



# Montgomery County Health Department

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**Public Health**  
Prevent. Promote. Protect.

**Montgomery County  
Health Department**

110 West South Boulevard  
Crawfordsville, IN 47933

June 21, 2018

To Whom it May Concern:

Congratulation on your decision to open a new business in Montgomery County. This packet of information will aid you in meeting food permit requirements.

Please allow enough time for a detailed plan review, as last minute changes can be costly. A minimum time frame of **30 days** should be allowed, from the time our department receives your **completed** plan review packet, until you receive your food permit for your establishment.

Please submit the following completed information:

- Copy of any and all menu items
- Detailed HACCP chart for each menu item containing a potentially hazardous food (see insert)
- List of distributors and suppliers
- Copy of properly prepared plans and specifications
- Copy of the Certified Food Handler Certificate
- Copy of the Indiana Retail Merchant Certificate
- The Plan Review Application and Application Fee

The Montgomery County Health will mail a letter indicating any changes in the establishment that need to be made to bring the facility into compliance with the Retail Food Establishment Sanitation Requirements, Title 410 IAC 7-24. It is advisable that construction of the establishment begins only after the plans have been received and approved by our department. Upon completion of construction, please call the Montgomery County Health Department to schedule a pre-opening inspection. This inspection will confirm that the establishment was designed according to the approved plans. Please all **at least one week** prior to opening your establishment for this inspection.

If you have any questions or concerns, please call the Montgomery County Health Department (765) 364-6440.

Sincerely,

Adrienne Northcutt, EHS  
Montgomery County Health Department

# Montgomery County Health Department Plan Review Application

Please answer all of the following questions completely.  
Should you have any questions, please contact our department at (765) 364-6440.

Legal Business Name/Entity:		
Establishment Name/DBA:		
Establishment Address:	Telephone Number:	
	Fax:	
Owner Name and Address:	Telephone Number:	
Architect/ Engineer Name and Address:	Telephone Number:	
Name and number of person to contact for plan review questions:		
Projected Start Date:	Projected Completion Date:	
Contents and Specifications for Facility and Operating Plans: (Check what has been submitted)	Included	
	Yes	No
Copy of the intended menu		
Blue Prints (Proposed layout, mechanical schematics, construction materials, finishing schedule, and list of equipment)		
List of distributors and suppliers and their phone numbers		
Copy of Certified Food Handlers Certificate		
Detailed HACCP (Hazard Analysis Critical Control Point) flow chart for each menu item containing a potentially hazardous food (see enclosed)		
Copy of Indiana Retail Merchant Certificate		
Plan Review Application and Application Fee <i>*Note: This does not include the annual Food Establishment Permit Fee.</i>		

I have submitted plans/applications to the responsible authorities on the following dates:

Waste Water Disposal

Fire Department

Planning and Building

Number of floors on which operations are conducted:

Type of Service (check all that apply): Sit down meals

Caterer

Mobile vendor

Take out

Other

Who (name and job title) will be your certified food handler? (Title 410 IAC 7-22)

How will employees be trained in food safety? (Sec. 119 of Title 410 IAC 7-24)

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*The following procedures/questions should be considered before any further planning/construction begins or continues to ensure that special consideration is given to these standard sanitary operating procedures (SSOP's). Please indicate (by either checking or completing the answers) whether or not a section applies to your operation. All section numbers can be found in the Indiana State Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24.*

**FOOD**

1. Will there be any home prepared, canned, or donated food items? (Sec. 142) Yes No

2. What is the procedure for receiving food shipments (e.g. temperatures checked and containers inspected for damage)? (Sec. 166)

a. What is the anticipated frequency of food deliveries for:

Frozen

Fresh

Dry

3. Is your facility required to have pasteurized products? (Sec. 153) Yes No NA

4. Do you intend to make low-acid or acidified foods and intend your products to be shelf stable? Yes No

a. If so, have you passed the Better Process and Control School exam? (Sec. 143) Yes No

*\*Note: Include a copy of the certification.*

5. Do you intend to make "Reduced oxygen packaged (ROP)" foods? (Sec. 73, 195)

Yes No If yes, list out the ROP foods

**FOOD PREPARATION**

6. If foods are prepared a day or more in advanced, please list them here.

7. What will be your procedure to prevent employees from touching foods that are ready-to-eat and will not be cooked or heat treated (e.g. sushi, lettuce, buns, etc.)? (Sec. 171)

8. Describe your date marking system for potentially hazardous ready-to-eat foods. (Sec. 191)

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

10. Provide a list of the types of food that will need to be thawed before cooking and the process that will be used to thaw the food (e.g. frozen meat). (Sec. 199)

PROCESS	TYPES OF FOOD
Refrigeration	
Running water less than 70°F	
Microwave as part of the cooking process	
Cook from frozen	
Other (describe)	

11. Provide a list of the types of food that will need to be cooled and the process that will be used to cool each of these foods (e.g. leftovers). (Sec. 189, 190)

PROCESS	TYPES OF FOOD
Shallow pans under refrigeration	
Ice and water bath	
Reduced volume (quartering a large roast)	
Ice paddles	
Rapid chill devices (blast freezer)	
Other (describe)	

12. Will all produce be washed prior to use? (Sec. 175) Yes            No

a. If no, why?

