

# Health Protection

*Ensuring Healthy People and Healthy Environments*

**Environmental Health Services**

**Food Service Establishment**

**Application Package**



Dear Applicant:

Congratulations on your decision to open a food service establishment in Fraser Health. The information contained in this application package will assist you in the process of obtaining a health operating permit.

The purpose of you completing this application package is to ensure that all areas of the legislation have been met. This is achieved by the Environmental Health Officer assessing the written submissions regarding the:

- Physical establishment
- Food Safety Plan
- Sanitation Plan
- Completion of FOODSAFE Level I

A health operating permit can not be issued until:

- Written submissions are reviewed
- One or more inspection(s) are conducted
- The appropriate permit fee has been paid

After reviewing this application package, if you have any questions contact your local Environmental Health Officer (EHO or Public Health Inspector). A list of Health Protection Services offices is provided in Appendix 4.

Additional information may also be found on the Fraser Health Environmental Health Services website at: [www.fraserhealth.ca/foodsafety](http://www.fraserhealth.ca/foodsafety)

## Table of Contents

<b>Section 1 – General Application Information .....</b>	<b>4</b>
<b>Section 2 – Food Service Establishment Information .....</b>	<b>5</b>
Application Form for Health Approval .....	6
Construction Plans.....	9
<b>Section 3 – Food Safety Plans .....</b>	<b>12</b>
The Four Food Safety Plan Principles .....	13
How to Write a Food Safety Plan .....	18
Food Safety Plan Formats .....	20
Processed Based Food Safety Plan .....	20
Recipe Based Food Safety Plan .....	24
Flow Chart Based Food Safety Plan .....	27
<b>Section 4 – Sanitation Plans.....</b>	<b>29</b>
The Three Components of a Sanitation Plan .....	30
How to Write a Sanitation Plan .....	31
<b>Section 5 – FOODSAFE Level I .....</b>	<b>35</b>
<b>Section 6 – Obtaining a Health Operating Permit.....</b>	<b>36</b>

**Appendices**

**1 – Food Safety Plan Templates ..... 38**

- Process 1 – Food Preparation with No Cook Step..... 38
- Process 2 – Preparation for Same Day Service..... 39
- Process 3 – Complex Food Preparation ..... 40

**2 – Temperature Recording Templates..... 41**

- Temperature Log ..... 41
- Daily Temperature Log ..... 42

**3 – Sanitation Plan Templates ..... 43**

- Cleaning and Sanitizing Agents and Pesticides Template ..... 43
- General Cleaning Schedule Template ..... 44
- Equipment Cleaning Schedule Template..... 45
- Dishwasher/Glasswasher Sanitizer Log..... 46

**4 – Health Protection Services Offices ..... 47**

## Section 1 – General Application Information

The following section describes the process you need to follow when applying for a health operating permit for a food service establishment. It is intended as a general overview, if you have any questions contact your local Environmental Health Officer (EHO).

### ➤ What is a food service establishment?

A food service establishment is a business where food is prepared, served or dispensed to the public and can be eaten immediately. These businesses include but are not limited to all types of restaurants. If you are unsure if your business is a food service establishment contact your local EHO.

### ➤ What is a health operating permit?

A health operating permit is a document issued by an EHO authorizing you to operate your establishment.

A health operating permit can not be issued until all requirements of the BC Food Premises Regulation have been met.

### ➤ How do I obtain a health operating permit?

You will need to submit:

- Construction plans for approval
- A food safety plan
- A sanitation plan
- Proof of FOODSAFE Level I certification (or equivalent)
- An *Application for Health Approval*: supporting documentation and the applicable operating fee
- Any additional information required by the EHO

You will also need to arrange for an inspection(s) with your EHO.

## Section 2 – Food Service Establishment Information

The following section identifies information regarding the physical establishment that the Environmental Health Officer requires in order to assess your application.

You need to submit this information and obtain written approval from the EHO before beginning construction or renovations to your food service establishment.

It is your responsibility to contact your local municipal office regarding any fire approval, zoning approval, building permits or business licences that may be required.

### ➤ Establishment Information

Submit the following documents to your EHO for review and approval before beginning any construction.

- A completed *Application for Health Approval*.
- A copy(s) of construction plans.
- Operational information including:
  - A copy of your proposed menu.
  - A description of your operation including the physical address, hours and days you will operate, number of employees, type of service (dine in, take out, catering).

**Application Form for Health Approval**

You will need to complete the following sections on the *Application for Health Approval*:

- Owner information
- Site, billing and mailing address
- Type of application
- Type of service
- Applicant signature

Please complete your *Application for Health Approval* in English.

An application form is included in the package. If you need an additional form contact your EHO or local Health Protection Services office. A sample application form is included on page 8.

➤ **Owner information**

Indicate the type of ownership (sole proprietorship, partnership, corporation or society), the name of the legal owner of the business and the common name of the business (doing business as).

- If the type of ownership is a **partnership**, please include a copy of your legal “partnership agreement” document.
- If the type of ownership is a **corporation or society**, please include a copy of your “certificate of incorporation”. The “certificate of incorporation” is the document filed with the government agent when the business/society was incorporated.

➤ **Site, billing and mailing address**

Indicate the name of the individual who will be in charge (person in charge/operator), the street address and city where your business is located (site address) and the address where you want your bill or any correspondence sent (billing address). Mailing address means local mailing address for the business (may be the same as the site address).

➤ **Type of application**

Check the box next to “new facility” if you are building a new food service establishment. If you are purchasing an established food service establishment and are not making any changes, your type of application is an “owner change”.

**Effective Date** – This is the date that your business will open. It is important that you complete this section as this is the date from which you will be charged a permit fee.

If the actual date is unknown or is tentative then complete this section at a later date.

➤ **Type of service**

Check the box next to “food service” and indicate the seating capacity of your establishment.

Check the box marked “12 months” if you are open 12 months a year. If you are open less than 12 months a year, check the boxes for the months you are open. It is important that you complete this section as you will only pay a fee for the months you are open.

Indicate whether your establishment will sell tobacco products.

➤ **Applicant signature**

Please print your name and sign and date the application form.

If you have any questions about completing the *Application for Health Approval*, contact your local EHO.





