations of the Lewis County Board of Health governing Food Service, the Uniform Building, Plumbing, Mechanical, and Fire Codes.*

INITIALS OF APPLICANT	ITEM	DESCRIPTION	For Office Use Only
	Plan Review Fee	<p><b>Plan Review Fee</b></p> <ul style="list-style-type: none"> <li>There is a 215.00 fee due at time of the application being submitted. This fee covers 2.5 hour of plan review. Additional time will require additional fees.</li> </ul>	
	Menu	<p><b>Menu</b></p> <ul style="list-style-type: none"> <li>Submit a menu or complete list of food and beverages to be offered (including seasonal, catering, and banquet menus).</li> <li>Any future changes in the menu must be pre-approved by the health department.</li> <li>Food Process chart has been completed</li> <li>Cooling chart has all foods that will be cooked and cooled. Category 4 and above only</li> </ul>	
	Floor Plan, Equipment Schedule, building.	<p><b>Floor Plan</b></p> <ul style="list-style-type: none"> <li>Prepare a scaled drawing showing the entire establishment and all existing and proposed new equipment and facilities. These plans do not have to be professionally drawn.</li> </ul> <p><b>Equipment Schedule</b></p> <ul style="list-style-type: none"> <li>Provide copies of specification sheets and/or equipment model numbers for all equipment.</li> </ul> <p><b>Building</b></p> <ul style="list-style-type: none"> <li>All floor-wall junctures and permanent equipment floor junctures shall be coved. Contact your local building department for requirements.</li> <li>Wood and concrete surfaces shall be sealed.</li> <li>Provide sneeze guards for food service lines, buffet, self-service and salad bars.</li> </ul>	
	Sinks	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing sinks shall be provided in <u>all</u> food preparation and service areas. More than one may be required.</li> <li>Handwashing instructional signs are required at each handwashing sink.</li> </ul> <p><b>Ware Washing</b></p> <ul style="list-style-type: none"> <li>Dish/utensil washing sinks and dishwashers in all food preparation/service areas including liquor service areas must be large enough to wash, rinse, and sanitize all utensils, dishes, and cookware used in the establishment. A three-compartment sink is <u>required</u>, and in addition, <u>a commercial dishwasher may be added for convenience</u>. A pre-rinse sink is required for dishwashers.</li> <li>Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that might accumulate during hours of operation must be provided for necessary utensil holding before cleaning and after sanitizing.</li> </ul> <p><b>Other Sinks</b></p> <ul style="list-style-type: none"> <li>A utility/mop sink shall be provided inside the facility.</li> <li>A food preparation sink may be required. You cannot use the mop or handwashing sink for food preparation. More than one food preparation sink may be required.</li> </ul>	

INITIALS OF APPLICANT	ITEM	DESCRIPTION	For Office Use Only
	Plumbing	<p><b>Backflow Prevention</b></p> <ul style="list-style-type: none"> <li>• Provide indirect drains for food preparation sinks, 3 compartment sinks, ice machines, condensate from refrigeration units, and any unit used to dispense food or beverages.</li> <li>• Specific plumbing questions should be directed to your local building department, including questions about grease trap requirements and capacity.</li> </ul>	
	Restrooms	<p><b>Restrooms</b></p> <ul style="list-style-type: none"> <li>• Provide employee restrooms, that meet local building department standards. Contact the local building department for standards.</li> <li>• Public restrooms must be available if your foods will be provided for on-site consumption.</li> <li>• Restrooms shall have handwashing sinks equipped with hot and cold water and shall be provided with soap and single service towel dispensers or air hand drying devices.</li> <li>• Restroom doors shall be self-closing.</li> </ul>	
	Pest Control and animals	<p><b>Pest Control</b></p> <ul style="list-style-type: none"> <li>• Provisions shall be provided for the exclusion of insects and rodents (screens, self-closing doors, down draft fans, weather stripping, etc.)</li> </ul> <p><b>Animals</b></p> <ul style="list-style-type: none"> <li>• Only establishments with limited menus are allowed to have pet animals inside</li> <li>• Service animals are always allowed.</li> </ul>	
	Miscellaneous	<p><b>Storage</b></p> <ul style="list-style-type: none"> <li>• All food, utensils, and single service item storage must be a minimum of 6" above the floor and no storage can be under sewer and water lines. A separate storage area must be provided for chemicals such as cleaners, lubricants, pest control materials, and other poisonous, toxic items.</li> </ul> <p><b>Commissary Agreements</b></p> <ul style="list-style-type: none"> <li>• Mobile units and other establishments requiring a commissary need to renew their agreement every year</li> </ul> <p><b>DOH Documents</b></p> <ul style="list-style-type: none"> <li>• DOH Documents have been reviewed and signed</li> </ul> <p><b>Certified Food Protection Manager</b></p> <ul style="list-style-type: none"> <li>• Businesses with a risk category of 3 or above are required to have certified food protection manager.</li> </ul>	
	Other Jurisdictions and Government Agencies	<p><b>The applicant/owner has contacted other government agencies to obtain approval to operate.</b> Permission to operate by other government agencies is often determined by site location, cooking methods, size of unit or other additional requirements needing approval. Such agencies may include, but not limited to, county and/or city officials for planning, zoning, building, fire, or permitting.</p>	
	Water Source and Wastewater	<p><b>Water Source</b></p> <ul style="list-style-type: none"> <li>• Water is from an approved source. Mobile units provide written documentation detailing how they will get water.</li> <li>• Septic system has been approved and has gotten an Operations and Maintenance check annually. Contact the septic department for further questions.</li> <li>• Mobile units have commissary agreement with approved wastewater sites.</li> </ul>	



# Risk Categorization of Permanent Food Establishments 2024

Risk Category	Description	Fee
1	<ul style="list-style-type: none"> <li>• Establishments that sell only pre-packaged foods that require temperature control for safety (TCS foods).</li> <li>• Establishments that prepare only non-TCS foods.</li> <li>• Establishments that only process raw meat for sale.</li> <li>• Establishments that serve only ice cream or other frozen items                             <ul style="list-style-type: none"> <li>○ May include non-TCS items such as fresh fruit.</li> </ul> </li> <li>• Establishments that have no cooking, cooling, reheating, or processing of TCS foods.</li> </ul> <p>Examples include most convenience store operations, meat markets, bakeries that only prepare non-TCS baked goods, ice cream shops, and coffee/espresso stands.</p>	\$155
2	<ul style="list-style-type: none"> <li>• Establishments that prepare only commercially processed TCS foods for immediate service or hot/cold holding. Examples include making deli meat sandwiches or reheating chili or burritos pre-cooked in a food processing plant.</li> <li>• Establishments that do not cook raw meat.</li> <li>• Establishments that do not cool TCS foods.</li> </ul> <p>Examples include delis, grocery stores, and espresso stands with limited food service, some schools, preschools, and senior centers, some fast food restaurants.</p>	\$265
3	<ul style="list-style-type: none"> <li>• Establishments that cook raw meat but do not cool TCS foods.</li> <li>• Mobile Units with menus in Risk Categories 1 and 2.</li> </ul> <p>Examples include some delis, fast food restaurants, and full service restaurants that do not cool TCS foods.</p>	\$415
4	<ul style="list-style-type: none"> <li>• Establishments that cool TCS foods.</li> <li>• Mobile Units with menus in Risk Category 3.</li> </ul> <p>Examples include some delis and bakeries, some fast food restaurants, and most full service restaurants.</p>	\$430
5	<ul style="list-style-type: none"> <li>• Establishments that cater non-public events, including the transport and service of food. This permit does not apply to establishments that only deliver food (such as pizza delivery). Food service at public events requires an add-on temporary permit (up to 10 events for \$120).</li> <li>• Establishments that conduct specialized processes such as smoking and curing or reduced oxygen packaging for extended shelf life.</li> </ul>	\$535
6	<ul style="list-style-type: none"> <li>• Establishments that have 3 or more separate areas of food service, such as a grocery store with cold holding cases, a deli, and a bakery.</li> </ul>	\$665
Commissary Kitchen Dishwashing Only	<ul style="list-style-type: none"> <li>• For mobile food units using commissary kitchens for dishwashing.</li> </ul>	\$50
Commissary Kitchen	<ul style="list-style-type: none"> <li>• For mobile food units using commissary kitchens for food or beverage storage and/or preparation.</li> <li>• For kitchens applying to become a commercial kitchen</li> </ul>	\$105

A plan review will take place once application has been submitted

\$215



**Food Establishment Application**

Form #2: Version 01/24

**The completed food establishment application and checklist should be submitted at least 30 calendar days before your planned opening date.**

**ESTABLISHMENT MUST BE APPROVED BY LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING**

Estimated Target Opening Date \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Site Telephone #: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Owner \_\_\_\_\_ Owner's Telephone #: \_\_\_\_\_

Owner's e-mail address \_\_\_\_\_

Name of Manager (if applicable) \_\_\_\_\_ Manager's Telephone #: \_\_\_\_\_

Manager's e-mail address \_\_\_\_\_

Previous Establishment Name \_\_\_\_\_ Previous Owner \_\_\_\_\_

- Application Type:** Check all that apply
- Change of Owner
  - Existing Food Establishment
  - Change in Menu or Equipment
  - Seasonal Establishment
  - Remodel
  - New Construction
  - New Mobile Unit
  - Other \_\_\_\_\_

Dates of Operation for Seasonals \_\_\_\_\_

- Establishment Type:** Check all that apply
- Grocery
  - Espresso Stand
  - Tavern
  - Restaurant
  - Caterer
  - Preschool
  - School
  - Senior Center or Senior Living Facility
  - Mobile Unit:  Stationary  With Route  With Commissary
  - Other \_\_\_\_\_

Is there a deli/restaurant?  Yes  No

Is there a bakery?  Yes  No

Is there a meat department?  Yes  No

Is there any food service?  Yes  No

Is there any food service?  Yes  No

Seating Capacity \_\_\_\_\_

**Hours of Operation:**

List hours in the boxes

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Date Application Received \_\_\_\_\_ Category \_\_\_\_\_

Review Fee Paid Amount \_\_\_\_\_  Check # \_\_\_\_\_  Credit/Debit  Cash Rcv'd By \_\_\_\_\_

Date Checklist Rcv'd \_\_\_\_\_ Rcv'd By \_\_\_\_\_

Date Permit Fee Paid \_\_\_\_\_ Amount \_\_\_\_\_  Check # \_\_\_\_\_  Credit/Debit  Cash Rcv'd By \_\_\_\_\_

**Utilities:**

Water System Name (and ID, if known) \_\_\_\_\_ Municipal?  Yes  No

Waste Water Disposal  Municipal Sewer  
 Septic System (attach a copy of existing O&M Permit, if applicable)

Garbage Disposal Company/Method \_\_\_\_\_

**Menu/Operations:**

**Raw Animal Products:**

Will this establishment cook or prepare raw meats, poultry, or fish?  Yes  No  
Will this establishment cook, prepare, or use unpasteurized shell eggs?  Yes  No

**Cooling:**

Will this establishment heat and then cool foods, such as when preparing potato or pasta salads or cooling leftovers for later service? If so, please complete the included cooling chart.  Yes  No

**Catering:**

Will this establishment prepare and/or serve food off site for events or occasions that are not open to the public?  Yes  No

**Outdoor Cooking:**

Will this establishment ever cook foods immediately outside of the permitted building, such as with a smoker or barbecue, for service inside?  Yes  No  
If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

**Temporary Events\*:**

Will this establishment ever set up any other type of food preparation or service immediately outside of the permitted building, such as serving hot dogs or hamburgers during a community event?  Yes  No  
If so, please describe \_\_\_\_\_  
\_\_\_\_\_

Will this establishment ever set up temporary food service at other locations, such as at fairs, festivals, or other off-site community events?  Yes  No  
If so, please briefly describe \_\_\_\_\_  
\_\_\_\_\_

*\*Please note that additional temporary establishment permits are required for these types of events. Discounts are available.*

**Consumer Advisory:**

Will this establishment serve raw or undercooked meats, poultry, fish, shellfish, or eggs?  Yes  No  
If so, please complete page 8.

**Food Sources:**

Please describe where the following items will be purchased. All products must come from approved wholesale sources. No foods may be stored or prepared at home.

Meats: \_\_\_\_\_

Seafood: \_\_\_\_\_

Dairy: \_\_\_\_\_

Produce: \_\_\_\_\_

Breads: \_\_\_\_\_

Canned Goods/Other: \_\_\_\_\_







## Mobile Food Units & Caterers

**(If your establishment is not a mobile food unit or catering operation, please skip to the next section.)**

If you are applying for a mobile food unit or a caterer's permit, complete the following sections as applicable. Indicate which activities will be done at the commissary and which will be done on the mobile unit and/or at the catering site. The commissary is the location where food is stored, prepared, cooked, portioned and/or packaged for service elsewhere. Check all that may apply.

### Commissary

- Dish Washing
- Cold Holding
- Food Preparation
- Produce Washing
- Produce Chopping, etc.
- Cooking
- Reheating
- Hot Holding
- Cooling
- Food Storage
- Dry/Paper Goods Storage

### Mobile Unit/Transport Vehicle

- Dish Washing
- Cold Holding
- Food Preparation
- Produce Washing
- Produce Chopping, etc.
- Cooking
- Reheating
- Hot Holding
- Food Storage
- Dry/Paper Goods Storage

**Note: Cooling is not allowed on a mobile unit.**

### Catering Sites

- Dish Washing
- Cold Holding
- Food Preparation
- Produce Washing
- Produce Chopping, etc.
- Cooking
- Reheating
- Hot Holding
- Hand Washing (Required):
- Permanent Plumbing
- Temporary Station

### Type of Mobile Food Unit:

- Enclosed Trailer     Open Trailer     Truck     Bus     Other \_\_\_\_\_

### Labor & Industries:

Has the unit been approved by the Washington State Department of Labor and Industries?  Yes  No  
This is required for enclosed mobile food units.

### Outside Food Preparation or Service:

Will any foods or beverages be prepared or served from outside of the mobile food unit?  Yes  No  
If so, please describe \_\_\_\_\_

### Employee Bathroom Facilities:

Mobile food units must provide approved bathroom facilities within 500' for food workers, if at one location for more than an hour. Please complete a Commissary Agreement for each service site that requires employee bathroom facilities. Portable toilets are not allowed.



**Mobile Food Units & Caterers (continued)**

**Food Service Locations (Mobile Units):**

Will your mobile food unit remain stationary at one location?  Yes  No  
If so, it must be continuously connected to an approved potable water source and approved wastewater disposal site.

If your mobile food unit will not remain stationary at one location, please specify your operating hours and locations below. If there is not enough space here, please attach a separate document with all of your locations specified.

Days of the Week	Operating Hours	Address of Service Site
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Potable Water for Mobile Food Units:**

What is the capacity of your fresh water tank (gallons)? \_\_\_\_\_  
Where exactly will the fresh water tank be filled, if not continuously connected to potable water (address and faucet location)? A food-grade hose is required for this, and if not a white hose, documentation will be required. \_\_\_\_\_

Please describe your filling procedures \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wastewater Disposal for Mobile Food Units:**

What is the capacity of the wastewater tank? It must be at least 15% larger than the potable water tank. \_\_\_\_\_  
Please describe your wastewater disposal procedures, if not continuously connected to disposal site. \_\_\_\_\_

**Commissary Agreement(s):**

Please complete a Commissary Agreement for all activities conducted or facilities used outside of your mobile food unit. A separate agreement is required for each location/facility.

**Please complete the Equipment and Physical Features page for both the mobile unit and the commissary, as applicable.**

# Catering Supplemental Application

Name of Catering Operation: \_\_\_\_\_

This application is for catering only. Any catering operation serving food within Lewis County must obtain either a food establishment permit or a temporary permit from this office. Temporary permits for a catering job are needed if you are permitted by another health department. If you have questions about how to complete this form or what catering includes, refer to our Catering FAQ. Please answer the following questions. If you need additional space, please attach numbered responses.