13. What procedures will be in place to ensure that foods are reheated to 165°F or above? (Sec. 188)

14. Will a buffet be served? Yes            No

a. If yes, who will be responsible for ensuring that the buffet is protected from consumer contamination? (Sec. 181)

15. Is all food prepared and cooked within the facility? (e.g. grilling and smoking outdoors require additional permits) (Sec. 203) Yes            No

### ***HOT AND COLD HOLDING***

16. Will "Time as a Public Health Control" be used for potentially hazardous hot or cold food(s)? (Sec. 193)

Yes            No

*\*Note: These procedures must be submitted and approved before their use.*

17. Will raw animal food(s) be offered to the public in an undercooked form (e.g. sushi, rare hamburgers, eggs over easy, made from scratch Caesar dressing, etc...)? Yes            No

a. If yes, attach your consumer advisory statement. (Sec. 196)

18. Who (e.g. line cook, kitchen manager, etc.) will be assigned the responsibility of taking food temperatures and at what points will temperatures be taken (e.g. cooking, cooling, reheating, and hot holding)? (Sec. 119)

19. Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in refrigeration unit(s) (e.g. walk in coolers, under the counter coolers). (Sec. 173)

20. Describe the storage of different types of raw meat and seafood in the same unit, and how cross-contamination will be prevented. (Sec. 173)

## ***SANITIZATION***

21. Who will be assigned the responsibility of ensuring the correct amount of sanitizer will be used? (Sec. 119)

22. What type of chemical sanitizer(s) will the facility use? (Sec. 294)

*\*Note: Chlorine or Quaternary Ammonium must include manufacturer's directions for concentration on food contact surfaces.*

23. Will the facility have test kits on site for all types of chemical sanitizers? (Sec. 291)

Yes            No

24. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in a sink or put through a dishwasher be sanitized? (Sec. 303)

## ***POISONOUS OR TOXIC MATERIALS AND PERSONAL CARE ITEMS***

25. Where will poisonous or toxic materials be stored (e.g. including the ones for retail sale)? (Sec. 439)

26. Will the employees use a hand sanitizer? (Sec. 131) Yes            No            If so, what brand?

27. Will the facility ensure that insecticides and rodenticides are "Approved for Use in Food Establishments" and that they are applied in a safe manner? (Sec. 119)

28. Will all spray bottles be clearly labeled? (Sec. 438) Yes            No

29. Where will first aid supplies be stored? (Sec. 421)

## ***MISCELLANEOUS***

30. Will any part of the retail food establishment open directly into any part of any living or sleeping quarters? (Sec. 423) Yes            No

31. How will linens be laundered? (Sec. 423)

32. Do you have a written employee health policy? (Sec. 120-123) Yes            No

*\*Note: Provide a copy of this policy.*

## **WAREWASHING/DISHWASHING**

33. Dishwashing methods (Sec. 269) (check one or both): Three compartment sink      Dish machine
34. If a three compartment sink is used, which sanitizing method will you use:  
Hot Water      Chemical
35. If a dish machine is used, which sanitizing method will you use: Hot water      Chemical
- a. If hot water, do you have a booster heater? Yes      No
- b. If hot water, how will you ensure that the unit is sanitizing the utensils? (Sec. 258,303)
36. Can the largest piece of equipment be submerged into the three compartment sink? (Sec. 270)  
Yes      No
37. Does the facility plan to use alternative manual ware washing equipment? (Sec.270)  
Yes      No      *\*Note: If yes, submit your procedure for review*
38. Does your facility have enough drain boards/utensil racks/carts for the air drying of equipment and utensils for either the three compartment sink or the dish machine? (Sec. 289)      *\*Note: Describe below.*

## **WATER SUPPLY**

39. Is the water supply private      or public      If public, skip question #40.
40. If private, has the source been tested? (Sec. 327) Yes      No
- a. If so, when was the last test      and did you send us a copy of the lab results? Yes      No
- b. Have you completed the Indiana Department of Environmental Management Drinking Water Branch's "New System Questionnaire"? Yes      No
- \*Note: The questionnaire may be obtained by calling (317) 234-7435. \**