**APPLICATION FOR HEALTH APPROVAL**  
Health Protection

Permit Fee \$ _____	Date Collected ____/____/____ dd / mm / yy	<input type="checkbox"/> Chq	<input type="checkbox"/> Visa	<input type="checkbox"/> Amex	Sent to Billing ____/____/____ dd / mm / yy
		<input type="checkbox"/> Cash	<input type="checkbox"/> MasterCard		

**Owner Information**

Type of Ownership (select one)		<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Society
<input type="checkbox"/> Copy of Legal Documents Provided					
Legal Owner Name					
Doing Business As (DBA)					
<b>SITE ADDRESS</b>			<b>BILLING ADDRESS</b>		
Person In Charge/Operator			Billing Contact Name (if different than Legal Owner Name) <input type="checkbox"/> Same as Site Address		
Email Address					
Street Address			Street Address		
City/Municipality/Province		Postal Code	City/Municipality/Province		Postal Code
Emergency Contact Telephone ( )	Site Telephone ( )		Telephone ( )	Fax ( )	
( )	Fax ( )				
<b>MAILING ADDRESS</b> (address where site mail is delivered)					
Street Address			City/Municipality/Province		Postal Code <input type="checkbox"/> Same as Site Address

**Type of Application**

<input type="checkbox"/> New Facility	<input type="checkbox"/> Owner Change	<input checked="" type="checkbox"/> Address Change	<input type="checkbox"/> Fee Category Change
<input type="checkbox"/> Services Change	<input type="checkbox"/> Name Change	<input type="checkbox"/> Months of Operation Change	<input type="checkbox"/> Status Change
<input type="checkbox"/> Permit Corrections (please specify):			
Effective Date ____/____/____ dd / mm / yy	Comments		

**Type of Service**

<input type="checkbox"/> Food Service Specify Primary Service	<input type="checkbox"/> Pool Size _____ m <sup>2</sup>	<input type="checkbox"/> Personal Service Specify Primary Service
Seating Capacity: _____ seats	<input type="checkbox"/> Wading / Spray	
<input type="checkbox"/> > 50 Seats <input type="checkbox"/> ≤ 50 Seats	<input type="checkbox"/> Pod	
	<input type="checkbox"/> Hot Tub	
	<input type="checkbox"/> ≥ 19 m <sup>2</sup> <input type="checkbox"/> < 19 m <sup>2</sup>	
Number of Months Open Annually <input type="checkbox"/> 12 Months – OR – check <input checked="" type="checkbox"/> below which months open:		
<input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December		
Do you sell tobacco and/or vapour products? <input type="checkbox"/> Yes <input type="checkbox"/> No		TEO Notified <input type="checkbox"/> Yes <input type="checkbox"/> No

**Applicant Signature**

Applicant Signature	Applicant Name (please print)	Date of Signature dd / mm / yy ____/____/____
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**Environmental Health Officer – Complete this Section**

Previous Name of Premises		Estimated Closing Date ____/____/____ dd / mm / yy	
<input type="checkbox"/> Permitted Food	<input type="checkbox"/> Non Permitted Food	<input type="checkbox"/> Permitted Pool	<input type="checkbox"/> Personal Service
<input type="checkbox"/> Food Service	<input type="checkbox"/> Food Store	<input type="checkbox"/> Non Permitted Pool	<input type="checkbox"/> Sanitation Plan
<input type="checkbox"/> Food Service - Institutional	<input type="checkbox"/> Food Other	<input type="checkbox"/> Pod Safety Plan	
<input type="checkbox"/> Food Service - Mobile	<input type="checkbox"/> FS Trained	<input type="checkbox"/> Sanitation Plans	
<input type="checkbox"/> FS Plans			
<input type="checkbox"/> Declaration Form Attached <input type="checkbox"/> Exempt <input type="checkbox"/> Fee Waived		<input type="checkbox"/> Multi-Facility Operation	<input type="checkbox"/> CCFL Food Facility
Conditions <input type="checkbox"/> Take Out Only <input type="checkbox"/> Full Service Mobile		<input type="checkbox"/> Other	
<input type="checkbox"/> Single Service Utensils Only <input type="checkbox"/> Mobile Vending Cart (menu items)		<input type="checkbox"/> FHA Approval Sticker #	
EHO Name	EHO Signature	If covering, District EHO Name	Approval Date dd / mm / yy ____/____/____

Printshop #307715

Revised Sept 14, 2016

White: File Copy

Yellow: Billing Copy

Pink: Applicant Copy

## Construction Plans

### ➤ When should I submit construction plans?

Submit plans to the EHO if you are:

- Constructing a new food service establishment
- Altering an existing food service establishment
- Converting a non food service establishment into a food service establishment.

If you are not sure if you need to submit construction plans contact your EHO.

The EHO will review your plans and advise you if additional information and/or changes are required.

If alterations to the approved plans are necessary contact your EHO.

In general if you are purchasing an existing food service establishment and you are not making changes to the physical structure, equipment or menu you do not need to submit construction plans to your EHO.

If the physical structure and equipment do not meet the requirements of the BC Food Premises Regulation you may be required to upgrade the establishment. If you are not sure whether you need to upgrade the establishment or submit construction plans, contact your local EHO.

The BC Food Premises Regulation requires that all operators obtain approval for plans and specifications for the construction or alteration of a food service establishment before beginning construction.

Your establishment must be constructed in accordance with the approved plans or your health operating permit may not be issued.

➤ **What am I required to submit for construction plans?**

Submit the following information to the EHO for review:

- Floor plans
- Equipment specifications
- Finishing details for floors, walls, ceilings and food contact surfaces
- Water supply
- Method of sewage disposal

▪ **Floor plans**

Submit three copies of your floor plans to the EHO. Floor plans are overhead views of a building or room and need to be drawn to scale. The floor plan needs to identify the layout of the establishment and include the location of all rooms/areas, their purpose and dimensions and the location of all equipment.

<p><b>Layout of room(s)</b></p> <p>Indicate the location of the following rooms/areas:</p>	<ul style="list-style-type: none"> <li>▪ Food preparation area(s)</li> <li>▪ Food storage area(s) including any off-site location(s)</li> <li>▪ Dishwashing area(s)</li> <li>▪ Janitorial area(s)</li> <li>▪ Beverage station(s)</li> <li>▪ Waitress station(s)</li> <li>▪ Seating area(s)</li> <li>▪ Washrooms (public and staff)</li> <li>▪ Any other room(s)/area(s) in your establishment</li> </ul>
<p><b>Equipment</b></p> <p>Specify the location of the following equipment on your floor plan</p>	<ul style="list-style-type: none"> <li>▪ Sinks                         <ul style="list-style-type: none"> <li>- Handwashing</li> <li>- Food preparation</li> <li>- Dishwashing</li> <li>- Utility/mop</li> </ul> </li> <li>▪ Food preparation table(s)</li> <li>▪ Refrigerator(s) and freezer(s)</li> <li>▪ Hot holding equipment such as steam tables and buffet lines</li> <li>▪ Cooking equipment such as stove/oven, broiler and grills</li> <li>▪ Ventilation equipment such as range hoods</li> <li>▪ Hot water tank (include size)</li> <li>▪ Ice machine(s)</li> <li>▪ Dishwasher(s) and glasswasher(s)</li> <li>▪ Any other equipment you will use in the operation of your establishment</li> </ul>

- **Equipment specifications**

Submit details on the method of dishwashing and glasswashing to your EHO.