1. Check all types of catering you will provide:

- Self-service buffet line (setup by catering staff)
- Served buffet line (served by catering staff)
- Table/wait service (served by catering staff)

2. Do you have a valid food establishment permit in Lewis County?

- Yes, Name of Establishment: \_\_\_\_\_
- No

3. Will you use your own existing permitted restaurant/food establishment kitchen for catering?

- Yes
- No, I will use a commissary kitchen/facility and have attached a **Catering Commissary Agreement**

4. Maximum number of catered meals served daily (total number of customers you may serve in one day).\_\_\_\_\_

5. **Attach a detailed catering menu.** The catering menu must list all food and beverages that may be catered. Attach a menu, even if it is the same as your restaurant menu.

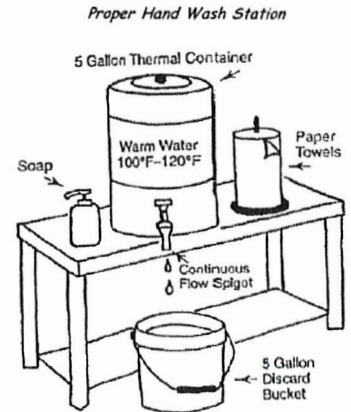
6. **Attach a detailed food flow for menu items.** Carefully distinguish between preparation that will be done at the kitchen [commissary] and transport, preparation and service steps that will be done at the catering service site. Step-by-step written descriptions of all steps for each different menu item should also be submitted.

7. How will beverages be served? (ex. coffee station with drip coffee brewed at event site)

8. Will any food of animal origin (ex. meat, seafood, eggs) be offered raw, undercooked or cooked to customer specification?
- No. We do not offer raw or undercooked food items.
- Yes. I will provide a Consumer Advisory Warning for any menu item that will be served raw or undercooked. This includes raw meat, shellfish (such as oysters on the half shell), caesar salad (dressing made with raw eggs), sushi, steak tartare, eggs over easy, steaks cooked to order, etc. A Consumer Advisory Warning will be present on the catering menu and at the serving area. **Attach an example of the buffet line Consumer Advisory Warning (such as a table tent or placard).**
9. List any food that will be **cooked** at a catered event site:
10. List any food that will be **prepared** at a catered event site:
11. Will you use time as a control during the service at the event?
- Yes, and have **attached a written procedure for using time as a control.**
- No
12. Provide details of how food will be kept hot and held cold before and during the service at the event site:
13. List what equipment will be used to reheat foods if they fall below 135°F:
14. List any food that will be cooled. Include any food that will be cooked, cooled and reheated later:
15. Describe your policy for what happens to leftover food items at the end of each catered event:

16. Leftover food items set out for service must be discarded. Food that has warmed or cooled into the temperature danger zone (41-135°F) must be discarded. **Initial here to acknowledge:** \_\_\_\_\_
17. Provide details of what equipment will be used for catered events. **Attach equipment specification sheets** and identify the quantity of each type of equipment that you will have. The amount of equipment must be sufficient to cater the total number of daily meals listed in Question 4.
18. Will you provide durable dishes, utensils or glassware at catered events that require washing afterward?
- Yes  
 No

19. Handwash sinks or stations are required at all serving locations including beverage service areas. Restroom handwash sinks and unheated footpump sinks **do not** meet this requirement. A temporary handwash station must include a 5-gallon or larger insulated container supplied with warm (100-120 °F) water delivered through a continuous-flow spigot or spout, a container for waste water retention, hand soap, and paper towels. (Hand sanitizer is not a substitute for handwashing!) At least one handwash sink/station must be provided within 25 feet of food preparation and service.



Provide details of all temporary handwash stations you will use at remote sites:

20. How will warm water be provided for handwash sinks during the event?
21. Sneeze guards must protect any open food or condiments at the serving area. Provide dimensions, elevation and material of sneeze guard protection for hot and cold entrees on the serving line.

**22. Attach a drawing of a sample catering line that shows how serving lines are setup. Include location of handwash stations and sneeze guard protection for open food.**

*The above information is true and correct to the best of my knowledge.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



**Equipment and Physical Features:**

**Cold Holding/Cooling (Refer to examples of refrigeration equipment):**

- Check all that apply and indicate number of each. Please do not include units that will only hold pop.
- |   |  |
|---|--|
| <input type="checkbox"/> Walk-in Refrigerator/Freezer       | <input type="checkbox"/> Salad Bar (refrigerated)      |
| <input type="checkbox"/> Reach-in Refrigerator/Freezers     | <input type="checkbox"/> Salad Bar (with ice)          |
| <input type="checkbox"/> Food Preparation Units             | <input type="checkbox"/> Open air coolers              |
| <input type="checkbox"/> Glass Door Beverage Cooler         | <input type="checkbox"/> Drawer Refrigerated Chef Base |
| <input type="checkbox"/> Glass Door Cooler (any other type) | <input type="checkbox"/> Undercounter refrigerator     |
| <input type="checkbox"/> Residential Refrigerator           | <input type="checkbox"/> Other _____                   |

**Cooking:**

- Check all that apply or  Not applicable
- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Oven      | <input type="checkbox"/> Deep Fryer               |
| <input type="checkbox"/> Broiler   | <input type="checkbox"/> Grill                    |
| <input type="checkbox"/> Stovetop  | <input type="checkbox"/> Barbecue Grill (outside) |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Other _____              |

**Hot Holding:**

- Check all that apply or  Not applicable
- |  |   |
|--|---|
| <input type="checkbox"/> Hot Case (glass, display) | <input type="checkbox"/> Soup Cooker/Warmer |
| <input type="checkbox"/> Steam Table               | <input type="checkbox"/> Rice Cooker/Warmer |
| <input type="checkbox"/> Crock Pot                 | <input type="checkbox"/> Oven               |
| <input type="checkbox"/> Stove Top                 | <input type="checkbox"/> Other _____        |

**Thermometers:**

- Check all that apply
- Thin-Tipped Digital Thermometer
  - Refrigerator Thermometers (Required in all units that store foods or beverages that require temperature control for safety.)

**Sinks:**

Do you have dedicated hand wash sinks used only for hand washing in all food preparation areas? This is required.  Yes  No

Do you have a three-compartment sink available for dishwashing? This is required.  Yes  No

Do you have at least one sink used only for food preparation, including washing produce, thawing meats, etc.? This is required if your menu includes these processes.  Yes  No  N/A

How will you wash, rinse, sanitize, and air dry your dishes?

- Check all that apply
- Three-compartment sink (required even if you have a dishwasher) with:
    - Chlorine test strips; or
    - Quaternary ammonium test strips
    - Other \_\_\_\_\_
  - Automatic dishwasher with hot water sanitizing rinse and:
    - Temperature test strips or stickers (required--160°F)
  - Automatic dishwasher with chlorine sanitizer and:
    - Chlorine test strips (required)

Are there indirect drains (air gaps) for the three-compartment sink, food-prep sinks, dishwasher, ice wells, beer taps, and ice, espresso, and soda machine drains?  Yes  No

This is required.

(See examples provided or contact your local building official, if necessary.)

**Grease Trap**

Does this establishment have a grease trap? If yes, approximate size \_\_\_\_\_  Yes  No  
(If you have questions about this, please contact your local wastewater department.)

**Sanitizing Solutions for Towels (test strips required):**

- Check all that apply
- Chlorine (50-100 ppm)
  - Quaternary Ammonium (200 ppm)
  - Other \_\_\_\_\_

**Surfaces and Structure:**

Are all surfaces durable, smooth, and easily cleanable?  Yes  No





## Consumer Advisory for Raw or Undercooked Foods

A consumer advisory is a notice informing consumers that certain ready-to-eat foods pose a health risk because they are not processed to eliminate pathogens. Examples include steaks, hamburgers, and eggs that are cooked to order, sushi, raw oysters, and ceviche.

Animal proteins that may be served raw or undercooked must be clearly identified and must be accompanied by a statement indicating that consuming these foods may increase the consumer's risk of foodborne illness. The foods may be identified either by their description, by an asterisk that refers to the advisory statement, or both, if needed for clarity. The advisory should be on the bottom of each page where an undercooked animal protein is offered.

Examples:

Menu
Caesar Salad (contains raw eggs)
Deluxe Hamburger (cooked to order)
Ham and Eggs (cooked to order)
<p>NOTICE: Consuming raw or undercooked meats, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.</p>

OR

Menu
*Caesar Salad (contains raw eggs)
*Deluxe Hamburger
*Ham and Eggs
<p>*Consuming raw or undercooked meats, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.</p>

Any items not offered may be removed from the reminder statement. For example, if your establishment does not offer seafood or shellfish, the reminder may be:

"Consuming raw or undercooked meats or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions."

Please list all undercooked animal proteins, as they will appear on your menu:


Please provide your advisory statement.

---



---



---

**Enclosures:**

Please submit the following with your completed application, even if no changes are being made:

- A copy of the menu.
- A floor plan meeting all requirements noted below, and including all of the following:
  - Major equipment (refrigerators, stoves, counters, etc.);
  - Sinks;
  - Types of drains on all sinks and equipment (direct or indirect);
  - Restrooms (for employees and customers, as applicable);
  - Customer seating;
  - Specific changes proposed, if this is a remodel.
  - Any other applicable information not covered in this application. \_\_\_\_\_
  
- Mobile Food Units must also include a site plan showing an overview of any location where the unit is continuously connected to water and sewer.

**Floor Plans**

- i. At least one clearly legible floor plan must be submitted with your application and must meet the following requirements:
  - 1. It must be on 8.5 x 11" paper, to that scale, with the perimeter of the paper representing the walls of the food establishment.
  - 2. It must not be a reduced version of any other floor plan.
  - 3. All major equipment must be clearly noted and labeled on the floor plan (not listed on a separate page).
  - 4. Include all bathrooms (with toilets and sinks), doors, mop sink, and any other relevant items.
- ii. If all kitchen equipment cannot be clearly shown on the floor plan noted above, please include a second floor plan of only the kitchen, filling the 8.5 x 11" page, also not a reduced version of any other plans.
- iii. Any additional floor plans larger than 8.5 x 11" may be submitted if more detail is required, such as with new establishments or major remodels. These additional plans may be submitted electronically with the application packet, but hard copies may also be requested, depending on the complexity of the project. (This includes 24" x 36" professional plans, for example.)
- iv. Plan approval is required before building a new food establishment or making any physical changes to an existing establishment.

---

Please include any relevant information not already included in this application:

---

Owner's Printed Name

Owner's Signature

Date





# Commissary Agreement

This document details the agreement between the commissary owner and the mobile food and/or catering establishment owner. This agreement is not transferable and becomes null and void upon change of ownership by either party. Any changes in this agreement must be provided to Lewis County Public Health in writing at least two weeks in advance.

The mobile unit/catering operation owner will use the commissary for the following. Please ensure that each item is marked 'yes' or 'no'.

- |                                     |                              |                             |                                      |
|-------------------------------------|------------------------------|-----------------------------|--------------------------------------|
| Potable Water                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Water system name: _____             |
| Waste Water Disposal                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Garbage Disposal                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Dry Storage Space                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Refrigeration Space                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Freezer Space                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Employee Bathroom Access            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Distance from mobile food unit _____ |
| Customer Bathroom Access            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Ice Machine Access                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| 3-Compartment Sink for Dish Washing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Automatic Dishwasher                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Mop Sink                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |
| Mobile Unit Storage Space           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | (For overnight or off-hour storage.) |
| Unlimited Access to Commissary      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                                      |

If the commissary is only available during certain times, please specify below.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
--------	---------	-----------	----------	--------	----------	--------

**Commissary Information:**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Phone Number(s): \_\_\_\_\_

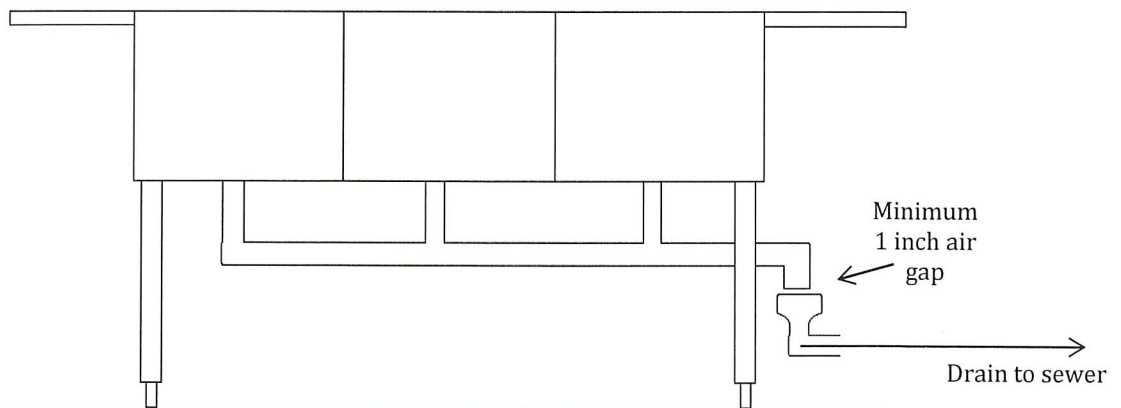
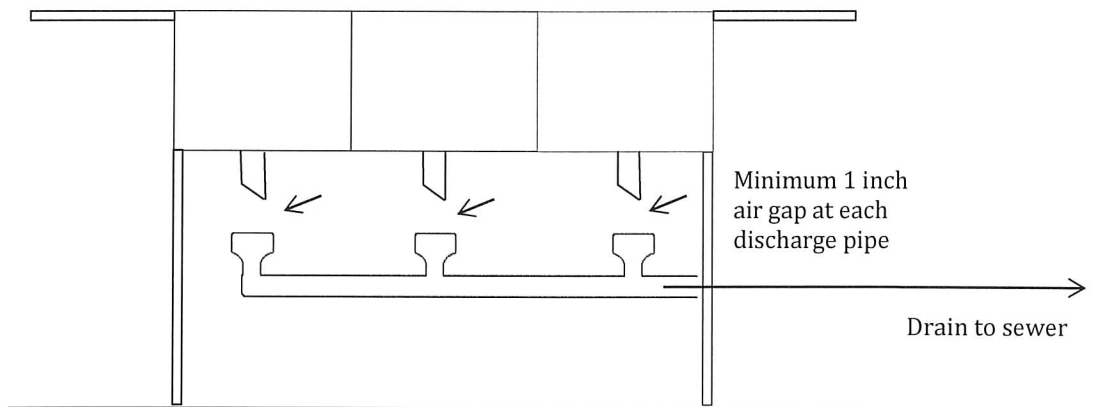
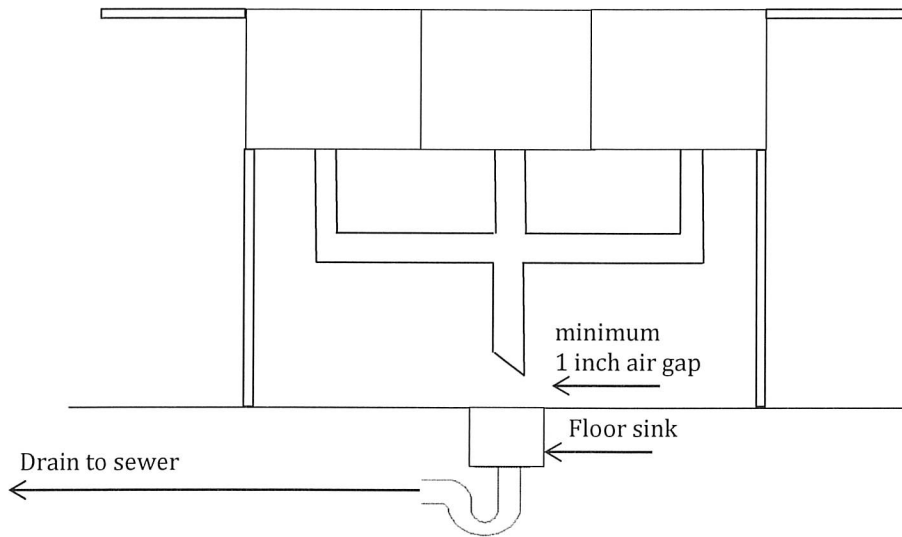
Owner's Email: \_\_\_\_\_

Printed Name of Commissary Owner/Operator	Signature of Commissary Owner/Operator	Date

Printed Name of Mobile/Catering Owner/Operator	Signature of Mobile/Catering Owner/Operator	Date

## Examples of Acceptable Indirect Drains

Indirect drains are required on all dishwashing sinks, food prep sinks, ice machines, ice wells, pop machines, espresso machines, and any other equipment that may come in contact with food or dishes.