## **WASTE WATER/SEWAGE DISPOSAL**

41. Is the sewage disposal system public      or private      If public, skip question #42.
42. Has the waste treatment system been approved by the Indiana State Department of Health or the Montgomery County Health Department? (Sec. 376) Yes      No      *\*Note: Provide a copy of the approval.*

## **PLUMBING**

43. Are hot and cold water fixtures provided at every sink? (Sec. 342) Yes      No
44. If a water supply hose is to be used for potable water, is it made from food-grade materials? (Sec. 364)  
Yes      No      NA

45. What are the recovery time, volume, and capacity of the hot water heater? (Sec.329)

46. Is a grease trap required? (Please contact Town Planning Department) Yes No

If yes, is the grease trap located where it is easily accessible for cleaning? (Sec.378) Yes No

47. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber or engineer. (Sec. 336, 377)

Fixture	Water Supply		Sewage Disposal	
	Backsiphonage Prevention Device	Air Gap	Direct Drain	Indirect Drain
Dishwasher				
Ice Machine(s)				
Mop/Service Sink				
3 Compartment Sink				
2 Compartment Sink				
1 Compartment Sink				
Hand Sink(s)				
Dipper Well				
Hose Connections				
Asian Wok / Stove				
Toilet(s)				
Kettle(s)				
Thermalizer				
Overhead Spray Hose				
Other Spray Hose(s)				
Other:				

**HANDWASHING/TOILET FACILITIES**

48. Hand washing sinks are required in each food preparation, food dispensing, ware washing area, and toilet room.

a. How many hand washing sinks will be provided? (Sec. 344)

49. Are all toilet room doors self-closing where applicable? (Sec. 352) Yes No

50. Are all toilet rooms equipped with adequate ventilation? (Sec. 309) Yes No



51. Is a covered receptacle provided for employee restrooms? (Sec. 351) Yes      No

**ROOM FINISH SCHEDULE**

52. Please indicate which materials (e.g. quarry tile, stainless steel, plastic cove molding, etc.) will be used in the following areas. (Sec. 402)

AREA	FLOOR	COVING	WALL	CEILING
KITCHEN				
CONSUMER SELF SERVICE				
SERVING LINE				
BAR				
FOOD STORAGE				
OTHER STORAGE				
TOILET ROOMS				
GARBAGE STORAGE				
MOP/SERVICE SINK AREA				
DISHWASHING				
OTHER				

**PERSONAL BELONGINGS**

53. Are separate dressing rooms/lockers provided? (Sec. 417) Yes      No

54. Describe the storage location for employees' coats, purses, medicines, and lunches. (Sec. 418,422)

55. Where is the designated area for employees to eat, drink, and use tobacco? (Sec. 136)

**EQUIPMENT**

56. Will all of the equipment meet the design and construction standards (for example, it is durable, corrosion-resistant, nonabsorbent, smooth, and easily cleanable)? (Sec. 205) Yes      No

57. Will all utensils and food storage containers be made from food-grade quality materials?(Sec. 205)

Yes      No

58. Will any pieces of used equipment be utilized? (Sec. 106) Yes      No

59. Is the ventilation hood system sufficient for the needs of the facility? (Sec. 307) Yes      No

60. Will all of the equipment used for the storage of potentially hazardous foods be able to meet the minimum temperature requirements (frozen food 0°F, cold food 41°F, hot food 135°F)? (Sec. 187, 197)    Yes      No

61. Is there sufficient amount of equipment for the hot and cold holding of foods; also during serving or transporting? (Sec. 259) Yes      No

62. Will each cold or hot holding equipment used for potentially hazardous foods have a thermometer? (Sec. 256) Yes      No

63. Will a probe thermometer be provided to measure the internal temperature of food? (Sec. 257) Yes      No

64. How will food on display be protected from consumer contamination? (Sec. 179)

### ***INSECT AND RODENT HARBORAGE***

65. Will all outside doors be self-closing, when applicable, and rodent/insect proof? (Sec. 413)

Yes      No

66. Will screens be provided on any open windows/doors to the outside? (Sec. 413) Yes      No

a. Will air curtains be installed; if so, where? (Sec. 413)

67. Will all pipes and electrical conduit chases be sealed (e.g. ventilation and plumbing systems)? (Sec. 403, 414)

Yes      No

68. Is the area around the building clear of unnecessary debris, brush, and other harborage conditions? (Sec. 426)

Yes      No

69. Do you plan to use a pest control service? Yes      No      Frequency

Company Name

### ***REFUSE AND RECYCLABLES***

70. Describe the surface (for refuse/recyclables) that the outside dumpster will be located on? (Sec. 382)

### ***LIGHTING***

71. What are the foot candles (intensity) of light for the following areas? (Sec. 411)

Food prep areas

Dishwashing areas

Dry storage areas

Restrooms and walk-in refrigeration units

*STATEMENT* : I hereby certify that the above information is correct, and I fully understand that any deviation from the above without permission from the Montgomery County Health Department may nullify final approval.