Your EHO may ask for detailed information on other types of equipment used in your establishment.

- **Finishing schedule**

Describe the type of finish(s) used on floors, walls, ceilings and food contact surfaces.

- **Water supply**

If a private water system will be used provide the name of the system and discuss with your EHO regarding potability.

- **Sewage disposal**

If an on-site sewage disposal system or holding tank will be used indicate this on your plan and discuss with your EHO.

## Section 3 - Food Safety Plans

The following section provides information that will assist you in writing a food safety plan.

Submit a copy of the food safety plan to your EHO at least 2 weeks before you intend on opening your establishment. The EHO will review the plan and will let you know if any amendments are required. The EHO can not issue your health operating permit until your food safety plan is reviewed and accepted.

### ➤ What is a food safety plan?

A food safety plan is a set of written procedures that will help eliminate, prevent or reduce food safety hazards that may cause your customer to become ill or injured.

### ➤ What is a food safety hazard?

A food safety hazard is biological, physical or chemical contamination that may cause food to be unsafe to eat.

The following are some examples of food safety hazards:

- [Bacteria in food that is not adequately cooked.](#)
- [Glass in food from a shattered light bulb.](#)
- [A chemical in food such as a cleaning agent.](#)

All operators of food service establishments in British Columbia are required to have a food safety plan.

### ➤ Will I benefit from having a food safety plan?

Having a food safety plan and implementing the plan may help you to improve the consistency of your food, save money by having less waste, train staff and protect your business' reputation by reducing the chance of food poisoning.

### The Four Food Safety Plan Principles

A food safety plan is a way you can increase the safety of the food you serve to your customers. This section will focus on the control of biological hazards through the use of four basic principles.

#### These are the four food safety plan principles

- Principle 1 – Critical steps
- Principle 2 – Critical limits
- Principle 3 – Check for critical limits
- Principle 4 – Corrective actions

For examples of the four food safety plan principles refer to page 16.

#### ➤ What is a “*critical step*”?

These are steps in the preparation of food where a food safety hazard may be eliminated, reduced or prevented. Critical steps vary depending on the method of food preparation and the type of food. Some examples of critical steps include:

- Cold holding
- Preparation
- Cooking
- Cooling
- Reheating
- Hot holding

Critical steps must be carried out correctly or the food may be unsafe to eat.

➤ **What are “critical limits”?**

These are restrictions you place at a critical step to control a hazard.

When a critical limit is not met foods may be unsafe to eat.

Critical limits are usually described using time and temperature although some involve food handler procedures such as handwashing.

The BC Food Premises Regulation and Canadian Food Retail and Food Services Code set the minimum standards for temperature control in food service establishments.

The following are critical limits that must be followed for perishable foods:

- Cold food(s) must be stored at less than 4°C/40°F.
- Food(s) that are reheated must reach at least 74°C/165°F within 2 hours.
- Hot food(s) must be stored at greater than 60°C/140°F.
- Food(s) must be cooled from 60°C to 20°C (140°F to 70°F) in under 2 hours and then 20°C to 4°C (70°F to 40°F) within 4 hours.

For safe cooking temperatures refer to page 18.

➤ **What is a “*check for a critical limit*”?**

These are the procedures you follow to make sure a critical limit has been met.

For critical limits that involve temperature, the actual internal temperature of the food must be checked using a food probe thermometer.

For critical limits that involve food handling procedures, such as handwashing, food handler practices should be monitored regularly.

Critical limits must be checked routinely.

➤ **What is a “*corrective action*”?**

These are the actions you will take if a critical limit is not met.

Taking correction action(s) will help to ensure the safety of the food you serve.

For example, if the temperature of cold food is above 4°C (40°F) what will you do to make sure the food remains safe to eat?

In some cases throwing out the food may be the only acceptable corrective action to ensure your customers do not become ill.

The following are corrective actions that must be followed for perishable foods:

- Foods held between 4°C - 60°C (40°F - 140°F) for more than 2 hours must be thrown away.
- Foods that are not cooled from 60°C - 20°C (140°F - 70°F) within 2 hours and then from 20°C to less than 4°C (70°F to less than 40°F) within 4 hours must be thrown away.
- Foods that are not reheated to 74°C (165°F) within 2 hours must be thrown away.



## ➤ The Four Food Safety Plan Principles

This table provides examples of the four food safety plan principles. **This is not a food safety plan.**

Principle 1 Examples of Critical Steps	Principle 2 Examples of Critical Limit(s)	Principle 3 Examples of Check(s) for Critical Limit(s)	Principle 4 Examples of Corrective Actions
Receive	<ul style="list-style-type: none"> <li>▪ Receive in good condition</li> <li>▪ Approved source</li> <li>▪ Cold food 4°C(40°F) or less</li> <li>▪ Frozen food -18°C(0°F) or less</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take temperature of incoming food</li> <li>▪ Inspection Tags</li> </ul>	Reject food
Cold Hold	<ul style="list-style-type: none"> <li>▪ Cold-hold at 4°C(40°F) or less</li> <li>▪ Thaw foods at 4°C(40°F) or less</li> </ul>	Use thermometer to check food temperature every 2 hours	If more than 4°C(40°F) for more than 2 hours throw out food
Prepare	<ul style="list-style-type: none"> <li>▪ Clean hands</li> <li>▪ Clean &amp; sanitized work surfaces</li> <li>▪ Healthy worker</li> <li>▪ Maximum 2 hour preparation time at room temperature</li> </ul>	Manager to observe kitchen practices and make sure soap and paper towels are available at hand sink	Change policies & practices
Cook	Cook to at least 74°C(165°F)	Use thermometer to check internal temperature of food	Continue cooking to required temperature
Hot Hold	Hot hold at greater than 60°C (140°F)	Use thermometer to check temperature after 2 hours in hot holding unit	If food is less than 60°C (140°F) for more than 2 hours throw out
Cool	Cool from 60°C(140°F) to 20°C(70°F) in 2 hours & then from 20°C(70°F) to 4°C(40°F) within 4 hours	Check food temperature throughout cooling process	If food isn't cooled from 60°C(140°F) to less than 20°C(70°F) within 2 hours and then from 20°C(70°F) to less than 4°C(40°F) within 4 hours throw out food
Reheat (for hot holding)	Reheat foods to 74°C(165°F) in less than 2 hours	Check food using a thermometer	If less than 74°C(165°F) for more than 2 hours, throw out food

