

# **Starting a Retail Food Operation in Orange County**

- Plans and Registration/Permit Applications are submitted to the regulatory authority.
- Food prepared in a private home may not be used or offered for human consumption in any retail food establishment.
- The operation must be ventilated in a way that is approved by the Indiana Fire Marshall. All ventilation/fans, floors, and work surfaces must be kept free of accumulated debris.
- A person in charge at the establishment, preparing potentially hazardous food, shall be trained in food safety. This person will have passed an ANSI certified course within the past 5 years (nonprofit are exempt).
- All food employees shall be free from infection or illness that is transmissible by food and shall practice excellent hygiene and hand washing. The facility should have an employee health policy posted for all employees that have contact with the food preparation.
- NO bare hand contact with ready to eat food and hair restraints are required.
- The facility must have separate sinks for hand washing, equipment/utensil cleaning, and a mop/service sink. Hand sink can not be used for any other purpose. Dish wash machines that use heat for sanitizing must have temperature gauge with data plate operating specifications.
- All foods/ingredients must be obtained from an approved source (inspected facility) and received in good condition and at proper temperature.
- Refrigeration/freezer/hot and cold holding equipment must meet the needs of the operation. Minimum of 135 ° F for hot holding, 41 ° F for cold holding, and 0° F for frozen food must be maintained. Food must be organized in this equipment to prevent overcrowding and cross contamination.
- The facility must have accurate thermometers for equipment and food preparation temperature monitoring.
- Ready to eat potentially hazardous food, which is not in the factory packaging, that is stored longer than 24 hours must be date marked and discarded after 7 days.
- Menu warning on undercooked food of animal origin per State Rule 410 IAC 7-24 Section 196.
- Keep the facility secure from insects, birds and rodents. This means no cracks, holes, unprotected doors or windows. No open poison is allowed in a food establishment. A regular inspection by a certified pest control company is encouraged. If pest get in trapping is acceptable with non-poison traps/glue boards.
- Equipment/work surfaces must be designed, constructed, installed properly, cleanable and in good repair.
- The floors, walls and ceilings must be smooth and easily cleanable. Lights in food preparation area must be shielded and of correct brightness. Restrooms must have self-closing doors and hand wash facility that is maintained. Women's room must have covered waste container for feminine hygiene product disposal.
- The facility must have an approved water source (well must be tested annually), sewage system, and trash disposal.
- The facility must have adequate and approved chemical/temperature procedures for cleaning and sanitizing utensils and work surfaces. There must also be testing kits to monitor the concentration/temperature of sanitizing practices used to sanitize utensils and work surfaces.
- There must be a designated area away from food preparation for chemicals and personal items to be stored. All food and utensils must be stored off the floor.

**This is not all inclusive. Indiana Retail Food Rule 410 IAC 7-24 has all the requirements for a retail food establishment**