**Signature(s)**

**Date**

\_\_\_\_\_  
**Owner / Operator (Printed)**

\_\_\_\_\_  
**Owner / Operator (Signature)**

*Approval of these plans and specifications by the Montgomery County Health Department does not indicate compliance with any other code, law or regulation that may be required – federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment will be necessary to determine if it complies with the local and state laws governing food establishments.*

<b>Office Use Only</b>		
Permit Number:	Date Reviewed:	Reviewer:
Receipt #	Receipt Amount \$	Date Payment Received:
Check #		

June 21, 2018

Regarding: IC 16-42-5.2 Food Handler Certification

Regarding: IC 16-42-5.2 Food Handler Certification

Dear Food Service Establishment:

Indiana Code 16-42-5.2 mandates food handler certification of at least one person who oversees food safety operations within each Indiana food establishment. Senate Bill 404, the proposal for food handler certification, was introduced to the legislature on behalf of representatives from Indiana's food industry and was adopted as 410 IAC 7-22 by the 2001 Indiana Legislature.

The requirements of having a "Certified Food Handler" became effective January 1, 2005. Standards developed by the Conference for Food Protection, and the American National Standards Institute, have been incorporated into this rule to establish a uniform standard for food handler certification recognized by all local and state health department jurisdictions in Indiana.

The state has approved the following exams for the certified food handler requirement:

<b>ServSafe</b> Indiana Restaurant and Hospitality Association, Debbie Scott (317) 673-4211 <a href="http://www.indianarestaurants.org">www.indianarestaurants.org</a>
<b>Food Safety Manager Certification Examination</b> The National Registry of Food Safety Professionals (800) 446-0257 <a href="http://www.nrfsp.com">www.nrfsp.com</a>
<b>Certified Professional Food Manager</b> Thomson Prometric formerly (Experior Assessments, LLC) (800) 624-2736 <a href="http://www.experioronline.com">www.experioronline.com</a>

For the most up to date list please refer to  
[www.in.gov/isdh/21059.htm](http://www.in.gov/isdh/21059.htm)

The Montgomery County Purdue Extension Office will also be offering the ServSafe course and exam locally; for more information on classes please call Monica Nagele at (765) 364-6363.

For more information, you may wish to review rule 410 IAC 7-22. If you have questions, please contact Montgomery County Health Department at (765) 364-6440. .

Sincerely,

Adrienne Northcutt



# Montgomery County Health Department

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## **ESTABLISHING A HACCP**

### **What is a HACCP?**

HACCP stands for Hazard Analysis Critical Control Point. HACCP can be broken down to a seven-step process, and typically is displayed as a flow chart. “The HACCP system helps food managers identify and control potential problems before they happen.” Developing a HACCP will help identify the steps during food processing that could lead to foodborne illness.

### **Step One: Hazard Analysis**

This involves looking at your intended menu and identifying the steps where a potential “hazard” could contaminate the food. Hazards can be physical, chemical, and biological. As one follows the food through the entire operation problems can be identified and avoided.

### **Step Two: Critical Control Points**

This involves looking at the operation for steps in the operation where bacteria is either controlled or killed from heat or through cooling. Examples of CCPs are cooking, reheating, hot holding, chilled storage, chilled display and thawing.

### **Step Three: Critical Limits**

This involves taking each CCP and determining the upper and lower boundaries of food safety. To determine food safety limits for bacterial growth one will determine both time and temperature limits (example: hamburger being cooked to an internal temperature of 155 F for 15 seconds).

### **Step Four: Monitoring Procedures**

At this step methods must be determined to ensure that none of the CCP critical limits have been breached. These monitoring activities must be done by food handling employees to ensure that all foods are kept within safe limits (example: Using a thermometer to take the internal temperature of a hamburger).

### **Step Five: Corrective Action**

If critical limits have not been met there must be corrective action taken immediately. It is important that food that is out of the critical limits be brought back into safe limits. If you suspect that a potentially hazardous food has been in the temperature danger zone for more than four hours that item must be discarded.

### **Step Six: Verification**

This step can be broken down into two parts. First verify that the critical limits established for the CCPs will prevent, eliminate, or reduce hazards to acceptable levels. Second verify that the overall HACCP plan is functioning.

### **Step Seven: Record Keeping**

Finally keep documents and records of HACCP system. First have in writing a HACCP for each menu item containing a potentially hazardous food. Then create a log book that keeps track of time and temperatures on each of these items.



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## FLOW CHART FOR CHICKEN:

