PRE-OPERATIONAL
GUIDELINES & APPLICATION
FOR FOOD SERVICE ESTABLISHMENTS

TORRINGTON AREA

Borough of Bantam * Bethlehem * Canaan
Cornwall * Goshen * Harwinton
Kent * Borough of Litchfield * Litchfield * Middlebury
Morris * Norfolk * North Canaan * Plymouth
Salisbury * Thomaston * Torrington
Warren * Watertown * Winsted

HEALTH DISTRICT

350 MAIN STREET -- SUITE A
TORRINGTON, CONNECTICUT 06790
(860) 489-0436
WWW.TAHD.ORG

TAHD is an Equal Opportunity Provider and Employer

Rev. 4-21-2016
APPLICATION PAPERWORK FOR NEW FOOD ESTABLISHMENTS/ CHANGE OF OWNERSHIP

➤ APPLICATION FILLED OUT COMPLETELY.
➤ BE SURE APPLICATION STATES IF PRE-OP AND LICENSING FEES HAVE BEEN PAID.
➤ COPY OF QFO CERTIFICATE- OR COPY OF TEST REGISTRATION IF WITHIN 30 DAYS OF OPENING
➤ SIGNED STATEMENT FOR DESIGNATED ALTERNATE QFO
➤ SIGN-OFF SHEET FROM PUBLIC AGENCIES
➤ FLOOR PLAN OF ESTABLISHMENT- EVEN IF IT'S AN EXISTING RESTAURANT!!
➤ AS-BUILT OF FINAL KITCHEN LAYOUT, INCLUDING ALL EQUIPMENT AND PLACEMENT
➤ COPY OF LIQUOR PERMIT SIGN-OFF SHEET (IF APPLICABLE)
➤ COPY OF WELL WATER TEST RESULTS (IF APPLICABLE)
➤ TRAINING DOCUMENTATION OF ALL FOOD HANDLERS- OR SOMETHING IN WRITING IF ESTABLISHMENT HAS A CORPORATE TRAINING PROGRAM (McDONALD’S, ETC)
➤ MUST HAVE A COPY OF THE ESTABLISHMENT’S PROPOSED OR FINAL MENU
➤ CHECKLIST FILLED OUT AND RETURNED TO TAHD

ONCE ALL THE ABOVE HAS BEEN RECEIVED A SANITARIAN WILL CONTACT THE PROPOSED OWNER TO SET UP A DATE AND TIME TO CONDUCT AN ONSITE INSPECTION. DURING THE INSPECTION, THE SANITARIAN WILL MAKE NOTE OF ANY ITEMS THAT WILL NEED TO BE UPGRADED TO BRING THE ESTABLISHMENT INTO COMPLIANCE WITH THE CT PUBLIC HEALTH CODE.

A LICENSE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE ITEMS HAVE BEEN COMPLETED. THIS PROCESS MAY TAKE UP TO TWO WEEKS DEPENDING ON WORKLOADS ALREADY IN CYCLE.
APPLICATION FOR FOOD & BEVERAGE LICENSE

☐ License Renewal ☐ Operational Change ☐ Change of Ownership ☐ New Business

NAME OF BUSINESS ____________________________________________ NUMBER OF SEATS ________

STREET ADDRESS _________________________________________ TOWN _______ ZIP CODE ________

ESTABLISHMENT PHONE # ______________________ FAX # ________________

Please Indicate Business Mailing Address If Different From Above:

MAIL TO __________________________________________________________

TOWN ___________________ STATE ______ ZIP CODE ______ PHONE ________

FAX ______________________

NAME OF MANAGER / OWNER ______________________ PHONE ____________

STREET ADDRESS _____________________ TOWN ____________________

STATE ___________ ZIP CODE ________

TYPE OF OPERATION
☐ BED & BREAKFAST ☐ BAKERY / ICECREAM ☐ CAFE
☐ CAMPGROUND ☐ CATERING OPERATION ☐ DAYCARE
☐ DELI / CONVENIENCE ☐ ELDERLY NUTRITION ☐ HEALTHCARE INSTITUTION
☐ GROCERY STORE ☐ MUNICIPAL FACILITY ☐ PRIVATE CLUB
☐ RESTAURANT ☐ SEASONAL ☐ SOUP KITCHEN

CHECK APPROPRIATE INFORMATION FOR THE THREE CATEGORIES BELOW:

1. WATER SUPPLY 2. SEWAGE DISPOSAL 3. GREASE DISPOSAL
☐ Public Water ☐ Public Sewers ☐ In-door Grease Trap
☐ Well Water ☐ Septic System ☐ In-Ground Grease Trap
☐ In-Ground Grease Trap Container

Note: The CT State Department of Public Health – Water Supplies Section regulates well water supplies for food service operations. Compliance with requirements is required prior to issuance of a Food Service License.

PLEASE CHECK APPROPRIATE MENU CLASSIFICATION: (Final class designation will be determined by TAHD after all required information is submitted.)

☐ CLASS 1 – Commercially prepackaged foods and/or hot or cold beverages only.

☐ CLASS 2 – Cold ready to eat commercially processed food and/or hot/cold beverages.

☐ CLASS 3 – Preparation of hot food items which are consumed within 4 hours.

☐ CLASS 4 – Preparation of hot food items which are held for more than 4 hours.

All Class 3 & Class 4 establishments must have a Certified Qualified Food Operator (QFO) in a full time supervisory position. The certification must be accredited from a state approved testing agency for Connecticut. The T.A.H.D. must have a copy of the certificate for the establishment file.

NAME OF QUALIFIED FOOD OPERATOR __________________________ PHONE # _______

DESIGNATED ALTERNATE QFO – with approved training

__________________________________________
APPLICANT'S SIGNATURE

__________________________________________
DATE

ANY INCOMPLETE INFORMATION WILL DELAY THE LICENSING PROCEDURE FOR NEW AND EXISTING ESTABLISHMENTS.

The Torrington Area Health District is an equal opportunity provider and employer.
PRE-OPERATIONAL REQUIREMENTS
FOR FOOD SERVICE ESTABLISHMENTS

INTRODUCTION

This information sheet is designed to help you understand the requirements for construction or remodeling, as well as the operation, of food service establishments. It is not a complete explanation of all the regulations involved. More detailed information is available by contacting a Torrington Area Health District (TAHD) Sanitarian at (860)489-0436.

REGULATIONS

The Public Health Code of the State of Connecticut, section 19-13-B42, governs all establishments that dispense foods or beverages. The TAHD Food Service Regulation also includes some additional regulations at the local level. A copy of the Food Service Regulation is available for review by calling the Health District Office.

DEFINITION

The definition of a Food Service Establishment as contained in the TAHD Food Service Regulation is, "any place where food or beverage is consumed or is prepared or served with or without charge for consumption on or off the premises, including catering establishments or any eating place whether fixed or mobile". The term does not include a private home where food is prepared for individual family consumption, and it does not include the location of vending machines. Food service establishment includes but is not limited to the following: "restaurants, hotels, taverns, bars, rest homes, schools, factories, institutions, camps, grocery stores with on site food preparation and ice cream parlors".

"Temporary Food Service Establishment" - a temporary food service establishment is defined as a food service establishment, but having an operational duration of fourteen (14) consecutive days or less.

SITE PLAN

You will be required to submit a site plan, drawn to scale, showing the location of the building, septic system or public sewer, well or public water and lot size.

FOOD LICENSE

No person may operate a food establishment within the jurisdiction of the TAHD until he/she is in compliance with all applicable requirements and has been issued a valid food license by the TAHD.
PLAN SUBMISSION AND REVIEW

In order to obtain a valid food license for a food establishment, the following procedure has been established.

1. Plan Submission
   a. A floor plan of the proposed facility drawn to scale that includes the location of all equipment, fixtures, food storage areas and employee restrooms.
   b. A manufacturer list of equipment, floors, and wall materials.
   c. A proposed menu of the food items you intend to serve must be submitted along with your plans.
   d. All plan submittals must be accompanied with a completed application and the appropriate plan review fee. The licensing fee will be collected prior to licensing the establishment (see page five (5) for fee schedule).
   e. An agency sign-off sheet, completed by the officials or inspectors

The information must be submitted and approved prior to the start of any construction. Once construction begins, it must proceed according to the approved plan. Any changes must be approved by the TAHD before the work is done.

It is also important that you contact the Building Department, Planning and Zoning Department, Fire Marshal and Department of Public Works because approval may be needed from these departments prior to the issuance of your food license.

2. Plan Review

Your plans will be reviewed after all necessary information is submitted. You will be contacted for an appointment to discuss the plans and/or to schedule an on-site evaluation. Recommendations and necessary changes to plan will be provided to ensure compliance with the regulations.