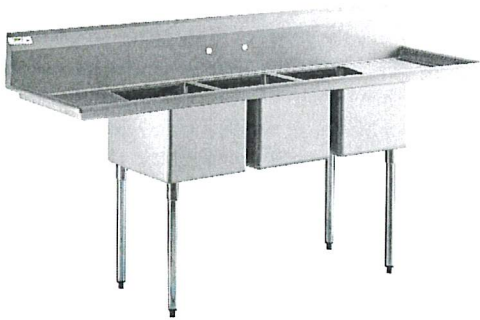


## Examples of Food Establishment Sinks

Dishwasher with pre-rinse sink, including spray arm and with clean dish-drying table

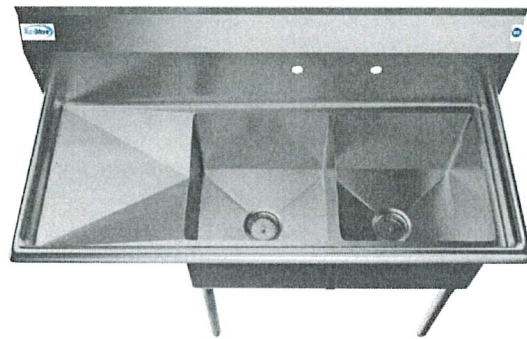


Three-compartment Sink



# Examples of Food Establishment Sinks

## Food Preparation Sinks



## Mop Sinks





## Examples of Food Establishment Sinks

Handwash Sinks



# Keep Them Clean

---

## Employees must wash their hands:

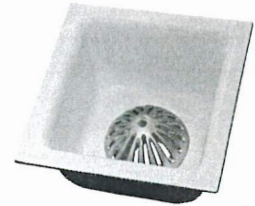
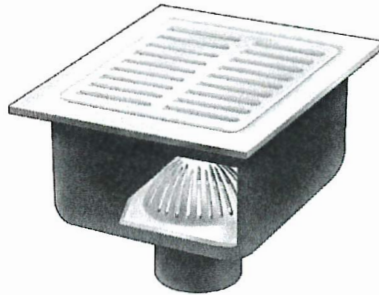
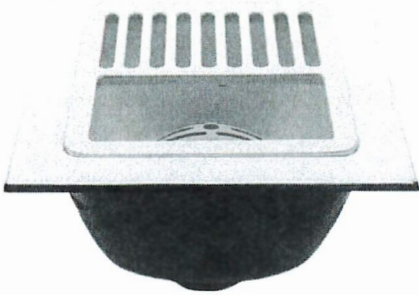


Copyright © International Association for Food Protection

- Before working with food
  - After going to the restroom
  - After handling raw meat
  - After handling dirty dishes, chemicals or garbage
  - After taking breaks, eating, or smoking
  - After getting hands dirty
-

## Examples of Food Establishment Sinks and Plumbing Fixtures

Floor Sinks (with and without grates)

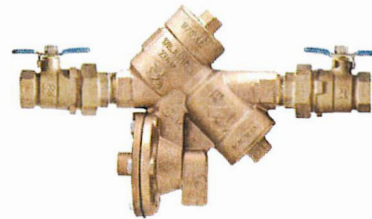


### Backflow Prevention Devices

Hose-bib Vacuum

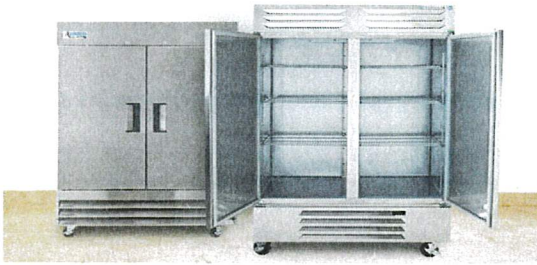


Reduced Pressure Backflow (RPZ) device used for post-mix soda.



## Examples of Refrigeration Equipment

Reach in Refrigeration/Freezers



Undercounter Refrigerators/Freezers



Refrigerated Display Cases



Sandwich and Salad Preparation Refrigerators



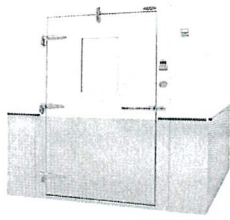
Glass Door Refrigerators/Coolers



Drawer Refrigerated Chef Base



Walk in Cooler



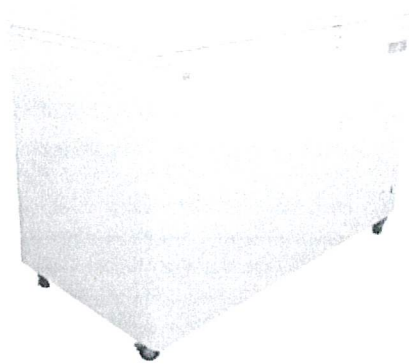
Worktop Refrigerator



Open Air Cooler



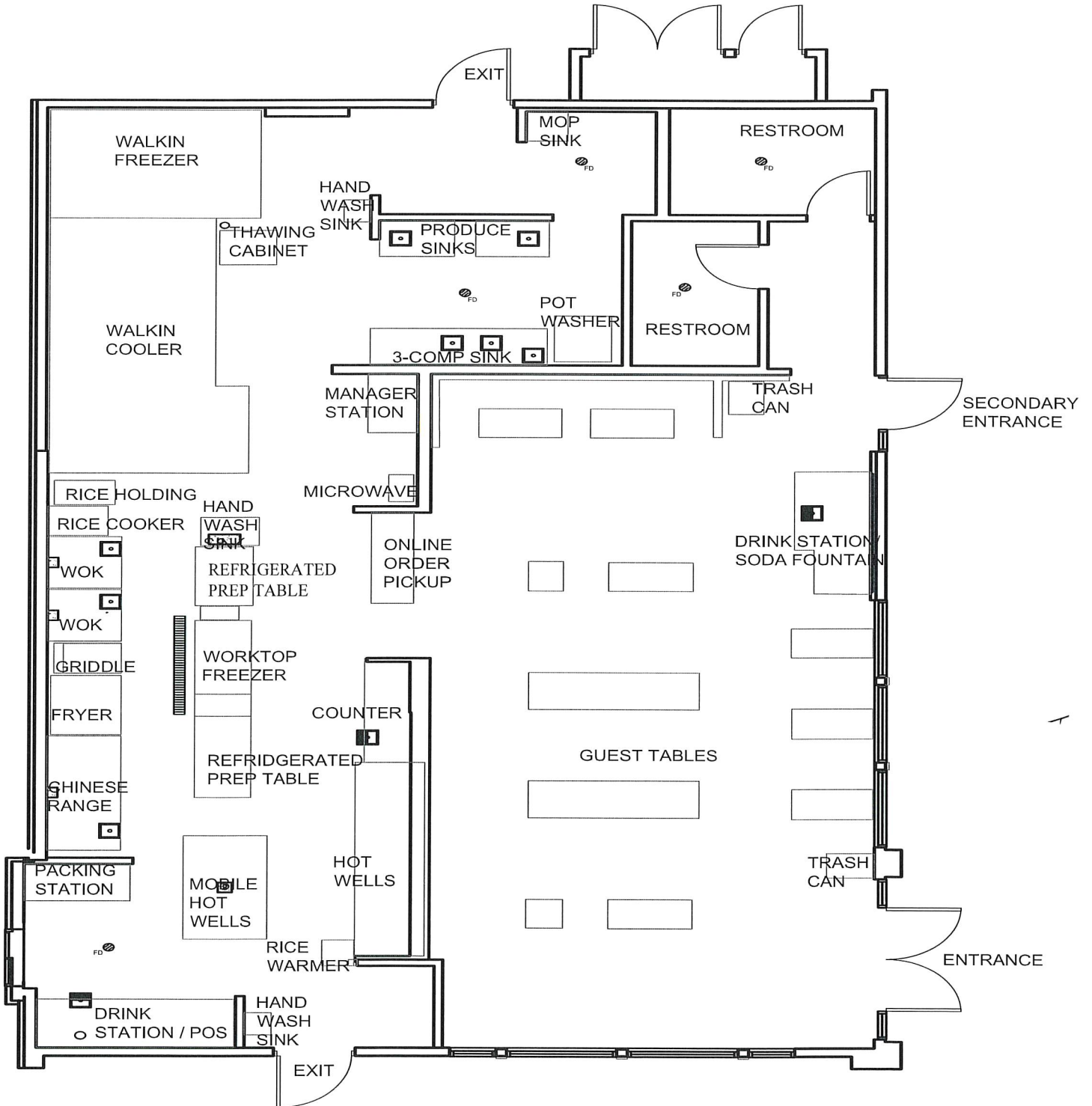
Commercial Chest Freezer





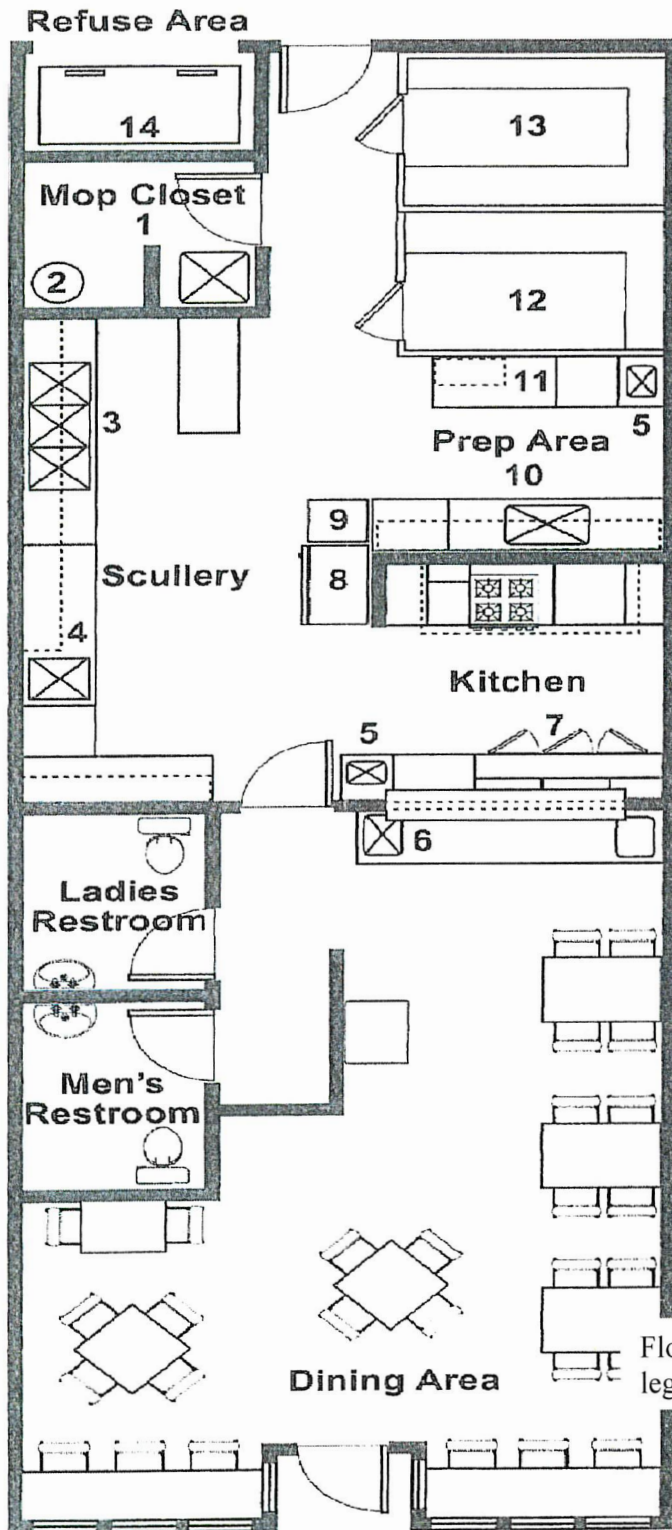
Each plan must be clear and legible and show in detail the following:

- Number, type and location of sinks and drain boards
- Refrigeration and cooling equipment
- Cooking, reheating and hot holding equipment
- Food preparation and service areas
- Employee restrooms
- Customer restrooms (required if you have indoor and outdoor seating)
- Hot water heater
- Dry goods storage area (show detail of shelving area and describe type of shelving)
- Employee storage (required)
- Service, bus or wait areas



**EXAMPLE OF SIMPLE FLOOR PLAN #1**

# EXAMPLE OF SIMPLE FLOOR PLAN #2



## EQUIPMENT SCHEDULE

- 1 Mop Sink
- 2 Hot Water Heater
- 3 3 Compartment Pot and Pan Wash Sink
- 4 Dishwasher with Pre-Rinse Sink
- 5 Hand Sink
- 6 Water Fill Station
- 7 Sandwich Preparation Refrigerator
- 8 Reach-in Refrigerator
- 9 Ice Machine
- 10 Food Preparation Sink
- 11 Work Counter with Slicer
- 12 Walk-in Refrigerator
- 13 Walk-in Freezer
- 14 Garbage Area

Floor plan may be hand drawn, but must be legible and to scale

Scale 1/4" = 1'





# Active Managerial Control & Certified Manager



The person in charge (PIC) of a food establishment must demonstrate Active Managerial Control (AMC) and ensure all food workers routinely follow safe food handling practices to reduce the risk of foodborne illness. A PIC with AMC ensures food employees are trained to safely complete their task, verifies procedures are properly completed, identifies and corrects food safety risks, and properly prepares for and responds to emergencies. **Review your inspection reports, third-party audits, internal observations, and this document to help determine your level of Active Managerial Control.**

While every PIC must maintain AMC, most establishments are also required to have at least one employee with a Certified Food Protection Manager (CFPM) certificate (WAC 246-215-02107). **The CFPM does not need to be on premises but is expected to have a key role in ensuring food safety.** The CFPM must make sure persons in charge are properly trained, procedures are developed, and food safety requirements are understood and followed. If able to ensure requirements are met, a person may be the CFPM for multiple establishments, such as at a restaurant or store with several locations.

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction \(www.doh.wa.gov/localhealth\)](http://www.doh.wa.gov/localhealth) for any additional information or approvals as needed.

## Section 1: Food Establishment Information

<b>Establishment Name</b>		<b>Phone</b>
<b>Contact Name</b>		<b>Title / Position</b>

## Section 2: Common Procedures that Apply to Food Establishments

<input checked="" type="checkbox"/> Are you confident your staff complete these processes following proper food safety procedures? If not, it's time to determine your policy, develop a procedure, and train or retrain staff.			
<b>Health &amp; Hygiene</b> <input type="checkbox"/> Handwashing <input type="checkbox"/> Utensil Use <input type="checkbox"/> Illness Symptoms <input type="checkbox"/> Illness Reporting	<b>Temperature Control</b> <input type="checkbox"/> Using a Thermometer <input type="checkbox"/> Cooking <input type="checkbox"/> Hot Holding <input type="checkbox"/> Cooling	<input type="checkbox"/> Cold Holding <input type="checkbox"/> Thawing <input type="checkbox"/> Receiving Food <input type="checkbox"/> Date Marking	<b>Contamination Prevention</b> <input type="checkbox"/> Produce Washing <input type="checkbox"/> Raw Meat Separation <input type="checkbox"/> Cleaning & Sanitizing <input type="checkbox"/> Allergen Awareness

## Section 3: Required Written Procedures

While most policies and procedures may be verbal, the following procedures must be written and approved if conducted by the establishment. *Note: All food establishments must have a written vomit and diarrhea clean-up plan.*

<b>Processes Requiring Written Procedures</b> <ul style="list-style-type: none"> <li>• Vomit and diarrhea clean-up plan</li> <li>• Refilling reusable containers</li> <li>• Allowing pet dogs in outdoor areas</li> <li>• Noncontinuous or unattended cooking</li> <li>• Bare Hand Contact – Alternate procedure with written ill employee policy</li> <li>• Time as a Public Health Control</li> </ul>	<b>Complex Processes Requiring Variance or HACCP Plan</b> <ul style="list-style-type: none"> <li>• Packaging juice</li> <li>• Food preservation (such as curing, smoking, or acidifying)</li> <li>• Reduced oxygen/vacuum packaging</li> <li>• Molluscan shellfish life support tank</li> <li>• Custom processing of animals</li> <li>• Sprouting seeds or beans</li> <li>• Unique food handling, such as fermentation</li> </ul>
---	---

## Section 4: Establishments Exempt from Certified Food Protection Manager Requirement

Food establishments with a low risk of foodborne illness due to limited food handling, low volume of food handled, and population served are encouraged, but not required, to have a Certified Food Protection Manager.

- Establishments considered low risk and exempt from the CFPM requirement include the following operations:**
- **Serve or sell only pre-packaged foods**, including cold holding TCS foods such as gallons of milk
  - **Prepare non-TCS foods**, such as making cinnamon rolls, candy, doughnuts, pretzels, or blended syrup drinks
  - **Heat only commercially-processed, ready-to-eat foods**, including lattes and hot holding TCS foods such as hot dogs
  - **Serve food on an infrequent, temporary basis at short-term events**, such as fairs and festivals

These establishments traditionally include convenience stores, movie theaters, hot dog carts, coffee kiosks, cinnamon roll and pretzel stands, ice cream shops, and temporary food booths.

**All other establishments must have at least one employee with a valid, nationally accredited CFPM certificate.** These establishments prepare raw animal products, wash raw produce, cool time/temperature control for safety (TCS) foods, use specialized processes, operate a facility that serves a highly susceptible population, or have other increased potential risk of foodborne illness.





# Active Managerial Control & Certified Manager

## Section 5: Duties of the Certified Food Protection Manager

<input type="checkbox"/>	Have a valid certificate from an accredited program (see below). CFPM certificates are valid for 5 years. The CFPM certificate is different than the Washington State Food Worker Card which is required for all food workers.
<input type="checkbox"/>	Ensure required procedures and plans (such as for vomit and diarrhea clean-up) are current and implemented.
<input type="checkbox"/>	Ensure each person in charge is trained and has the knowledge required in WAC 246-215-02105, such as: <ul style="list-style-type: none"> <li>• Understand the causes and prevention of foodborne illness</li> <li>• Understand cross contamination prevention, proper sanitation, and control of food allergens</li> <li>• Know required food safety temperatures for receiving, storage, cooking, and cooling</li> <li>• Know how to respond to emergencies, imminent health hazards, or reports of foodborne illness</li> </ul>
<input type="checkbox"/>	Ensure each person in charge can maintain Active Managerial Control required in WAC 246-215-02115, such as: <ul style="list-style-type: none"> <li>• Food workers are properly trained and following food safety requirements for their tasks</li> <li>• Food workers only work when healthy, properly wash hands, and prevent bare hand contact with food</li> <li>• Food workers monitor food temperatures and ensure foods are cooked and cooled correctly</li> <li>• Food is from approved sources and stored correctly to prevent contamination</li> </ul>

## Section 6: Accredited Food Protection Manager Certification Providers

Learn more and view the most current list of CFPM providers at [anabpd.ansi.org](http://anabpd.ansi.org). (Search for "ANSI Food Protection Manager")

Company Name	Training Available	Additional Testing Languages	Testing Options
1 AAA Food Handler	<input checked="" type="checkbox"/> Online (self-paced) <i>English, Spanish</i>	<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Online proctor
Learn2Serve 360training.com	<input checked="" type="checkbox"/> Online (self-paced)	n/a	<input checked="" type="checkbox"/> Online proctor
AboveTraining/StateFood Safety.com	<input checked="" type="checkbox"/> Online (self-paced) <i>English, Spanish, Chinese, Vietnamese</i>	<input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor
National Registry of Food Safety Professionals	<input checked="" type="checkbox"/> Self-study manual <i>English, Spanish</i> <input checked="" type="checkbox"/> In-person trainer	<input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese <input checked="" type="checkbox"/> Korean	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor
National Restaurant Association, ServSafe	<input checked="" type="checkbox"/> Online(self-paced) <i>English, Spanish</i> <input checked="" type="checkbox"/> Self-study manual <i>English, Spanish, Chinese, Korean</i> <input checked="" type="checkbox"/> In-person trainer	<input checked="" type="checkbox"/> Spanish <input checked="" type="checkbox"/> Chinese <i>In-person also available in:</i> <input checked="" type="checkbox"/> Korean <input checked="" type="checkbox"/> French Canadian <input checked="" type="checkbox"/> Japanese	<input checked="" type="checkbox"/> Local testing center <input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor <input checked="" type="checkbox"/> Accommodation available for additional languages
Responsible Training / Safeway Certifications, LLC	<input checked="" type="checkbox"/> Online <i>English</i>	n/a	<input checked="" type="checkbox"/> Online proctor
The Always Food Safe Company, LLC	<input checked="" type="checkbox"/> Online (self-paced) <i>English</i>	<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Online proctor <input checked="" type="checkbox"/> In-person proctor

## Section 7: Certified Food Protection Manager Maintenance

<input type="checkbox"/>	Ensure at least one employee has a current CFPM certificate. Renew certificate every five years.
<input type="checkbox"/>	Make sure CFPM monitors procedures and staff training to maintain food safety requirements.
<input type="checkbox"/>	Have copy of CFPM certificate available. Replace CFPM within 60 days if certified employee leaves employment.

## Section 8: Signature

Signature	Date	Printed Name	Phone
-----------	------	--------------	-------

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).



# AMC Toolkit: Date Marking

Cold, ready-to-eat Time/Temperature Control for Safety (TCS) food *prepared* in the establishment or in an *opened/unsealed* commercial package must be served, sold, frozen, or discarded within seven days to reduce *Listeria* bacteria. Refrigerated TCS food must be marked with either a prep/open date or discard date to ensure it is used or frozen within seven days. A written plan is not required, but staff must be trained. See page 2 for a list of exempt foods.

SECTION 1: ESTABLISHMENT INFORMATION			
Food Establishment			
ESTABLISHMENT NAME		PHONE (xxx) xxx-xxxx	
STREET (PHYSICAL ADDRESS)	CITY	ZIP	EMAIL
CONTACT NAME		TITLE / POSITION	
SECTION 2: MENU EVALUATION			
Review exempt foods list. Identify cold TCS food you keep for <i>more than 24 hours</i> after you prepare or open the package.			
<input type="checkbox"/> Deli meat (opened package)	<input type="checkbox"/> Soft or semi-soft cheeses (such as brie, cream cheese, ricotta)		
<input type="checkbox"/> Pasteurized milk (opened package)	<input type="checkbox"/> House-made salads (such as garden/lettuce, potato, macaroni)		
<input type="checkbox"/> Cut produce (such as melon or lettuce cut in-house)	<input type="checkbox"/> Other:		
<input type="checkbox"/> House-made dressings:	<input type="checkbox"/> Other:		
SECTION 3: DATE MARKING METHOD			
<b>Select the marking method used</b> <input type="checkbox"/> Sticker <input type="checkbox"/> Color code <input type="checkbox"/> Label/Marker <input type="checkbox"/> Other:		<b>Select the date that will be used</b> <input type="checkbox"/> Date/day of preparation/container opening <input type="checkbox"/> Last date/day of service/discard <input type="checkbox"/> Date frozen/thawed (must be included if frozen) <input type="checkbox"/> Other:	
SECTION 4: VERIFICATION			
Who will verify the procedure is being followed correctly? Procedure should be verified daily. Select all that apply.			
<input type="checkbox"/> PIC/Manager <input type="checkbox"/> Cook <input type="checkbox"/> Server <input type="checkbox"/> Other:			
<input type="checkbox"/> <b>Temperature Monitoring</b> <ul style="list-style-type: none"> <li>Make sure refrigerator is keeping food at 41°F or below</li> </ul>			
<input type="checkbox"/> <b>Proper date marks are on required TCS foods</b> <ul style="list-style-type: none"> <li>TCS foods held longer than 24-hours are marked</li> <li>Foods that are frozen include the first date of preparation and the dates of freezing/thawing on the label</li> <li>Mixed foods keep the date marking of the earliest prepared ingredient</li> <li>Foods unmarked or past the date mark are discarded</li> </ul>			
SECTION 5: EMPLOYEE TRAINING			
<b>Employee Training:</b> Employees must be properly trained. Select all that apply			
<input type="checkbox"/>	How are employees trained? <input type="checkbox"/> Read & sign document <input type="checkbox"/> Marking system and discard requirements <input type="checkbox"/> Other:		
<input type="checkbox"/>	How often are employees trained? <input type="checkbox"/> At hire <input type="checkbox"/> Annually <input type="checkbox"/> When errors observed <input type="checkbox"/> Other:		
SECTION 6: ADDITIONAL NOTES (Facility-specific details)			
SECTION 7: PLAN MAINTENANCE			
<input type="checkbox"/>	Where is the plan kept in the food establishment?		
<input type="checkbox"/>	How often is the plan reviewed and updated? <input type="checkbox"/> Annually <input type="checkbox"/> Other:		
SECTION 8: SIGNATURE			
Plan prepared by:			
Signature			(xxx) xxx-xxxx Phone
Date		Printed Name	



## SOFT AND SOFT-RIPENED CHEESES NEED DATE MARKING

**Cheeses sliced on-site or in opened packages must be date marked and used within 7 days.**

*Common cheeses are listed in **bold font**.*

Alemtejo	Cambridge	Formagelle	Queso de Hoja
Alpin	<b>Camembert</b>	<b>Gorgonzola</b>	Queso del Pais
Anari	<b>Cottage</b>	Gournay	Queso de Puna
Bakers	Coulommiers	Livarot	<b>Queso Fresco</b>
Banbury	<b>Cream</b>	Maitre	Provatura
Barbery	Crescenza	Mignot	<b>Ricotta</b>
Bel Paese	Damen	Mont d'Or	Scamorze
Bella Milano	Farmers	<b>Mozzarella</b>	Villiers
Bondon	Ferme	<b>Neufchatel</b>	Void
<b>Brie</b>	<b>Feta</b>	<b>Queso Blanco</b>	

## DATE MARKING EXEMPTIONS

**The following foods are not required to be date marked.**

- NonTCS foods
- TCS foods kept refrigerated less than 24 hours
- TCS foods that are not ready-to-eat
- TCS foods in the sealed, commercial package
- Shellstock (in-shell oysters, clams, mussels)
- Commercially-prepared deli salads
- Hard cheeses (see samples below)
- Semi-soft cheeses, low moisture (see samples below)
- Cultured dairy (yogurt, sour cream, buttermilk)
- Shelf-stable, fermented, and salt-cured meats (see samples below)
- Preserved fish (pickled herring and dried/salted cod)

**Examples of hard cheeses not required to be date marked.** Contain 39% or less moisture.

Asadero	Cotija	Lapland	Reggiano
Abertam	Coon	Lorraine	Sapsago
Appenzeller	Derby	Oaxaca	Sassenage (blue veined)
Asiago medium or old	Emmentaler	Parmesan	Stilton (blue veined)
Bra	English Dairy	Pecorino	Swiss
Cheddar	Gex (blue-veined)	Queso Anejo	Tignard (blue veined)
Christalina	Gloucester	Queso Chihuahua	Vize
Colby	Gjetost	Queso de Prensa	Wensleydale (blue veined)
Edam	Gruyere	Romanello	
Cotija Anejo	Herve	Romano	

**Examples of semi-soft cheeses not required to be date marked.** Contain 39-50% moisture.

Asiago soft	Fontina	Manchego	Robbiole
Battelmatt	Gorgonzola (blue veined)	Monterey	Roquefort (blue veined)
Bellelay (blue veined)	Gouda	Muenster	Samsøe
Blue	Derby	Oka	Tilsiter
Brick	Havarti	Port du Salut	Trappist
Camosum	Konigskase	Provolone	
Chantelle	Limburger	Queso de Bola	
Edam	Milano	Queso de la Tierra	

**Examples of deli meats not required to be date marked.** The following are shelf-stable and fermented or salt-cured.

Basturma	Prosciutto
Breasaola	Country-cured ham
Coppa/Capocollo	Parma ham
Pepperoni	
Dry salami	



# AMC Toolkit: Vomit and Diarrhea Clean-up Plan

The following procedures address how employees must minimize the spread of contamination when cleaning up vomit and diarrhea. These procedures will limit the risk to employees, consumers, food, and surfaces in the food establishment. Reference the Vomit and Diarrhea Clean-up Plan Guidelines (DOH Pub #xxx-xxx) for information. Staff must be trained on your clean-up plan and your plan must also be available for review by your regulatory authority (WAC 246-215-02500). Ensure all supplies are available to properly implement the procedure.