➤ **Safe Cooking, Reheating Times and Temperatures**

**Cook to 74°C (165°F) or hotter for at least 15 seconds**

- Poultry
- Stuffed fish, meat, pasta or poultry
- Stuffing containing fish, meat or poultry
- Wild game animals

**Cook to 71°C (160°F) or hotter for at least 15 seconds**

- Pork
- Ground fish
- Ground meat
- Shell eggs (not for immediate service)

**Or Cook to:**

- 66°C (150°F) or hotter for at least one minute

**Or Cook to:**

- 63°C (145°F) or hotter for at least three minutes

## How to Write a Food Safety Plan

### 1. Identify potentially hazardous menu items

Write down menu items that are potentially hazardous. In general these are foods that must be refrigerated to ensure safety. Some examples of potentially hazardous foods include meat, poultry, fish, cooked vegetables, rice, pasta and potatoes.

### 2. Decide on the format of the food safety plan

There is no standard format for writing a food safety plan, choose a style that works best for you and your staff. Some food safety plans are very comprehensive and outline safe handling procedures for each menu item. Some plans are more general and place food safety controls on groups of menu items or types of foods.

Three commonly used formats are *(for more information on these types of plans refer to pages indicated)*:

- Process based food safety plans – Page 20
- Recipe based food safety plans – Page 24
- Flow chart based food safety plan – Page 27

You may choose to use a recipe based plan for some menu items and a process based plan for other menu items.

There may be other options for writing a food safety plan, contact your local EHO for further details.

### 3. Include the four food safety plan principles

You are required to include the four food safety plan principles in your plan. For a review of these principles refer to pages 13 to 15.

- **Principle 1 – Critical step(s)** – Review the steps in the preparation of your menu items and identify those steps that are critical to food safety.
- **Principle 2 – Critical limit(s)** – For each critical step set a critical limit.
- **Principle 3 – Check for critical limit(s)** – Determine how you will check for the critical limit.
- **Principle 4 – Corrective action(s)** – Determine the action you will take if the critical limit is not met.

#### 4. Submit your food safety plan

Submit a copy of your food safety plan to your local EHO for review. The EHO will advise you if any changes are necessary and when your plan has been accepted.

For additional information on writing a food safety plan contact your EHO or refer to:

*Ensuring Food Safety: Writing your own Food Safety Plan – the HACCP Way at:*

<http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/EnsuringFoodSafetyHACCPWay.pdf>

#### ➤ Additional considerations

##### ▪ Record keeping

A food safety plan should include keeping written records of checks for critical limits and any corrective actions that were taken. These records will provide documentation that appropriate steps were taken to ensure the safety of the food.

Temperature recording logs may be used to record temperatures for:

- Equipment such as coolers
- Food, such as soup held hot during the day

Temperature recording templates are provided in Appendix 2.

##### ▪ Implementing your food safety plan

Educate your food handlers and any new employees on the food safety plan; ensure the plan is readily available in the food preparation area.

If you change your menu or preparation methods make sure you update your food safety plan; discuss the changes with your EHO and your food handlers.

## Food Safety Plan Formats

### ➤ Processed Based Food Safety Plan

#### ▪ What is a process based food safety plan?

A process based food safety plan groups menu items together that follow similar preparation processes.

The critical steps for each group of menu items are similar therefore the same critical limit, checks for critical limit and corrective actions can be applied to the group of foods.

#### ▪ What are the most common types of preparation processes?

Most menu items can be placed into one of three preparation processes.

##### - Process 1 – Food prepared with no cook step

Menu items in this process are not cooked before service. Critical steps include refrigeration and good hygiene practices during preparation.

For example, menu items such as salads, cold sandwiches and sushi may be grouped together.

##### - Process 2 – Food prepared for same day service

Menu items in this process are cooked and served immediately or may be held hot until service. Critical steps include cooking and hot holding.

For example, menu items such as chicken burgers, fish and chips and gravy (no leftovers) may be grouped together.

##### - Process 3 – Complex food preparation

Menu items in this process are usually prepared in large volumes or in advance for service the next day. Foods in this process have multiple critical steps that may include cooking, cooling, refrigeration, reheating and hot holding.

For example, menu items such as roast turkey for cold sandwiches and rice that is cooked, cooled and used to prepare fried rice may be grouped together.

For an example of a process based food safety plan refer to pages 22 to 23.

Blank templates to assist you in writing a processed based food safety plan are provided in Appendix 1.

For more information on writing a processed based food safety plan refer to “Managing Food Safety: A Manual for the Voluntary Use of HACCP Principles for Operators of Food Service Establishments.”

<https://www.fda.gov/downloads/food/guidanceregulation/haccp/ucm077957.pdf>

## Example of a process based food safety plan

The following is an example of a process based food safety plan for a menu that includes: cold meat sandwiches, ice cream, sushi, fried chicken, hamburgers, cooked rice, fried rice, beef stew and roast turkey.

### Process 1 – Food preparation with no cook step

Menu Items: Cold meat sandwiches, ice cream, fish for sushi			
Critical Steps	Critical Limit	Check for Critical Limit	Examples of Corrective Actions
Cold hold	Keep in refrigerator at less than 4°C(40°F) until preparation or service	Check internal food temperatures after 2 and 4 hours	Discard food that is greater than 4°C(40°F) for more than 2 hours (or if time out of temperature cannot be determined)
Preparation	<ul style="list-style-type: none"> <li>▪ Food handler must wash hands before making food</li> <li>▪ Food contact surfaces must be clean and sanitized</li> </ul>	Head cook and manager to watch food handlers; make sure hand sink has soap and paper towels	Review food safety plan with staff and head cook

### Process 2 – Food preparation for same day service

Note: Follow cold holding standards in Process 1

Menu Items: Fried chicken, hamburgers (all beef burgers), cooked rice			
Critical Steps	Critical Limit	Check for Critical Limit	Examples of Corrective Actions
Cook	<ul style="list-style-type: none"> <li>▪ Cook chicken to at least 74°C (165°F)</li> <li>▪ Cook hamburger to at least 74°C(165°F)</li> </ul>	Take temperature of food using probe thermometer	Keep cooking until minimum temperature is reached
Hot hold	Hold cooked rice on steam table at greater than 60°C(140°F)	Check food temperature every 2 hours	If food is below 60°C (140°F) for more than 2 hours – throw out