SECTION 1: ESTABLISHMENT INFORMATION			
Food Establishment			
ESTABLISHMENT NAME	PHONE (xxx) xxx-xxxx		
STREET (PHYSICAL ADDRESS)	CITY	ZIP	EMAIL
CONTACT NAME	TITLE / POSITION		
SECTION 2: CLEAN-UP PLAN CHECKLIST			
<input checked="" type="checkbox"/>	<b>Every food establishment must have a written clean-up plan that protects consumers, food, employees, and surfaces. Include the following items in your clean-up plan:</b>		
<input type="checkbox"/>	<b>PROTECT CONSUMERS</b> <ul style="list-style-type: none"> <li>• Move guests from the contaminated area</li> <li>• Block off areas within 25 feet of the contaminated area until the area is properly cleaned and disinfected</li> <li>• Close the contaminated area for two hours if someone vomited</li> <li>• Other:</li> </ul>		
<input type="checkbox"/>	<b>PROTECT FOOD</b> <ul style="list-style-type: none"> <li>• Discontinue food service in the contaminated area</li> <li>• Discard uncovered food or single-service items in the contaminated area</li> <li>• Wash all utensils and equipment within a 25-foot radius of the spill area</li> <li>• Other:</li> </ul>		
<input type="checkbox"/>	<b>PROTECT EMPLOYEES</b> <ul style="list-style-type: none"> <li>• Any ill food workers/employees must be sent home immediately. Food workers may not return to work until their symptoms have resolved for at least 24 hours.</li> <li>• Only trained staff should be assigned clean-up and disinfection tasks.</li> <li>• Wear protective equipment such as gloves, apron, and goggles when responding to vomit or diarrhea incidents.</li> <li>• Workers must wash hands after clean-up is completed.</li> <li>• <b>Staff involved with clean-up should not return to food handling until able to shower and change clothes.</b></li> <li>• Remind employees to report symptoms or diagnosed illnesses to the Person in Charge. Symptoms include vomiting, diarrhea, sore throat with fever, jaundice (yellowing), and infected cuts on the hands. Reportable illnesses include <i>E. coli</i>, <i>Salmonella</i>, hepatitis A, <i>Shigella</i>, and norovirus.</li> <li>• Other:</li> </ul>		
<input type="checkbox"/>	<b>PROTECT SURFACES</b> <ul style="list-style-type: none"> <li>• Use disposable absorbent material like baking soda or kitty litter to soak up visible vomit or diarrhea. Scrape material into trash bag.</li> <li>• Clean and disinfect the soiled area and surfaces that might have become contaminated.</li> <li>• Sanitize surfaces such as tabletops, doorknobs, and chairs within a 25-foot radius around the contaminated area.</li> <li>• Bag, seal, and discard all disposable cleaning equipment (scoops, mop heads, gloves, towels) before leaving the contaminated area.</li> <li>• Block off and schedule steam cleaning for contaminated fabric surfaces that cannot adequately be disinfected.</li> <li>• Clean and disinfect reusable clean-up equipment in an area not used for food preparation.</li> <li>• Other:</li> </ul>		



**SECTION 3: IDENTIFY SURFACES & ASSEMBLE A CLEAN-UP KIT**

**SURFACES:** Identify surfaces in the food establishment that will need disinfection to ensure staff are trained and the planned disinfectant is labeled for the surface (check all surfaces in the establishment):

- Hard, non-porous** (tile, vinyl, sealed concrete, stainless steel): Follow 'non-porous' directions on disinfectant label
- Porous** (unsealed concrete, wood): Follow 'porous' disinfection directions on label
- Carpet and upholstery:** Close area and steam clean if unable to use disinfectant
- Linens and clothing:** Machine wash and dry hot; use chlorine bleach if possible
- Grass and outdoor concrete:** Block access; use absorbent material on spill; scrape into bag; rinse area with water
- Other: \_\_\_\_\_

**CLEAN-UP KIT:** Identify items available for clean-up in the food establishment (check all that apply):

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Disposable masks  | <input type="checkbox"/> Absorbent material<br>(baking soda, kitty litter) | <input type="checkbox"/> Disposable mop head<br>(no vacuum) | Other tools:<br><input type="checkbox"/> |
| <input type="checkbox"/> Disposable gloves | <input type="checkbox"/> Disposable scoop/paper plates                     | <input type="checkbox"/> Mop bucket/hot water               | <input type="checkbox"/>                 |
| <input type="checkbox"/> Disposable aprons | <input type="checkbox"/> Garbage bags                                      | <input type="checkbox"/> Caution tape or signs              | <input type="checkbox"/>                 |
| <input type="checkbox"/> Goggles           | <input type="checkbox"/> Disposable paper towels/cloths                    | <input type="checkbox"/> Soap                               |  |

**DISINFECTANT:** Detail How to Make and Use the Disinfectant (reference product label)

EPA-Registered Disinfectant Name:  Bleach or  Other:

Amount of disinfectant: \_\_\_\_\_

Instructions: \_\_\_\_\_

Amount of water: \_\_\_\_\_

Contact time: \_\_\_\_\_

Location of the kit: \_\_\_\_\_

Location of the utility sink to clean reusable tools: \_\_\_\_\_

*Note: Tools used to clean up vomit and diarrhea should not be stored or cleaned in the kitchen.*

**SECTION 4: EMPLOYEE TRAINING**

**Employee Training:** Employees must be properly trained in advance. Select all that apply.

How are employees trained?  
 Read and sign the plan     Kit demonstration     Other:

How often are employees trained?  
 Once     Quarterly     Annually     Other:

**Worker Assignments:** Assign non-food workers clean-up duties when possible. Select all that apply.

Who should be notified if a vomit or diarrhea event occurs?  
 Manager     Janitor     Server     Cook     Other: \_\_\_\_\_

Who is responsible for cleaning vomit and diarrhea events?  
 Manager     Janitor     Server     Cook     Other: \_\_\_\_\_

**SECTION 5: ADDITIONAL NOTES** (facility-specific details)

**SECTION 6: PLAN MAINTENANCE**

Where is the clean-up plan kept in the food establishment? \_\_\_\_\_

How often is the plan reviewed and updated?  Annually  Other: \_\_\_\_\_

**SECTION 7: SIGNATURE**

Plan prepared by: \_\_\_\_\_

Signature

Date

Printed Name

(xxx) xxx-xxxx  
Phone





Employees must report information about their health and activities related to foodborne diseases to the Person in Charge (PIC). Employees must provide necessary information that allows the Person in Charge to reduce the risk of foodborne disease transmission. This includes the date of symptom onset, diagnosis, or exposure to illness. In addition, the PIC must report certain symptoms, illnesses, and potential outbreaks to the health department. *Use this document as your employee health policy, attaching employee training materials, or as a checklist to make sure your establishment's employee health plan is complete.*

**Note:** Use this document to help your establishment maintain AMC. Be sure to work with your [local health jurisdiction \(www.doh.wa.gov/localhealth\)](http://www.doh.wa.gov/localhealth) for any additional information or approvals as needed.

Section 1: Food Establishment Information			
Establishment Name		Phone	
Street (Physical Address)	City	ZIP	Email
Contact Name	Title / Position		
Section 2: Employees Must Report to Person in Charge			
<input checked="" type="checkbox"/>	<b>Employees must report potential foodborne illness to the Person in Charge. Include the following items for employees to report in your employee health plan:</b>		
<input type="checkbox"/>	<b>Symptoms</b> <ul style="list-style-type: none"> <li>• Vomiting</li> <li>• Diarrhea – loose stools</li> <li>• Jaundice – yellow skin or eyes</li> <li>• Sore throat with fever</li> <li>• Infected wounds</li> <li>• Other:</li> </ul>		
<input type="checkbox"/>	<b>Diagnosed Illnesses</b> <ul style="list-style-type: none"> <li>• <i>E.coli</i> (“STEC” or Shiga-Toxin producing <i>E. coli</i>)</li> <li>• <i>Salmonella</i></li> <li>• <i>Shigella</i></li> <li>• Hepatitis A</li> <li>• Norovirus</li> <li>• Other:</li> </ul>		
HSP <input type="checkbox"/>  N/A <input type="checkbox"/>	<b>Exposure:</b> For institutions that serve highly susceptible populations (HSP) like nursing homes. <ul style="list-style-type: none"> <li>• Food worker ate or prepared food implicated in a foodborne illness outbreak</li> <li>• Food worker attended or worked in a facility with a confirmed foodborne illness outbreak</li> <li>• Food worker lives in the same house with someone that works at or attended a place with a confirmed foodborne outbreak</li> <li>• Food worker lives in the same household or eaten food prepared by a person with <i>E.coli</i> (“STEC”), <i>Shigella</i>, <i>Salmonella</i> Typhi, hepatitis A, jaundice, or norovirus</li> <li>• Other:</li> </ul>		
<input type="checkbox"/>	<b>Potential Foodborne Illness Incidents</b> <ul style="list-style-type: none"> <li>• Any complaint of illness potentially linked to food must be reported to Person in Charge</li> <li>• Other:</li> </ul>		
Section 3: Person in Charge Must Report to Health Authority			
<input checked="" type="checkbox"/>	<b>Person in Charge must immediately notify the local health department (and regulatory authority if not the same agency) of the following:</b>		
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Food worker with jaundice</li> <li>• Food worker with diagnosed illness (see above), even if the worker has no symptoms</li> <li>• Report of potential foodborne illness incident, such as a customer complaint of illness</li> <li>• Other:</li> </ul>		





# Toolkit: Employee Health

## Section 4: Exclusion and Restriction

<input checked="" type="checkbox"/>	<b>Food worker must not work if sick.</b>
<input type="checkbox"/>	<p><b>Exclusion: Food workers must not work in the food establishment until approved to return if they have:</b></p> <ul style="list-style-type: none"> <li>• <b>Diarrhea or vomiting.</b> Food workers may not return until at least 24 hours after symptoms have gone away.</li> <li>• <b>Jaundice.</b> Food worker may not return until approved by health department.</li> <li>• <b>Diagnosed foodborne illness.</b> Food worker may not return until approved by the health department.</li> <li>• <b>Sore throat with fever</b> (if working in a HSP facility). Food worker may return when symptoms have gone away.</li> <li>• <b>A previous infection with Typhoid Fever</b> (<i>Salmonella</i> Typhi) within the past 3 months. Food worker may not return until approved by health department.</li> <li>• Other:</li> </ul>
<input type="checkbox"/>	<p><b>Restriction: Food workers may work but may not handle unpackaged food or clean/unwrapped utensils.</b></p> <ul style="list-style-type: none"> <li>• <b>Sore throat with fever.</b> Food worker may return when symptoms have gone away. <b>Note:</b> Food worker must be excluded if working in an HSP facility.</li> <li>• <b>Exposure to foodborne pathogens</b> (if working in an HSP facility). Food worker may not return until approved by health department.</li> <li>• <b>Inflamed or pus-filled wound on the hand or wrist.</b> Food worker may work unrestricted if wound can be covered – including a single-use glove if the wound is on the hand or wrist.</li> <li>• <b>Persistent sneezing, coughing, or runny nose.</b></li> </ul>

## Section 5: Employee Training

**Employee Training:** Employees must be properly trained to prevent illness spreading through food. You must be able to show that employees have been trained on the information included in this document. Proof includes materials such as documents signed by staff or posting the training materials in staff areas.

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

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

<input type="checkbox"/>	Who is supposed to train staff on employee health? (Check all that apply.) <input type="checkbox"/> Owner <input type="checkbox"/> Certified Food Protection Manager <input type="checkbox"/> Person in Charge <input type="checkbox"/> Other:
--------------------------	---

## Section 6: Additional Facility-Specific Information

--	--

## Section 7: Plan Maintenance

<input type="checkbox"/>	How often is the plan reviewed and updated? <input type="checkbox"/> Annually <input type="checkbox"/> Other:
--------------------------	---

## Section 8: Signature

Plan prepared by:			
Signature	Date	Printed Name	Phone

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).





# Toolkit: Food Employee Illness Log



Food workers must report to the person in charge if they have foodborne illness symptoms, diagnosis, or exposure. A written log is a recommended tool for most food establishments but is required for food establishments with an approved plan for bare hand contact with ready-to-eat foods [WAC 246-215-03300(5)(c)(i)]. If required, the log must be maintained for at least 90 days.

- **Employees must notify the person in charge (PIC) of any foodborne illness symptoms, illness, or exposure.**
  - **Symptoms:** Diarrhea, vomiting, sore throat with fever, jaundice, or inflamed lesion
  - **Diagnosed Illness:** Salmonella, Shigella, Shiga toxin-producing E. coli, hepatitis A virus, norovirus
  - **Exposure:** Workers serving a highly susceptible population and exposed to a foodborne illness or outbreak.
- **Employees with a diagnosed illness or jaundice MAY NOT WORK until approved by the health department.**  
Workers serving a highly susceptible population must also be approved to return after exposure to foodborne illness.
- **Employees with diarrhea or vomiting MAY NOT WORK until at LEAST 24 HOURS after symptoms stop.**
  - Workers with sore throat with fever or an uncovered, inflamed lesion may not handle clean dishes or unwrapped food.
  - Workers serving a highly susceptible population may not work with a sore throat with fever and may not handle clean dishes or unwrapped food if exposed to an outbreak or a person with a diagnosed foodborne illness.
- **The PIC is required to notify the health department if an employee has:**  

*Salmonella • Shigella • Shiga toxin-producing E. coli • hepatitis A virus • norovirus • jaundice*
- **The PIC is required to notify the health department if a customer reports potential illness.**

### Health Department Contact Information:

Report Date	Employee Name <small>or unique identifier to maintain privacy</small>	Symptoms Reported to Person in Charge				Date & Time		Report to Health <small>Notify health department of jaundice, diagnosis, customer illness** or to return after exposure***</small>	Comments
		Vomiting*	Diarrhea*	Fever	Other	Left Work	Returned		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

\* Workers with active vomiting and diarrhea may not return to work for at least 24 hours after symptoms go away.  
 \*\* Notify the health department if an employee has jaundice, a diagnosed foodborne illness, or if a customer reports illness.  
 \*\*\* Food workers exposed to foodborne illness that work in a facility serving highly susceptible populations (like senior centers and nursing homes) must be cleared by the health department before handling unpackaged food or clean utensils.









# Toolkit: Allergen Awareness

Food allergy is a serious medical condition that can be life-threatening. Although nearly any food may cause an allergic reaction, nine major food allergens cause the most food allergy reactions in the United States. Food workers must be trained on food allergens as it relates to their job duties such as knowing the major food allergens, the symptoms of an allergic reaction, how to communicate with customers about allergens, and ways to prevent allergens when preparing or serving food.

**Note:** Use this document to help your establishment maintain Active Managerial Control (AMC). Be sure to work with your local health department for any additional information as needed. ([www.doh.wa.gov/localhealthfoodcontacts](http://www.doh.wa.gov/localhealthfoodcontacts))

## Section 1: Food Establishment Information

<b>Establishment Name</b>		<b>Phone</b>	
<b>Street (Physical Address)</b>	<b>City</b>	<b>ZIP</b>	<b>Email</b>
<b>Contact Name</b>		<b>Title / Position</b>	

## Section 2: Menu Evaluation

Evaluate supplies and carefully read package labels to find potential allergens. Select all used in your establishment.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Fish</b> such as salmon, cod, halibut, tilapia  | <input type="checkbox"/> <b>Soybeans</b> such as edamame, miso, soy sauce, tempeh, tofu |
| <input type="checkbox"/> <b>Crustacean shellfish</b> such as crab, lobster, shrimp  | <input type="checkbox"/> <b>Peanuts</b> such as peanut butter, peanut flour, mixed nuts |
| <input type="checkbox"/> <b>Eggs</b> such as egg, eggnog, meringue, mayonnaise  | <input type="checkbox"/> <b>Wheat</b> such as breads, couscous, pasta, wheat grass      |
| <input type="checkbox"/> <b>Milk</b> such as butter, cheese, cream, ghee, milk  | <input type="checkbox"/> <b>Sesame</b> such as sesame seeds, sesame oil, tahini         |
| <input type="checkbox"/> <b>Tree nuts</b> such as almonds, cashews, coconut, hazelnuts, macadamia, pecans, pine nuts, pistachios, walnuts |   |

## Section 3: Symptoms of Food Allergies

All food workers, including servers, need to know what to look for in customers with food allergies.

**Severe reactions need immediate medical attention, including calling 911.**

- |                                 |                                 |                               |
|---------------------------------|---------------------------------|-------------------------------|
| • Hives                         | • Vomiting or diarrhea          | • Abdominal cramps            |
| • Flush skin                    | • Coughing or wheezing          | • Difficulty breathing        |
| • Tingling in mouth             | • Dizziness, confusion, anxiety | • Loss of consciousness       |
| • Face, tongue, or lip swelling | • Swelling of the throat        | • Other symptoms are possible |

## Section 4: Cross-Contact

Food allergens can transfer when foods and surfaces touch. Be sure to always use clean kitchen tools when preparing allergen-friendly foods. Proper cooking does not reduce allergens. If a mistake is made, the food must be remade.