**Process 3 – Complex food preparation**

*Note: Follow cold holding standards in Process 1  
Follow cooking and hot holding standards in Process 2*

Menu Items: Beef stew (enough for 3 days), cooked rice (for fried rice), roast turkey			
Critical Steps	Critical Limit	Check for Critical Limit	Examples of Corrective Actions
Cool  <i><b>Note:</b> Cool foods by placing in ice water bath and stir every 15 minutes</i>	Food must cool from 60°C(140°F) to 20°C(70°F) in under 2 hours and then from 20°C(70°F) to 4°C (40°F) in under 4 hours	<ul style="list-style-type: none"> <li>▪ Take temperature of food after 1 ½ hours</li> <li>▪ Take temperature of food after 6 hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ If food has not reached 20°C(70°F) divide into smaller containers.</li> <li>▪ Take temperature again in ½ hour; if food hasn't reached 20°C (70°F) throw out.</li> <li>▪ If food hasn't reached 4°C(40°F) within 6 hours throw out</li> </ul>
Reheat	Reheat food to at least 74°C (165°F) within 2 hours	Check food temperature after 2 hours heating	<ul style="list-style-type: none"> <li>▪ If food is not at least 74°C(165°F) within 2 hours throw out</li> </ul>



➤ **Recipe Based Food Safety Plan**

▪ **What is a recipe based food safety plan?**

A recipe based food safety plan requires you to write a recipe or adapt an existing recipe to capture the four food safety plan principles for a specific menu item.

If you use recipes in your establishment you may find that this style is a simple and effective way to write and implement your food safety plan.

▪ **How do I write a recipe based plan?**

Using a written recipe, identify the critical steps, critical limits, checks for critical limits and the corrective actions for individual menu items.

**Example of a recipe without a food safety plan****BEEF STEW RECIPE*****Ingredients***

Stewing beef (pre-cooked)  
Beef stew base, Beef consommé, Beef gravy  
Vegetables (frozen)  
Seasoning  
Water

***Weights and Measures***

2.5 kilograms  
1 can (each)  
2 packages  
1 packet  
5 litres

**PREPARING**

1. Pour beef stew base, beef consommé, and beef gravy into stockpot. Add water and seasoning. Stir with wire whisk until all seasoning is dissolved.

**COOKING**

2. Preheat stove. Begin heating beef stew mix.
3. Break up any clumps in the frozen vegetables. Add to the beef stew mix. Stir with long-handled spoon.
4. Add cooked stewing beef and stir.  
**Simmer for 30 minutes.**

**SERVING AND HOLDING**

5. Serve immediately, or
6. Hold beef stew in hot hold unit.

**COOLING**

7. Store any leftovers in a covered pan in the cooler.

**REHEATING**

8. Reheat beef stew until steaming.

## Example of a recipe based food safety plan

### BEEF STEW RECIPE

*(Critical Steps and detailed information on how to control the hazard)*

#### **Ingredients**

Stewing beef (pre-cooked)  
Beef stew base, Beef consommé, Beef gravy  
Vegetables (frozen)  
Seasoning  
Water

#### **Weights and Measures**

2.5 kilograms  
1 can (each)  
2 packages  
1 packet  
5 litres

#### **PREPARING**

1. Pour beef stew base, beef consommé, and beef gravy into stockpot. Add water and seasoning. Stir with wire whisk until all seasoning is dissolved.

#### **COOKING**

2. Preheat stove. Begin heating beef stew mix.
3. Break up any clumps in the frozen vegetables. Add to the beef stew mix. Stir with long-handled spoon.
4. Add cooked stewing beef and stir. **Continue heating beef stew until 74°C (165°F) or hotter is reached for at least 15 seconds.** Simmer for 30 minutes.

#### **Critical Step:**

#### **SERVING AND HOLDING**

5. Serve immediately, or
6. **Hold beef stew at 60°C (140°F) or hotter in hot hold unit, and cover if possible. Do not mix new product with old.**

#### **Critical Step:**

#### **COOLING**

7. Store any leftovers in a covered pan in the cooler. **Product temperature must reach 20°C (70°F) within 2 hours and then reach 4°C (40°F) within 4 hours (6 hours total).** Stir frequently.
8. Store at a product temperature of 4°C (40°F) or colder in the cooler. Cover.

#### **Critical Step:**

#### **REHEATING**

9. **Reheat beef stew to at least 74°C (165°F) within 2 hours – one time only.**

#### **Critical Step:**

#### **SANITATION INSTRUCTIONS:**

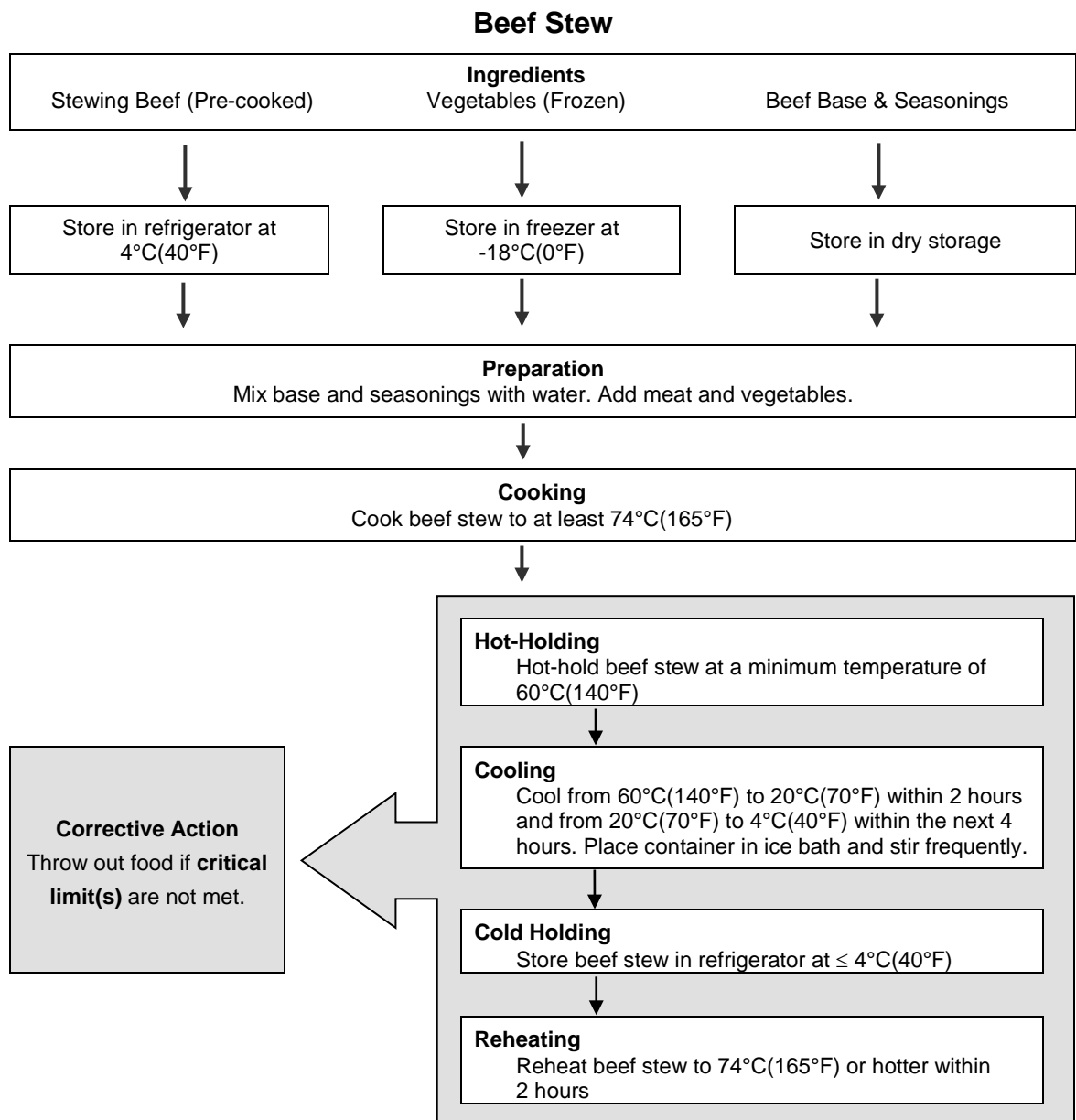
Measure all temperatures with a cleaned and sanitized thermometer. Wash hands before handling food, after handling raw foods, and after any activity that may contaminate hands. Wash, rinse, and sanitize all equipment and utensils before and after use. Return all ingredients to refrigerated storage if preparation is delayed or interrupted.

➤ **Flow Chart Based Food Safety Plan**

▪ **What is a flow chart food safety plan?**

A flow chart food safety plan is a diagram outlining the sequential steps involved in the preparation of one or more similar menu items. The diagram below is an example of a flow chart food safety plan. There is no template for a flow chart food safety plan. If you need help developing a flow chart contact your EHO.

Example of a flow chart based food safety plan:



▪ **Minimum standards – corrective action**

Handling Step	Minimum Standards	Corrective Action
<b>Receive</b>	Received in good condition Obtained from an approved source Cold food 4°C(40°F) or less Frozen food -18°C(0°F)	Reject product
<b>Refrigerate/Thaw</b>	Cold-hold at 4°C(40°F) or less Thaw foods at 4°C(40°F) or less	If more than 4°C(40°F) for more than 2 hours, throw out
<b>Prepare</b>	Clean hands Clean and sanitized work surfaces Healthy worker Maximum 2 hour preparation time	Change policies and practices
<b>Cook</b>	Cook to at least 74°C(165°F) or use minimum temperatures for each food	Continue cooking to required temperature
<b>Reheat</b>	Reheat foods to at least 74°C(165°F) within 2 hours	If reheating takes more than 2 hours, throw out
<b>Hot-Hold</b>	Hot-hold at 60°C(140°F) or more	If temperature is less than 60°C (140°F) for more than 2 hours, throw out
<b>Cool</b>	Cool from 60°C(140°F) to 20°C(70°F) within 2 hours and from 20°C(70°F) to 4°C(40°F) within 4 hours	Throw out food

## Section 4 - Sanitation Plans

The following section provides information that will assist you in writing a sanitation plan.

Submit a copy of the sanitation plan to your EHO at least 2 weeks before you intend on opening your establishment. The EHO will review the plan and will let you know if any amendments are required. The EHO can not issue your health operating permit until your sanitation plan is reviewed and accepted.

### ➤ What is a sanitation plan?

A sanitation plan is a set of written procedures to help ensure the safe and sanitary operation of your food service establishment.

All operators of food service establishments in British Columbia are required to have a sanitation plan.

## The Three Components of a Sanitation Plan

### There are three components to a sanitation plan

- A list of cleaning and sanitizing agents
- A list of pesticides
- A cleaning schedule

#### ➤ What are cleaning and sanitizing agents?

A cleaning agent is a product used to remove dirt and grease from equipment, floors, walls, ceilings and fixtures. Dish detergents and degreasers are examples of cleaning agents.

A sanitizing agent is a chemical used to destroy bacteria and is usually used on food contact surfaces. Bleach is an example of a sanitizing agent.

#### ➤ What are pesticides?

A pesticide is a product used to control pests such as ants and flies.

#### ➤ What is a cleaning schedule?

A cleaning schedule is a written plan that describes the daily, weekly and monthly cleaning and sanitizing requirements of the establishment, equipment and utensils. The cleaning schedule should include the following details:

- What will be cleaned
- Who is responsible for cleaning it
- When it should be cleaned and how often
- How the cleaning should be done

**How to Write a Sanitation Plan****1. List cleaning and sanitizing agent(s)**

List the cleaning and sanitizing agent(s) that will be used, how they will be mixed and what they will be used to clean and sanitize.

Cleaning and sanitizing agents need to be used according to the manufacturer's instructions.

Discuss methods of monitoring sanitizer concentrations with your supplier or EHO.

**2. List pesticide(s)**

If you will be using any pesticides provide a list of the products, how they will be used and where they will be stored.

If a professional pest control company will be used indicate this in your plan.

For an example of a list of cleaning and sanitizing agents and pesticides see page 33. Blank templates to assist you in writing your sanitation plan are provided in Appendix 3.

**3. Write the cleaning schedule**

As there is no standard format for writing a cleaning schedule choose a format that works best for you and your staff.

Using this format, list the cleaning and sanitizing requirements for the establishment, equipment and utensils. For an example of a general cleaning schedule refer to page 34.

You may choose to include an individualized cleaning schedule for equipment or areas of the establishment that require specific cleaning and sanitizing instructions. For an example of an equipment cleaning schedule refer to page 34.

Blank templates to assist you in writing your cleaning schedule are provided in Appendix 3.



#### 4. Submit your sanitation plan

Submit a copy of your sanitation plan to your local EHO for review. The EHO will advise you if any changes are necessary and when your plan has been accepted.

For additional information on writing a sanitation plan contact your local EHO.

#### ➤ Additional Considerations

##### ▪ Record keeping

A sanitation plan should include keeping written records of when the establishment, equipment and utensils have been cleaned and sanitized. These records will help to ensure that the cleaning schedule is being followed and that your premises is maintained in the best possible condition.

Sanitizer recording logs may be used to record:

- Temperature(s) in dishwashers
- Concentration of sanitizer(s)

Sanitizer recording templates are provided in Appendix 3.

##### ▪ Implementing your sanitation plan

Educate your food handlers and any new employees about the sanitation plan. Ensure the sanitation plan is readily available in the establishment.

**Example of a list of Cleaning Agents and Sanitizing Agents and Pesticides**

<b>List of Cleaning Agents</b>		
<b>Name of cleaning agent</b>	<b>Mixing instructions</b>	<b>Used for cleaning</b>
<b>Dish soap</b>	1 teaspoon/gallon warm water	<ul style="list-style-type: none"> <li>▪ Dishes, cutlery</li> <li>▪ Countertops</li> <li>▪ Inside of coolers</li> <li>▪ Cooler racks</li> </ul>
<b>Degreaser</b>	No mixing required	<ul style="list-style-type: none"> <li>▪ Kitchen Floor</li> </ul>
<b>Laundry Soap</b>	½ cup per load of laundry	<ul style="list-style-type: none"> <li>▪ Aprons, dishtowels, tablecloths</li> </ul>

<b>List of Sanitizing Agents</b>		
<b>Name of sanitizing agent</b>	<b>Mixing instructions</b>	<b>Used for sanitizing</b>
<b>Bleach (unscented)</b>	1 tablespoon/gallon warm water	<ul style="list-style-type: none"> <li>▪ Countertops</li> <li>▪ Inside of coolers</li> </ul>
<b>QUATS</b>	Follow manufacturer’s directions	<ul style="list-style-type: none"> <li>▪ Dishes, cutlery, pots and pans</li> </ul>

<b>List of Pesticides</b>		
<b>Name of pesticide</b>	<b>Used for</b>	<b>Storage</b>
<b>Ant bait</b>	Killing ants in dry storage	<ul style="list-style-type: none"> <li>▪ Closed cupboard in janitor’s room</li> </ul>
<b>Fly strips</b>	Catching flies in back storage area	<ul style="list-style-type: none"> <li>▪ In janitor’s room</li> </ul>

**Example of a General Cleaning Schedule**

Item	Frequency of Cleaning					Method of Cleaning	Who
	After Use	Every Shift	Daily	Weekly	Other		
Cutting board	X					1. Remove any obvious food and dirt. 2. Wash the cutting board with hot soapy water. 3. Rinse with clean water to remove the detergent and loosened food and dirt. 4. Sanitize using bleach (100ppm).	
Walk-in Cooler				X		See detailed cleaning instructions for cooler.	
Hood Canopy					X	Cleaned professionally every 6 months.	

**Example of an equipment cleaning schedule**

Complete for each item of equipment	
Equipment to be cleaned	Walk-in Cooler
Location of equipment	Kitchen
Cleaning and sanitizing agents to be used	Dish soap Sanitize with bleach Floor cleaner
Cleaning frequency	Weekly
Cleaning method	1. Wash all parts of cooler shelving with dish soap. 2. Use scouring pads to remove hard to remove food residue. 3. Wash walls behind shelving using dish soap. 4. Wipe clean shelves with bleach solution (100 ppm), rinse with clean water before sanitizing. 5. Wipe food residue from food containers before placing on clean shelves. 6. Sweep floor – make sure to clean under the shelving. 7. Wash floor with floor cleaner – make sure to wash thoroughly under shelving. 8. Wash the inside and outside door of the cooler and the door handles with dish soap.

## Section 5 - FOODSAFE Level I

FOODSAFE Level I is a training program for individuals working in the food service industry. Every operator of a food service establishment is required to hold a certificate of completion (or equivalent).

Every operator is also required to have at least one employee who is present in the establishment who holds a FOODSAFE Level I certificate (or equivalent) when the operator is absent from the establishment.

Copy(s) of FOODSAFE certificates should be kept on site for inspection purposes.

### ➤ How do I obtain FOODSAFE Level 1?

Contact your local health protection office or EHO for information on registering for a FOODSAFE course.

- Visit the FHA website for a list of courses offered in Fraser Health:

<http://www.fraserhealth.ca/foodsafety>

- Visit the FOODSAFE website for a list of courses offered throughout BC:

<http://www.foodsafe.ca>

## Section 6 – Obtaining a Health Operating Permit

The following section describes the process you need to follow to obtain a health operating permit once you have completed the requirements outlined in Sections 2 to 5.

### ➤ **Schedule an inspection**

Contact the EHO to schedule an inspection for when construction and/or renovations are complete and you are ready to open your establishment. This inspection is required to ensure that the facility has been constructed and equipped in accordance with the approved plans and meets public health standards.

The EHO cannot issue your operating permit until an inspection is conducted confirming that the physical structure and equipment comply with the BC Food Premises Regulation.

### ➤ **Obtain a Health Operating Permit**

The annual fee for a health operating permit is \$150.00 for establishments with 50 seats or less and \$250.00 for establishments with more than 50 seats. The fees are prorated depending on when you open your establishment. Submit this fee to the local health protection office.

The EHO cannot issue your health operating permit until the fee is paid.

**Appendices**

**Index**

**1 – Food Safety Plan Templates ..... 38**

- Process 1 – Food Preparation with No Cook Step..... 38
- Process 2 – Preparation for Same Day Service..... 39
- Process 3 – Complex Food Preparation ..... 40

**2 – Temperature Recording Templates..... 41**

- Temperature Log ..... 41
- Daily Temperature Log ..... 42

**3 – Sanitation Plan Templates 43**

- Cleaning and Sanitizing Agents and Pesticides Template ..... 43
- General Cleaning Schedule Template ..... 44
- Equipment Cleaning Schedule Template ..... 45
- Dishwasher/Glasswasher Sanitizer Log..... 46

**4 – Health Protection Services Offices ..... 47**

**Appendix 1**  
**Templates for writing a Process Based Food Safety Plan**

**Process 1 – Food Preparation with No Cook Step**

Menu Items (list): _____				
Preparation Steps	Is Preparation Step a Critical Step (yes/no)	Critical Limit	Check for Critical Limit	Corrective Action
Receive Food				
Cold Holding				
Preparation				
Cold Holding				

1. Review the preparation steps for menu items grouped in this process.
2. Identify which preparation steps are critical steps in your food operation.
3. Set a critical limit for critical steps.
4. Identify how the critical limit should be checked.
5. Determine the action food handlers will take if the critical limit is not met.