Source of cross-contact	Examples
<b>Hands (even if wearing gloves) and utensils</b>	<ul style="list-style-type: none"> <li>• Touching almonds and then handling cheese</li> <li>• Using the same spatula to flip a fish patty before a burger patty</li> </ul>
<b>Surfaces such as cutting boards, pots, pans</b>	<ul style="list-style-type: none"> <li>• Cooking bacon on a grill after cooking eggs on the grill surface</li> <li>• Slicing cheese on a board after cutting bread</li> </ul>
<b>Steam, splatter, crumbs</b>	<ul style="list-style-type: none"> <li>• Steam from cooking shellfish sprays on nearby food</li> <li>• Pancake mix with flour spreads onto bacon</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Milk drips onto vegetables in refrigerator</li> <li>• Artificial crab stored in same container with cooked crab</li> </ul>
<b>Condiments</b>	<ul style="list-style-type: none"> <li>• Putting a knife used to spread peanut butter into a jelly jar</li> <li>• Soy sauce added to a house-made salad dressing</li> </ul>
<b>Cooking liquids and oils</b>	<ul style="list-style-type: none"> <li>• Reusing cooking oil to sauté vegetables after sauteing fish</li> <li>• Cooking fries in a deep fryer after cooking breaded chicken tenders</li> </ul>
<b>Mistakes</b>	<ul style="list-style-type: none"> <li>• Picking croutons off a salad</li> <li>• Scraping eggs off a plate instead of making a new dish</li> </ul>

**Prevent cross-contact.** Cleaning with soap and water will remove allergens from surfaces. Wash, rinse, sanitize, and air dry all utensils and food contact surfaces before use. For each allergen-friendly menu item, only use clean:

- hands
- utensils such as spatulas, spoons, knives, and gloves
- surfaces such as cutting boards, pots, pans, baking sheets
- cooking oil and water





# Toolkit: Allergen Awareness

## Section 5: Hidden Sources of Allergens

Prepared and packaged foods can have hidden sources of allergens. Read "ingredients" and "contains" carefully. The following examples might indicate presence of an allergen but is not a complete list.

<b>Crustacean Shellfish</b>	Bouillabaisse, cuttlefish ink, fishmeal, fish sauce, fish stock, glucosamine, powdered seafood flavorings, seafood cooking vapors, surimi
<b>Eggs</b>	Albumin, binder, emulsifier, globulin, livetin, lecithin, lysozyme, words starting with "ova" or "ovo", vitelin
<b>Fish</b>	Anchovies in salad dressing, barbecue and Worcestershire sauce, fishmeal, fish sauce (nuoc mam), fish stock, kosher gelatin, oils, roe, seafood cooking vapors, seafood flavoring, shark cartilage/fin, surimi
<b>Milk</b>	Artificial butter flavor, caramel color/flavoring, casein, ghee, lactalbumin phosphate, lactic acid starter culture, lactose, natural flavoring, rennet casein, skim milk powder, solids, sour milk, tagatose, whey, yogurt
<b>Peanuts</b>	African, Asian, and Mexican dishes and sauces; arachis oil, peanut oil (unless highly refined), emulsifier, flavoring, marzipan, peanut butter, sunflower seeds (if processed on shared equipment)
<b>Sesame</b>	Breads, buns, cereals, cookies, crackers, falafel, hummus, margarine, melba toast, pretzels, protein bars, salad dressing, sesame flour, sesame oil, stir fry, sushi, tahini, tempeh
<b>Soy</b>	Edamame, guar gum, hydrolyzed vegetable protein (HVP), lecithin, MSG, protein extender, shoyu, soy sauce, soybean oil (unless highly refined), starch, tamari, tempeh, texturized vegetable protein
<b>Tree Nuts</b>	Artificial nuts, baklava, gianduja, granola bars, lychee, macaroons, marzipan, nougat, nut distillates/alcoholic extracts, nut extracts, nut flours, nut oils, nut pastes, pesto, pine nut, praline, wintergreen flavoring
<b>Wheat</b>	Breadcrumbs, bulgur, bran, cornstarch, farina, farro, flours, freekeh, gelatinized starch, gluten, hydrolyzed vegetable protein, Kamut, matzoh, modified starch, MSG, protein, semolina, spelt, starch, triticale, vegetable gum, vegetable starch, vital gluten, wheat germ oil, wheat grass

## Section 6: Notification and Training

**Employee Training:** Employees must be properly trained on the following:

- Know 9 major food allergens
- Symptoms of an allergic reaction
- What to do if someone has an allergic reaction
- Communicating with customers, PIC, and designated staff
- Cleaning and sanitizing to prevent cross-contact
- How to prepare or substitute food to prevent allergens

<input type="checkbox"/>	Who will be trained to prepare allergen-friendly meals or determine if different meal options are needed? <input type="checkbox"/> All staff <input type="checkbox"/> Person in Charge/Manager <input type="checkbox"/> Main chef/cook <input type="checkbox"/> Other:
<input type="checkbox"/>	How will front of house staff notify manager or back of house staff of allergen-free meal request? <input type="checkbox"/> Verbally <input type="checkbox"/> Written <input type="checkbox"/> Both – Written and Verbal <input type="checkbox"/> Other:
<input type="checkbox"/>	How often are employees trained? <input type="checkbox"/> At hire <input type="checkbox"/> Annually <input type="checkbox"/> When errors observed <input type="checkbox"/> Other:
<input type="checkbox"/>	How are employees trained? <input type="checkbox"/> Read & sign document <input type="checkbox"/> Signage posted <input type="checkbox"/> Online/Classroom allergen training <input type="checkbox"/> Other:
<input type="checkbox"/>	How are customers notified in writing of allergen-friendly options? <input type="checkbox"/> On menu <input type="checkbox"/> Posted sign at entrance <input type="checkbox"/> At point of sale <input type="checkbox"/> Other:

## Section 7: Additional Facility-Specific Information

--

## Section 8: Signature

Plan prepared by:			
Signature	Date	Printed Name	Phone

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).



*Public Health & Social Services*

360 NW North Street  
Chehalis WA 98532

Form #4: Version 03/21

**Food Establishment Pre-Opening Inspection Request**

When all of the following requirements have been completed, submit this form to request a pre-opening inspection.

**If any of these items are incomplete or insufficient at the pre-opening inspection, the permit cannot be issued and another inspection, with applicable fee, will be required prior to opening.**

**The current re-inspection fee is \$110.**

**ESTABLISHMENT MUST BE APPROVED BY LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING**

Please Check Box when Completed	Establishment Name:	
	Requirements	
	The Food Establishment Application has been fully completed and reviewed for accuracy. All questions have been answered correctly and all requested attachments have been included (menu, floor plan, etc.). Application review fee has been paid.	
	The Food Establishment Checklist (gold/yellow form) has been completed. All items have signatures indicating approval.	
	All structural changes have been made, if applicable. <u>All</u> equipment is installed, has been tested, and is functioning properly.	
	All hand wash sinks have hot and cold running water (100-120°F within 30-45 seconds), soap, and paper towels. This includes those provided in restrooms, as well as food prep areas.	
	Indirect drains are provided for all 3-compartment sinks, food preparation sinks, automatic dishwashers, ice machines, pop machines, espresso machines, ice wells, and any other equipment that contacts food or dishes.	
	All refrigerators are installed, equipped with thermometers, and reliably hold temperatures below 41°F. All refrigerators will run for at least 24 hours before the inspection.	
	All required thermometers and test strips have been provided, including digital thermometers (when applicable), sanitizing solution test strips, and dishwasher sanitization test strips.	
	All food workers have valid food worker cards. These will all be available for review at the pre-opening inspection. Food worker cards must be obtained from an approved county location or online from <a href="http://www.foodworkercard.wa.gov">www.foodworkercard.wa.gov</a> . No other online classes are approved in Washington State at this time.	
	The person in charge of food safety (owner or kitchen manager, for example) is ready to demonstrate required food safety knowledge. This includes knowing requirements pertaining to ill food worker protocols, proper hand washing, prevention of bare hand contact with ready to eat foods, and temperature control, among others.	
	All toilets and urinals are functional.	

\_\_\_\_\_ Owner's Printed Name                      \_\_\_\_\_ Owner's Signature                      \_\_\_\_\_ Date

Date Received _____	Rec'd By _____
<input type="checkbox"/> Permit Fee Paid	Amount _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit/Debit <input type="checkbox"/> Cash



# Lewis County Food Safety Program Violation Process 2024

---

## **High Risk Establishments: Excessive Red Points**

40 red points-----The establishment is considered a high risk and a re-inspection is required. The current fee is \$110.

75 red points---- The establishment is considered a very high risk and must discontinue operations immediately. The permit will be suspended for *at least* one full business day in addition to the inspection day. The following are required before a conditional permit can be issued:

- An operational plan detailing how all violations observed in the previous 2-year period will be reliably corrected.
- A compliance agreement detailing the conditions of the establishment's probation.
- An administrative meeting with Lewis County Public Health management. The current fee is \$265.
- Payment of the re-inspection fee (see below), currently \$110.

One re-inspection will be required after the establishment resumes operations.

## **High Risk Establishments: Multiple Repeat Red Point Violations**

Any red point violation found 1 time in a 2-year period-----no penalties.

Any red point violation found 2 times in a 2-year period-----no penalties.

Any red point violation found 3 times in a 2-year period:

- An operational plan will be required detailing how all violations observed in the previous 2-year period will be reliably corrected.
- A fine will be assessed, currently \$265 for each red point violation found 3 times.

Any red point violation found 4 times in a 2-year period:

- The establishment's permit will be immediately suspended for at least one full business day in addition to the inspection day. The following will be required before a conditional permit can be issued:
  - A compliance agreement detailing the conditions of the establishment's probation.
  - An administrative meeting with Lewis County Public Health management. The current fee is \$265.
  - A fine will be assessed, currently \$265 for each red point violation found 3 or more times.
  - Payment of the re-inspection fee (see below), currently \$110.
- One re-inspection will be required after the establishment resumes operations.

## **Medium Risk Establishments: Multiple Repeat Blue Point Violations**

Any blue point violation found 1 time in a 2-year period-----no penalties.

Any blue point violation found 2 times in a 2-year period-----no penalties.

Any blue point violation found 3 times in a 2-year period:

- A fine will be assessed, currently \$110 for each blue point violation found 3 times.

Any blue point violation found 4 or more times in a 2-year period:

- A fine will be assessed, currently \$265 for each blue point violation found 4 or more times.





### Food Establishment Checklist

**ESTABLISHMENT MUST BE APPROVED BY  
LEWIS COUNTY PUBLIC HEALTH PRIOR TO OPENING**

Proposed Opening Date \_\_\_\_\_

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

Name of Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Owner's E-mail Address \_\_\_\_\_

Establishment Address \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### City Business License

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

#### Water Supply

Physical connection is required for non-mobile food establishments.

Water System Name \_\_\_\_\_ State ID # \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

#### Sewage Disposal

Physical connection is required for non-mobile food establishments.

Municipal System Name \_\_\_\_\_

Onsite System: O & M Permit # \_\_\_\_\_ Expiration \_\_\_\_\_ Not required \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

#### Planning Department

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

# Food Establishment Checklist

## Page 2

### Building Department

Existing Construction:  Meets Building Codes for proposed use

New Construction or Major Remodel: Final Occupancy/Approval Issued \_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

### Fire Safety

Meets Fire Codes for proposed use *(To be verified by Authority Having Jurisdiction.)*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

-----  
 Fire and Emergency Vehicles can access this establishment *(To be verified by fire service agency providing service.)*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

### Fats, Oils, & Grease (FOG) Equipment (Grease Trap)

FOG Equipment Sufficient for Proposed Use

FOG Equipment Not Required for Proposed Use

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**BY SIGNING BELOW, I CONFIRM THAT I HAVE SUBMITTED A COPY OF MY COMPLETE APPLICATION PACKET TO EACH OF THE DEPARTMENTS NOTED ABOVE.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

Date Checklist Received \_\_\_\_\_ Received by \_\_\_\_\_

# Lewis County 2024 Temporary Food Establishment Fees

**"Temporary Food Establishment"** means a food establishment:

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

	Category	Description	Fee	Non-Profit Fee
<b>S I N G L E  E V E N T S</b>	<b>1</b> <u>Very</u> <b>Low Risk</b>	<ul style="list-style-type: none"> <li>• Establishments that only serve unopened commercially packaged cold TCS foods; only provide cold food samples; only provide frozen foods; only provide commercially prepared non-TCS foods; or only provide non-TCS beverages with no fresh produce.</li> </ul>	\$80	\$48
	<b>2</b> <b>Low-Medium Risk Menu</b>	<ul style="list-style-type: none"> <li>• Establishments that only prepare non-TCS foods or foods that have been fully cooked or pasteurized in a food processing plant.                             <ul style="list-style-type: none"> <li>○ Examples include the preparation of elephant ears, funnel cakes, espresso drinks, hot dogs, pre-cooked hamburgers, or pasteurized eggs.</li> </ul> </li> </ul>	\$95	\$57
	<b>3</b> <b>High Risk Menu</b>	<ul style="list-style-type: none"> <li>• Establishments that prepare all other types of TCS foods, including cooking raw meat or unpasteurized shell eggs.                             <ul style="list-style-type: none"> <li>○ Examples include hamburger stands, spaghetti dinners, and barbecues.</li> </ul> </li> </ul>	\$120	\$72
<b>M U L T I P L E  E V E N T S</b>	<b>4</b> <u>Very</u> <b>Low Risk</b>	<ul style="list-style-type: none"> <li>• Establishments that only serve unopened commercially packaged cold TCS foods; only provide cold food samples; only provide frozen foods; only provide commercially prepared non-TCS foods; or only provide non-TCS beverages with no fresh produce.</li> </ul> <p style="text-align: center;"><b>Permit expires December 31<sup>st</sup> each year.</b></p>	\$145	\$87
	<b>5</b> <b>Low-Medium Risk Annual</b>	<ul style="list-style-type: none"> <li>• Menu for the entire permit period must be submitted with the application.</li> <li>• Operates 6 or more consecutive months per year.</li> </ul> <p style="text-align: center;"><b>Permit expires December 31st each year.</b></p>	\$310	\$186
	<b>5a</b> <b>Low-Medium Risk Seasonal</b>	<ul style="list-style-type: none"> <li>• Menu for the entire permit period must be submitted with the application.</li> <li>• Operates less than 6 consecutive months.</li> </ul>	\$155	\$93
	<b>6</b> <b>High Risk Annual</b>	<ul style="list-style-type: none"> <li>• Menu for the entire permit period must be submitted with the application.</li> <li>• Operates 6 or more consecutive months per year.</li> </ul> <p style="text-align: center;"><b>Permit expires December 31st each year.</b></p>	\$370	\$222
	<b>6a</b> <b>High Risk Seasonal</b>	<ul style="list-style-type: none"> <li>• Menu for the entire permit period must be submitted with the application.</li> <li>• Operates less than 6 consecutive months.</li> </ul>	\$185	\$111
	<b>Add-on Permit:</b>	<ul style="list-style-type: none"> <li>• Temporary Booths for Permanent Permitted Establishments</li> <li>• Up to 10 temporary events per permit period.</li> <li>• Menu for the entire permit period must be submitted with the application.</li> </ul> <p style="text-align: center;"><b>Permit expires December 31st each year.</b></p>	\$120	N/A
Processing Fee for Cancelled Permits			30% of permit fee	
Fast Track Fee #1: Application submitted 1-6 days prior to the event.			\$110 + permit fee	
Fast Track Fee #2: Application submitted the day of the event or establishment found operating without a permit.			\$135 + permit fee	

# TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

Lewis County Public Health Department  
360 NW North Street  
Chehalis, WA 98532

360-740-1222 or  
800-562-6130, ext. 1222

## Food Worker Cards

Food worker cards are available at:  
[www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov)

Cost: \$10.00

This information has been developed to help temporary food establishment operators set up and run food operations in a sanitary and healthful manner to minimize the risk of foodborne illnesses.

Operators are encouraged to contact the Public Health Department as early as possible when planning an event, so that any potential issues can be resolved in advance. Check with other agencies for permission to operate, such as City Hall and the Fire Department, to ensure that their requirements are also met.

**Applications should be submitted with the permit fee at least  
fourteen (14) days prior to the event.**

**Fast Track Fees (\$110-135 ) will be added to applications  
received fewer than 7 days prior to the event**

---

## **STRUCTURAL STANDARDS**

1. Food preparation areas must be protected from all sources of contamination, including dirt, dust, and inclement weather.
  - a. A roof, awning, canopy, or other top covering is required over the entire food preparation, service, clean-up, and storage area.
  - b. Ground covering is required for establishments located on dirt, gravel, dry grass, or any other material that may pose a contamination risk, especially in windy conditions.
  - c. Two sidewalls are recommended and are required if needed to prevent contamination from dust and dirt.
2. Counters, shelves, preparation tables, grills, and all other food contact surfaces must be made of non-toxic materials that are smooth and easily cleanable.
3. Food preparation tables must be located away from serving counters.



10. All food, food containers, and ice must be stored at least 6" off the ground and located within the booth.
11. Open condiment containers are prohibited (relish, onions, catsup, etc.) Condiments must be pre-packaged, in squeeze bottles, in containers fitted with plungers, or dispensed by another approved method.
12. All drink dispensing units must drain into catch containers.
13. Garbage cans must be provided for each booth and the booth must be kept free of garbage and litter.
14. Those preparing and serving food shall wear clean clothing with hair properly restrained.
15. Smoking is prohibited within 25 feet of food booths. If you do smoke, remember to wash your hands before going back to work.
16. An approved sanitizing solution must be available for storing wiping towels to be used on table tops, counters, etc. A separate solution must be available for towels used to sanitize surfaces in contact with raw meat products.

---

#### WIPING TOWEL AND DISH SANITIZING SOLUTIONS

##### Bleach Water

1 teaspoon of bleach in 1 gallon of cool water (~50-100 ppm)

OR

##### Quaternary Ammonium

200 ppm or as directed on the bottle. Temperature should be 75° F (cool to slightly warm).

---

### FOODS AND TEMPERATURE CONTROL

16. **Foods that require temperature control for safety (TCS foods)** are foods that will support the rapid growth of bacteria that could make people sick. This includes eggs, milk products, meat, chicken, seafood, cooked potatoes and pasta, cut melons and tomatoes, cut or torn leafy greens (lettuce, spinach, etc.) and sprouts. These foods must be kept at safe temperatures at all times.

\*\* See page 5 for safe cold holding, hot holding, and cooking temperatures. \*\*

17. **Ready-to-Eat Foods** Bare hand contact with ready-to-eat foods is not allowed. Foods are considered ready to eat if they will not be further cooked or processed to kill germs before being served. This includes hot dog or hamburger buns, cooked pizza, cooked pastries, rinsed produce, etc. You must use single-use gloves, tongs, or some other approved tool when working with these foods.

**This rule must be followed at all times!**

**Bare hand contact with ready to eat foods is one of the leading factors in foodborne illnesses.**

18. **Meats** All meat and poultry must be USDA inspected.

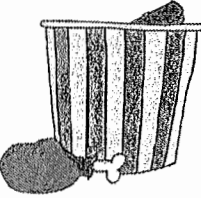

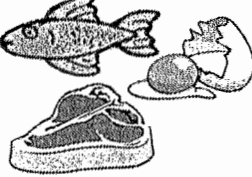

19. **Seafood** All seafood must come from approved sources, with receipts and shellfish tags available at all times, as applicable.

20. **Thawing**--Never thaw food out at room temperature. Thaw food:

- a. in the refrigerator;
- b. completely immersed under cold running water; or
- c. as part of a cooking process (i.e. hamburgers, hot dog, and French fries).

21. **Cooking** helps destroy germs that cause foodborne illnesses. All foods requiring temperature control for safety (TCS foods) must be cooked to the temperatures listed on page 5 and then served immediately or held at 135°F or above.

# Cooking Temperatures

<p><b>165°F</b> (instantaneous)</p>		<ul style="list-style-type: none"> <li>• Poultry (chicken and turkey)</li> <li>• Stuffed foods or stuffing</li> <li>• Casseroles</li> <li>• All raw animal products cooked in a microwave</li> <li>• All reheated TCS foods</li> </ul>
<p><b>158°F</b> (instantaneous)</p>		<ul style="list-style-type: none"> <li>• Hamburger</li> <li>• Sausage</li> </ul>
<p><b>145°F</b> (for 15 seconds)</p>		<ul style="list-style-type: none"> <li>• Eggs</li> <li>• Fish</li> <li>• Beef</li> <li>• Pork</li> </ul>
<p><b>135°F</b></p>		<ul style="list-style-type: none"> <li>• Vegetables that will be hot held</li> <li>• Packaged ready-to-eat foods (such as hot dogs and canned chili) that are heated for hot holding</li> </ul>

Note: Additional cooking times and temperatures are available. Beef or pork roasts have different cooking requirements. Please see the Washington State Food Rule or contact your local health department for more information.

## Foods Requiring Temperature Control for Safety (TCS Foods) include:

### Animal Products

- Meat, fish, poultry, seafood, eggs.
- Dairy products.

### Cooked Starches

- Cooked rice, beans, pasta, potatoes.

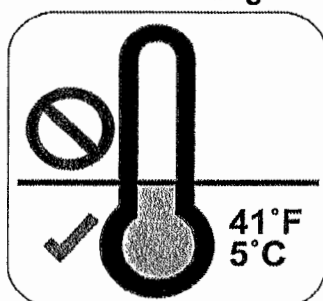
### Fruits and Vegetables

- Cooked vegetables.
- Tofu.
- Sprouts (such as alfalfa or bean sprouts).
- Cut melons, cut tomatoes, and
- Cut leafy greens.
- Garlic or herbs bottled in oil.



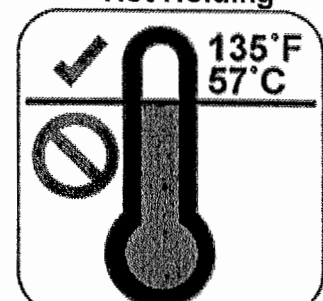
TCS Foods

### Cold Holding



Copyright © International Association for Food Protection

### Hot Holding



Copyright © International Association for Food Protection





**ALL ITEMS MUST BE COMPLETED BEFORE YOUR PERMIT CAN BE APPROVED!**

At least one person with a WA State food worker card (fwc) must be in the temporary food establishment at all times.

Food Worker's Name			
FWC Expiration Date			

**Type of Structure:**

- A permanent building (a church, concession stand, or grange, for example)
- A temporary booth or tent
- An enclosed mobile food unit (a trailer or truck, for example)
- An open mobile unit (a hot dog cart, for example)

**Note: Mobile food units must be approved by WA State Dept. of Labor & Industries (L&I). Please contact them for approval.**

**Water Supply:**

Name of public water system \_\_\_\_\_ If not in a plumbed building, how will you get water to operate?

- Directly connected to mobile unit with a food-grade hose
- Holding Tanks
- Portable Containers
- Only Using Commercially Bottled Water

**Wastewater:**

- All wastewater must be disposed of in a sanitary sewer or septic system.

Separate hand washing facilities with hot water, soap and paper towels are required at the bathrooms **and** at the booth.



Please describe both below.

**Hand Washing in Food Preparation and Service Areas:**

- Permanently plumbed, dedicated hand wash sink with hot and cold running water, hand soap, paper towels, and garbage can
- Portable hand washing station with holding tanks, equipped with warm (100-120°F) running water, hand soap, paper towels, and garbage can
- Insulated 5-gallon container of warm (100-120°F) water with continuous-flow spigot, hand soap, paper towels, a 5-gallon wastewater bucket, and garbage can

**Bathroom Facilities within 200 feet (Bathroom hand washing facilities are required in addition to those in the booth.)**

- Permanent facilities with a hand wash sink, warm running water (100-120°F), soap, paper towels, and garbage can
- Portable toilets, with a temporary hand wash station that includes the following:
  - A 5-gallon insulated container with a continuous flow spigot, warm (100-120°F) water, hand soap, paper towels, a 5-gallon wastewater bucket, and garbage can
  - A portable hand wash station with holding tanks, equipped with at least 5 gallons of warm water (100-120°F), soap, paper towels, and garbage can

Approximate distance of bathroom facilities from food booth: \_\_\_\_\_

**Dish Washing:**

- Manual (wash, rinse, sanitize, air dry):**
  - 3-compartment sink       2-compartment sink plus a portable basin for sanitizing rinse       3 portable basins

**Automatic Dishwasher**

**None— Only allowed for single-day permits. All events lasting more than one day must have dishwashing facilities.**

Utensils used to serve TCS foods must be kept at 41°F or below, 135°F or above, or replaced every 4 hours.

**Sanitizing Surfaces:**

- A container will be provided with wiping cloths and the following sanitizer solution. Test strips are required for multiple events or events lasting more than one day. A separate container is required for use with raw meats.
  - Bleach, between 50-100 ppm (~1 tsp. per gallon of water)
  - Quaternary Ammonium, 200 ppm

**Fresh Fruits and Vegetables (Fresh produce must be rinsed well under running water):**

- Washed in a plumbed produce sink
- Washed in a plumbed 3-compartment sink
- Washed in a temporary produce washing station--Please describe \_\_\_\_\_
- Purchased pre-washed and ready to eat (packages will be available for confirmation)
- No fresh produce will be used

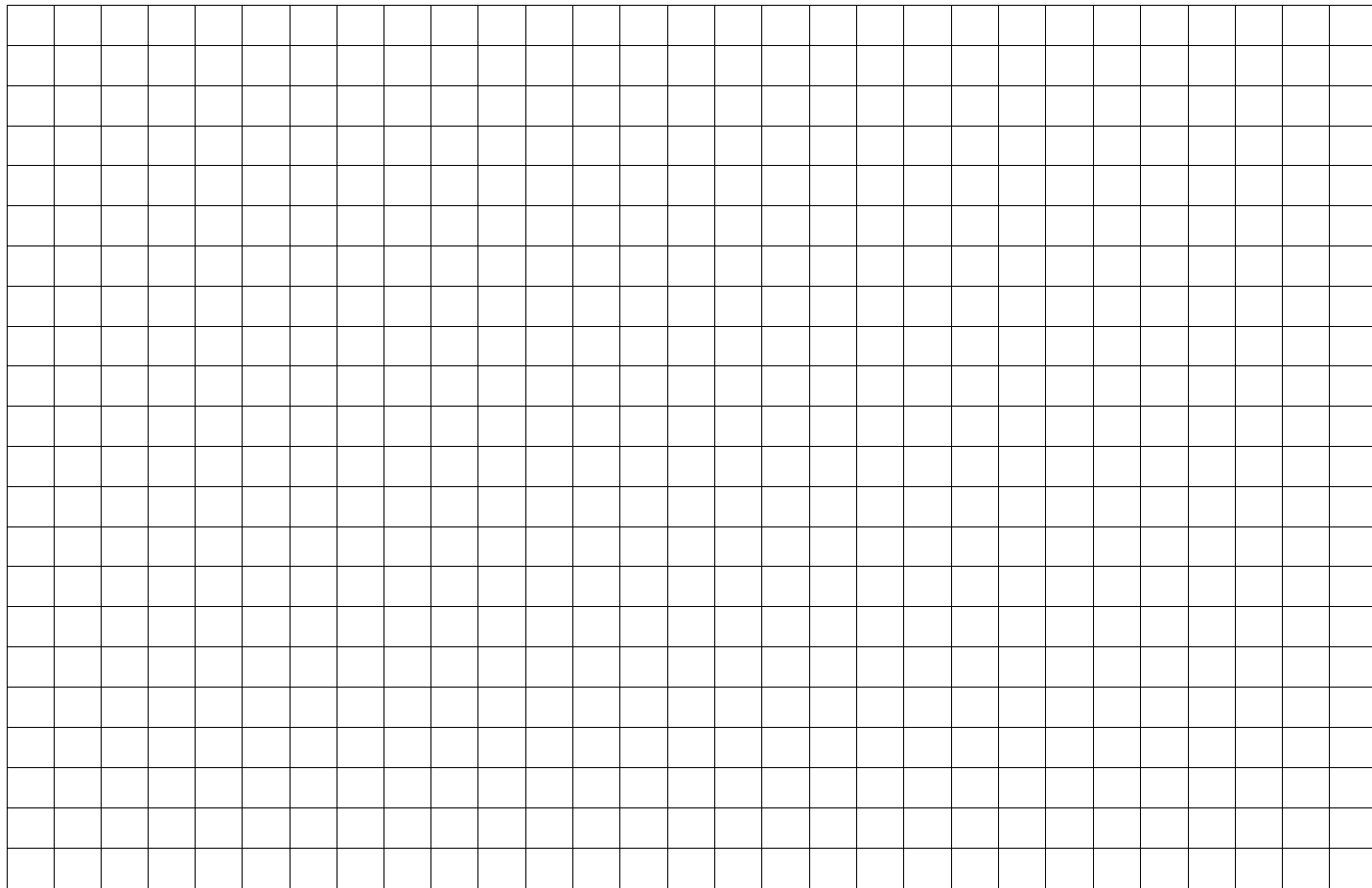


# FLOOR PLAN

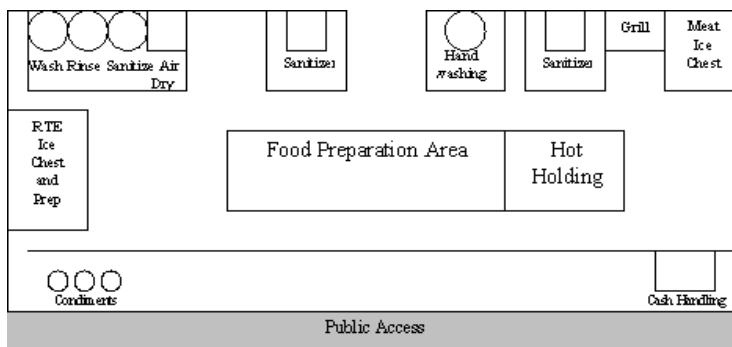
Draw a basic FLOOR PLAN with equipment arrangement. Show locations for the following:

**Hand washing, food preparation, cooking, hot and cold holding, storage, dishwashing/sanitizing, and serving.**

DOES NOT HAVE TO BE TO SCALE.



Example:



**All conditions for food preparation and service must comply with the Washington State Retail Food Code and the handout entitled: TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS.**

**FAILURE TO COMPLY MAY RESULT IN SUSPENSION OF THE FOOD ESTABLISHMENT PERMIT AND CLOSURE OF THE BOOTH.**

Operator's Printed Name

Operator's Signature

Date

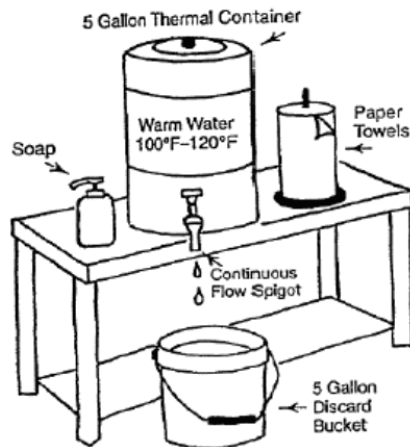


# TEMPORARY FOOD ESTABLISHMENT OPERATOR CHECKLIST

Keep this checklist to ensure that you have everything you need to comply with food safety regulations.

1.  **Hand Washing Facilities** are required in all food preparation areas and near the toilets (away from food prep areas). If you're not operating in a building with warm running water in these areas, you must provide temporary hand wash stations.

**There must be at least a 5-gallon capacity, with water between 100°-120°F., hand soap, paper towels, and waste receptacles for water and used paper towels.**



2.  **Thermometer**--A metal probe thermometer is required. The thermometer must be able to accurately measure the temperatures of all foods requiring temperature control for safety (TCS foods) and must have a range of **0-220°F**. For most foods, a tip-sensitive, thin-tipped digital thermometer is required. A dial thermometer may only be used for thick foods, such as roasts, if it is inserted at least 1.5" into the food.

Note: Thin-tipped digital thermometers are available for purchase at the Lewis County Public Health Department, as well as many restaurant supply stores and websites.