**Appendix 1 - Continued**

**Process 2 – Preparation for Same Day Service**

Menu Items (list): _____				
Preparation Steps	Is Preparation Step a Critical Step (yes/no)	Critical Limit	Check for Critical Limit	Corrective Action
Receive Food				
Cold Holding				
Preparation				
Cook <i>(list cooking temperatures for individual foods)</i>				
Hot Holding				

1. Review the preparation steps for menu items grouped in this process.
2. Identify which preparation steps are critical steps in your food operation.
3. Set a critical limit for critical steps.
4. Identify how the critical limit should be checked.
5. Determine the action food handlers will take if the critical limit is not met.



**Appendix 1 - Continued**

**Process 3 – Complex Food Preparation**

Menu Items (list): _____				
Preparation Steps	Is Preparation Step a Critical Step (yes/no)	Critical Limit	Check for Critical Limit	Corrective Action
Receive Food				
Cold Holding				
Preparation				
Cook <i>(list cooking temperatures for individual foods)</i>				
Cooling				
Reheating				
Hot Holding				

1. Review the preparation steps for menu items grouped in this process.
2. Identify which preparation steps are critical steps in your food operation.
3. Set a critical limit for critical steps.
4. Identify how the critical limit should be checked.
5. Determine the action food handlers will take if the critical limit is not met.



Appendix 2- Continued

**Daily Temperature Log**

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

	A.M.	Mid Day	P.M.	Corrective Action
<b>Walk-in Coolers</b>				
<b>Line Coolers</b>				
<b>Cooking</b>				
<b>Reheating</b>				
<b>Hot Holding</b>				
<b>Cooling</b>	<b>2 hours</b>		<b>6 hours</b>	
<b>Receiving</b>	<b>Temperature at Receipt</b>			

**Appendix 3  
Sanitation Plan Templates**

**Cleaning and Sanitizing Agents and Pesticides Template**

<b>List of Cleaning Agents</b>		
<b>Name of cleaning agent</b>	<b>Mixing instructions</b>	<b>Used for cleaning</b>

<b>List of Sanitizing Agents</b>		
<b>Name of sanitizing agent</b>	<b>Mixing instructions</b>	<b>Used for sanitizing</b>

<b>List of Pesticides</b>		
<b>Name of pesticide</b>	<b>Used for</b>	<b>Storage</b>

Appendix 3- Continued

**General Cleaning Schedule Template**

Item	Frequency of Cleaning					Method of Cleaning	Who
	After Use	Every Shift	Daily	Weekly	Other		

Appendix 3- Continued

**Equipment Cleaning Schedule Template**

<b>Complete for each item of equipment</b>	
<b>Equipment to be cleaned</b>	
<b>Location of Equipment</b>	
<b>Cleaning agents to be used</b>	
<b>Cleaning frequency</b>	
<b>Cleaning Method</b>	



## Appendix 4

**Health Protection Services**

To contact an Environmental Health Office by phone,  
please call

Population Public Health Central Call Centre at:

**604-587-3936**

and request to be connected to your local area office

**Abbotsford** (including Clayburn, Clearbrook,  
Matsqui & Mt. Lehman)  
400 – 2777 Gladwin Road  
Abbotsford, BC V2T 4V1 Fax: 604-852-1558  
[HPAbbotsford@fraserhealth.ca](mailto:HPAbbotsford@fraserhealth.ca)

**Chilliwack** (including Agassiz, Harrison Hot Springs,  
Hope, Boston Bar & Sunshine Valley)  
101 – 45485A Knight Road  
Chilliwack, BC V2R 3G3 Fax: 604-824-5896  
[HPChilliwack@fraserhealth.ca](mailto:HPChilliwack@fraserhealth.ca)

**Langley** (including Aldergrove, Fort Langley,  
Langley City & Langley Township)  
#110 - 6470 201 Street  
Langley, BC V2Y 2X4  
[hplangley@fraserhealth.ca](mailto:hplangley@fraserhealth.ca)

**New Westminister**  
218 – 610 Sixth Street  
New Westminister, BC V3L 3C2 Fax: 604-525-0878  
[HPNewWest@fraserhealth.ca](mailto:HPNewWest@fraserhealth.ca)

**Surrey** (including Cloverdale)  
Suite 100, 1st Floor  
Central City Tower  
13450 - 102nd Avenue  
Surrey, BC V3T 0H1 Fax: 604-930-5415  
[HPSurrey@fraserhealth.ca](mailto:HPSurrey@fraserhealth.ca)

**Burnaby**  
300 – 4946 Canada Way  
Burnaby, BC V5G 4H7 Fax: 604-918-7520  
[HPBurnaby@fraserhealth.ca](mailto:HPBurnaby@fraserhealth.ca)

**Delta** (including Tsawwassen & White Rock)  
201 – 11245 84<sup>th</sup> Avenue  
Delta, BC V4C 2L9 Fax: 604-507-5492  
[DeltaHP@fraserhealth.ca](mailto:DeltaHP@fraserhealth.ca)

**Mission** (including Deroche, Dewdney, Hatzic Lake,  
Lake Erroch & Harrison Mills)  
# 304- 32555 London Ave  
Mission, BC V2V 6M7  
[hpmision@fraserhealth.ca](mailto:hpmision@fraserhealth.ca)

**Ridge Meadows** (including Maple Ridge &  
Pitt Meadows)  
400 – 22470 Dewdney Trunk Road  
Maple Ridge, BC V2X 5Z6 Fax: 604-476-7077  
[HPMapleRidge@fraserhealth.ca](mailto:HPMapleRidge@fraserhealth.ca)

**Tri-Cities** (including Coquitlam, Port Coquitlam,  
Port Moody, Anmore & Belcarra)  
300 – 205 Newport Drive  
Port Moody, BC V3H 5C9 Fax: 604-949-7706  
[HPTriCities@fraserhealth.ca](mailto:HPTriCities@fraserhealth.ca)