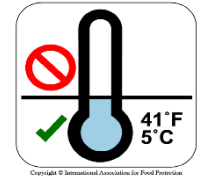


Digital Thermometer

3.  **Food Preparation**--All foods must be prepared in the temporary establishment or in a kitchen listed on the temporary application and approved by Lewis County Public Health. No foods may be prepared in a private home kitchen!
4.  **Bare hand contact** is not allowed with any ready to eat foods. You must use gloves, tongs, or some other utensil when working with these items. Ready to eat foods include hamburger or hot dog buns, cheese, and cleaned produce that will not be cooked, like lettuce, tomatoes, and onions in a salad or sandwich.
5.  **No Cooling**--Cooling of foods that require temperature control for safety (TCS foods) is not allowed under a temporary permit. All TCS foods must be cooked the same day they will be served and kept hot. Leftover TCS Foods may not be cooled for later service. Examples of TCS foods include spaghetti, spaghetti sauce, turkey, and pulled pork. In addition, foods like potato salad and pasta salads must be purchased pre-made from an approved source, such as a grocery store or deli.

# TEMPORARY FOOD ESTABLISHMENT OPERATOR CHECKLIST

6.  **Food Safety Temperatures**--All foods must be kept at safe temperatures.



a. All TCS foods must be kept cold at 41°F or below until they are served or cooked.

b. All TCS foods must be brought to the following temperatures when cooking:

i. **165°F** Poultry (chicken and turkey)

Stuffed foods and stuffing

Casseroles

All raw animal products cooked in a microwave

**165°F**

ii. **158°F** Ground beef or ground pork

Beef or pork sausage

Cube steak

**158°F**

iii. **145°F** Eggs

Fish

Intact pieces of beef or pork, like roasts

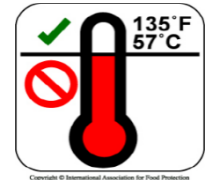
**145°F**

iv. **135°F** Vegetables that will be hot held

Packaged ready-to-eat foods (such as hot dogs and canned chili)  
that are heated for hot holding

**135°F**

c. All cooked TCS foods that are not immediately served must be held at 135°F or higher at all times.



7.  **Ill Food Workers**, especially those with vomiting or diarrhea within the previous 24 hours, may not work in a temporary food establishment.
8.  **Food Worker Cards**—There must be at least one person in charge with a food worker card in the booth or food preparation area at all times. Lewis County Public Health recommends that all food workers have valid cards. Food worker cards can be obtained online in about an hour at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov).
9.  **Food Protection**--All unpackaged food items, including cleaned produce, must be protected from possible contamination. Provide covered containers and sneeze guards as needed.
10.  **Preventing Cross Contamination**—Raw meats must be kept below and away from all ready to eat foods. If you're using ice chests with ice for cold holding, you must store raw meats and ready to eat foods in completely separate coolers.
11.  **Sanitizing Cloths**—You must provide a bucket with sanitizing solution and wiping cloths for sanitizing counters, tables, and other surfaces.
12.  **Dish Washing**—You must have facilities to wash, rinse, sanitize, and air dry your dishes. Ensure you have a hot water source, dish soap, sanitizer, and a place to air dry all clean dishes. If you don't have a dishwasher or 3-compartment sink, ensure you have 3 tubs.
13.  **Liquid Wastes** from food preparation, hand washing, dish washing, etc. must not be dumped into streets, storm drains or onto the ground. Use containers to collect the dirty water and then discard into a sewer drain or designated waste water container, if available.
14.  **Cooking/Grilling**--When barbecuing or using a grill, you must separate (rope off) the equipment from the public by at least 4 feet to protect them from burns or splashes of hot grease. Cooking should be done near the back of the booth, as far away from the public as possible.

## Chapter 17.56

### MOBILE FOOD VENDORS

#### Sections:

- 17.56.010 Definitions.
- 17.56.020 **Purpose** **Scope**.
- 17.56.030 Activities requiring a license.
- 17.56.040 Exemptions.
- 17.56.050 Application for license.
- 17.56.060 License fee.
- 17.56.070 Term of license.
- 17.56.080 Exhibition of license.
- 17.56.090 Locations.
- 17.56.100 Health regulations.
- 17.56.110 Business activity to be temporary.
- 17.56.120 Mobile food unit standards.
- 17.56.130 Design and operation.
- 17.56.140 Administration.
- 17.56.150 Violation of the provisions of the chapter.

#### **17.56.010 Definitions.**

“Mobile food unit” means a licensed and operable motor vehicle, or trailer used to serve, vend, or provide ready-to-eat food or nonalcoholic beverages for human consumption from an approved and fixed location.

“Mobile food vendor” means any business operator or vendor who conducts business from a motor vehicle or trailer upon public streets or private property, referred to in this chapter as “vendor.” (Ord. 1090 § 1, 2022)

#### **18.23.010 Purpose.**

The purpose of this chapter is to provide guidance on mobile food vending within the city limits, promote the city’s vision for its downtown and its aesthetic values, allow mobile food vending as a special amenity, and to protect the health and welfare of residents and visitors. (Ord. 2022-644 § 3).

Commented [KW1]: Merged from NC

#### **17.56.020 — Scope.**

~~The provisions of this chapter apply to mobile food units engaged in the business of cooking, preparing, and distributing food or beverage with or without charge upon or in public and private locations. This chapter does not apply to vehicles that dispense food and that move from place to place and are stationary in the same location for no more than fifteen minutes at a time, such as ice cream trucks. (Ord. 1090 § 1, 2022)~~

#### **17.56.030 Activities requiring a license.**

It is unlawful for any person to operate within the city a mobile food unit, as defined in this chapter, without having obtained a business license for that purpose. A separate license shall be required for each mobile food unit. No person shall then sell or offer food products at any location until the food vendor has been duly licensed. General business license provisions (Chapter 5.02) shall apply to this special license. In addition to the provisions set forth in this chapter, a city-issued business license shall be required. (Ord. 1090 § 1, 2022)

#### **17.56.040 Exemptions.**

The provisions of this chapter shall not be applied to:

- A. Lemonade stands; garage sale or other youth fundraisers
- B. Delivery or distribution of food, goods or products ordered or purchased by customers from a source or point of sale other than a mobile vehicle operated for the purpose of soliciting customers while located on city streets or private property;



~~C. Events which are conducted exclusively at the Ocean Shores Convention Center and held entirely within the confines of the Ocean Shores Convention Center.~~

(Ord. 1090 § 1, 2022)

**17.56.050 Application for license.**

A person desiring to operate a mobile food unit shall make a written application for such license to the city clerk. The application for a license shall include the following:

**A. Lewis County Public Health Food Establishment Application and Checklist**

**B. A site plan depicting the following:**

**(a) Vehicle ingress and egress;**

**(b) Location of the mobile food vending unit, signs, and accessory equipment such as tables and canopies, if any; and**

**(c) Site conditions including property lines, parking, and buildings**

**C. Photograph of the mobile food vending unit, proposed signs, and any accessory equipment.**

**D. Copy of Lewis County health district permit.**

**E. Evidence of current Washington State vehicle registration.**

**F. The mobile food vendor must obtain a signed agreement between the property owner and the mobile food vendor allowing use of the property for the mobile food business including written permission from the property owner for employees of the mobile food vendor to use the property owner's restroom. Portable restrooms are not permitted on site.**

G. Copies of all necessary licenses or permits issued by the ~~Grays Harbor~~ **Lewis** County Health Department.

H. Copies of all additional licenses or permits that are required by the ~~Grays Harbor~~ **Lewis** County Health Department, the Washington State Department of Labor and Industries, and a valid city of ~~Napavine~~ **Ocean Shores** business license. ~~(This requirement shall be met within thirty days of approval of a mobile food unit license by the city of Ocean Shores. However, no mobile food unit shall locate or operate within the city until such city, county, and state licenses have been issued.)~~

I. Proof of insurance in an amount not less than one million dollars liability and designating the city of ~~Napavine~~ **Ocean Shores** as a named insured when mobile food units are conducting business on city property.

**J. Certificate of public liability insurance in an amount not less than \$500,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident.**

**K. Property damage insurance of not less than \$25,000 for damages on account of any one accident or occurrence.**

**L. Any applicable fees.**

**M. Applications must be submitted at least 30 days prior to the desired approval date.**

**N. Applications for sponsored events are to be held on file with the City Clerk.**

(Ord. 1090 § 1, 2022)

**17.56.060 License fee.**

An annual licensing fee in the amount of **five hundred dollars** ~~two hundred fifty dollars~~ is required, in addition to fees as set forth in Section 17.56.050(H). (Ord. 1090 § 1, 2022)

**17.56.070 Term of license.**

The licenses issued pursuant to this chapter are not transferrable. (Ord. 1090 § 1, 2022)

**17.56.080 Exhibition of license.**

All licenses issued under this chapter shall be posted conspicuously on the mobile food unit. (Ord. 1090 § 1, 2022)

**17.56.090 Permitted Locations.**

A. ~~Mobile food units may operate on private property in the B-1 zone retail commercial, B-2 zone general commercial, and B-3 zone resort tourist commercial, including parking lots, with the written consent from the property owner. Evidence of such written consent and approval shall be provided to the city prior to the on-site location of the mobile food unit.~~

B. ~~Mobile food units located on public property shall operate only B-1 zone retail commercial, B-2 general commercial zone, and B-3 resort tourist commercial zone. The city shall approve spaces assigned to mobile food units. Location of a mobile food unit within any public right-of-way or on any public property, other than a site approved by the city, is prohibited.~~

**1. Mobile food vending may be allowed on city-owned properties approved pursuant to either city contract, or a special event permit per Chapter 5.46 MMC and MMC 22C.260.050.**

**2. Mobile food vending units shall be located at least 100 feet from an existing eating and drinking place except when the legal owner of the eating and drinking place provides written permission for the vending unit to be located closer. Distance shall be measured using the shortest possible straight line from the closest edge of the mobile food vending unit to the closest edge of the restaurant building.**

**3. Mobile food vending units are allowed on private properties in commercial, industrial, recreation and public institutional zones. Mobile food vendors are subject to the following requirements:**

**(a) The mobile food vending unit may not diminish required off-street parking for another use.**

**(b) All temporary signage associated with the mobile food vending unit shall be limited to 10 square feet.**

**(c) Site conditions including property lines, parking, and buildings**

**17.56.100 Special event permits**

**Mobile food vendors may operate on private and public properties as part of an approved special event permit, subject to the following:**

**1. Management of vendors, such as vendor selection, booth location and products offered, shall be the responsibility of the event sponsor. Through the special event permit process, the city may regulate the location of vendors to protect the health, safety and general welfare of the public and ensure that the event does not adversely affect the ability of the city to perform its duties and functions.**

**2. Events sponsored by the city can occur at a frequency of the city's discretion**

**3. An event permit with mobile food facilities shall be granted by the city only if the applicant demonstrates that:**

**(a) The proposed use will not be materially detrimental to the public welfare;**

**(b) The proposed use is compatible with existing land use in the immediate vicinity in terms of noise and hours of operation;**

**(c) The proposed use may not be located in any critical area;**

**(d) Adequate paved parking for customers can be provided; and**

**(e) Adequate traffic control for the exclusive use of the proposed event can be provided in a safe manner.**

~~(Ord. 1090 § 1, 2022)~~

**17.56.100 Health regulations.**

All food vendors shall comply with all laws, rules and regulations regarding food handling, and all vehicles, equipment, and devices used for the handling, storage, transportation and/or sale of food shall comply with all laws, rules and regulations respecting such vehicles, equipment and devices as established by the ~~Grays Harbor~~ Lewis County Health Department. (Ord. 1090 § 1, 2022)

**17.56.110 Business activity to be temporary.**

Hours of operation shall be limited to the hours between six a.m. and ten p.m. No approved mobile food units shall be left unattended on a public way, nor remain on a public way outside of these allowed hours of operation. (Ord. 1090 § 1, 2022)

**17.56.120 Mobile food unit standards.**

All mobile vendors licensed under this chapter shall conform to the following standards:

- A. Mobile food units stationed on public rights-of-way using external signage, bollards, seating, or any other equipment not contained within the vehicle shall not reduce or obstruct the sidewalk to less than five feet.
- B. Vendor shall obey any lawful order of a police officer to move to a different permitted location to avoid congestion or obstruction of a public way or to remove the vehicle entirely from the public way if necessary to avoid such congestion or obstruction.
- C. No power cable or equipment shall be extended at grade across any city street, alley, or sidewalk.
- D. Any exterior lighting used by the mobile food unit shall be designed and placed in such a manner that it does not result in glare or light spillage onto other properties or interfere with vehicular traffic. Lighting shall be directed in a downward manner, to minimize light pollution.
- E. All identifying information, logos, advertising, or other displays on the exterior of a mobile food unit shall conform to the purposes set forth in ~~Chapter 15.34~~ NMC Chapter 17.62 regulating commercial signage.

**F. Mobile Food Vendors may only sell food for immediate human consumption.**

~~(Ord. 1090 § 1, 2022)~~

**17.56.130 Design and operation.**

**A. Mobile food vending units shall be temporary in nature, and may not operate from the same property more than three days of any calendar week, or 12 days per month.**

**B. The hours of operation for mobile vending are limited to 7:00 a.m. to 11:00 p.m.**

**C. No portion of the mobile food vending unit may be used as sleeping quarters.**

**Commented [KW2]:** Make sure sign code aligns with food trucks

**Commented [KW3]:** From Newcastle 18.23.030 (d)



**D. Mobile food vendors shall not obstruct sidewalks, streets, access points, fire lanes, or parking lot circulation by either the location of the mobile food vending unit or its accessories.**

**E. The mobile food vendor shall comply with Chapter 16.12 MMC, National Electrical Code and Washington Cities Electrical Code, for electrical service to the mobile food vending unit. Electrical lines shall not be located overhead or on the ground in any location to which the public has access.**

Commented [KW4]: Will need to update to NMC

**F. All mobile food vending units shall obtain fire district approval prior to operating in the city and shall comply with all fire district standards.**

G. Licensee shall comply with all **Grays Harbor Lewis** County public health requirements, and fire department requirements if propane or a combustible fuel is used.

H. **The operator shall provide, at minimum, a five-gallon trash container for customer use, located within five-feet of the mobile food vendor.** ~~Garbage and recycling receptacles must be supplied by the licensee for the public use. Such receptacles shall be capable of accommodating all refuse generated by the vending activity.~~ The containers must be maintained and emptied regularly.

I. The mobile food unit shall be kept in good working condition.

**J. Food trucks shall be fully self-contained and readily mobile. No coverings, canopies, signs, structures, or furnishings shall be placed, installed or constructed around the food truck.**

**K. Trash and Other Waste.**

**(a) The mobile food vendor shall leave the site clean and vacant each day, including picking up all trash and litter within 100 feet of the mobile food vending unit.**

**(b) Trash receptacles not intended for customer use shall be screened from public view and securely covered.**

**(c) The mobile food vendor shall install and maintain an adequate grease trap in the mobile food vending unit.**

**(d) Grease shall be properly disposed of per adopted Washington State health regulations.**

**(e) Wastewater generated by the mobile food vending unit shall be disposed of in a proper manner and documented. Adequate traffic control for the exclusive use of the proposed event can be provided in a safe manner.**

#### **17.56.140 Administration.**

The license for a mobile food unit may be revoked for failure to comply with the provisions of this chapter, or for violation of any other provision of the Ocean Shores Municipal Code. The license can only be revoked after the appeal process unless it is deemed a life safety issue. Safety issue will be determined by fire or police. A notice of violation shall be served personally. The licensee may appeal the revocation within ten days of service of the notice, by requesting a hearing before the Ocean Shores city council. If no appeal is applied for, the revocation will take effect on the eleventh day after the date citation was written. (Ord. 1090 § 1, 2022)

#### **17.56.150 Violation of the provisions of the chapter.**

Any person violating any of the requirements of this chapter shall be guilty of a Class C offense as defined in Section 7.01.040 for a first offense and shall be subject to a fine of two hundred fifty dollars. Each day the violation continues shall be a separate offense. Any and all subsequent violations of this chapter within a period of one year shall be a Class B offense as defined in Section 7.01.040 and subject to the penalty stated in Section 7.01.050. (Ord. 1090 § 1, 2022)