3. Construction Inspections

During construction, periodic inspections will be made to check on progress and to help alleviate any problems or question that might arise.

4. Food License Issuance

An inspection must be made by TAHD following completion of construction and prior to opening. At that time the facility will be inspected for compliance with the original plan submission. All equipment and plumbing must be operational and the establishment cleaned and ready for business. If the inspection is satisfactory, the food license will be issued.
1. Surfaces

All floors and walls must be smooth nonabsorbent, and easily cleanable. Floor material such as commercial linoleum, commercial vinyl tile or quarry tiles (if grouting is sealed) may be used. Wall material such as stainless steel, Marlite, or sealed concrete blocks are acceptable. In all areas of your establishment other than the patron area a coved juncture must be provided between the wall and the floor. All floors and wall materials must be listed in the schedule of equipment/material with the plans.

2. Lighting

Adequate lighting must be provided in all areas of the establishment to facilitate cleaning. Fixtures located over food preparation areas and display areas must be shielded.

3. Equipment

Only commercial cooking, refrigeration and dishwashing equipment that meets or exceeds National Sanitation (NSF) standard is permitted. A list of all equipment must be included with the plans.

4. Sinks

The following sinks are required in all new or newly renovated kitchens:

(a) A separate hand-washing sink in or adjacent to food preparation, food dispensing and dish washing areas. Larger facilities may be required to install more than one hand-washing sink to allow for easy access for all employees. All designated hand-washing sinks must be supplied with hand-cleansing soap and paper towels at all times.

(b) A utility sink or curb cleaning facility with a floor drain shall be provided and used for the cleaning of mops and for the disposal of mop water or similar liquid wastes.

(c) A commercial, automatic sequence dishwashing machine capable of washing and sanitizing all equipment used for food preparation, which includes the largest piece of equipment or a three-compartment sink shall be provided. If a three-compartment sink is used, kitchenware shall be washed in the first compartment, rinsed in the second, sanitized by an approved chemical additive in the third and air dried on a drain board. A sign stating the three-compartment sink procedures is to be posted directly above the area.

(d) An additional sink(s) for food preparation tasks will be required for most class 3 and class 4 establishments. The sink(s) shall be of adequate size for the needs of the food operation. The designated food preparation sink can not be utilized for any other task and shall be cleaned and sanitized between use.
5. Storage

Provisions for storage space must be available to keep food products safe, organized, and separate from cleaning supplies / chemicals. Dry goods and paper products must be stored in clean ventilated rooms. All stored items must be at least 6 inches off the floor. If storage shelves are 24 inches or wider it is suggested that the bottom shelf be at least 12 inches off the floor to facilitate cleaning.

6. Insect / Rodent Control

All doors to the outside must be made self-closing and rodent proof with weather stripping. All other openings must be screened to prevent insects/rodents from entering facility.

7. Toilet Facilities

Food service establishments serving food or drink shall be provide adequate, conveniently located toilet facilities with hand-washing sinks for its employees. Durable and legible signs shall be conspicuously posted directing employees to wash their hands before returning to work. Toilet and hand-washing facilities accessible to the public shall be provided in conformance with the sections 19-13-B105 through 19-13-B113 of the Regulations of Connecticut State Agencies. The Local Building Official will determine the number of fixtures provided for public use and the requirements necessary for those individuals who are physically challenged.

8. Smoking Prohibited/ Signs Required

♦ Provide signs at all entrances that clearly indicate no smoking inside the establishment.
♦ Establishments that have a permit to sell alcoholic liquor and have an outdoor seating area without a roof or ceiling enclosure must provide a nonsmoking area (outside) that complies with the General Statutes of Connecticut Sec. 19a-342.
♦ Outdoor seating areas of establishments that do not serve alcohol are exempt from the smoking prohibition (outside).

9. Garbage / Rubbish Disposal

You will be required to provide an adequate number of garbage receptacles. Receptacles must be water tight and rodent proof. Arrangements for scheduled pick-up times must be frequent enough to allow receptacle covers to remain closed at all times.

10. Water Supply

With few exceptions, food service operations served by a well are classified as Transient Non Community Water Supplies and as such are regulated by the State Department of Health. Sampling requirements and construction standards for these wells must be met before a Food Service License can be obtained from TAHD. Details regarding the Transient Water Supply requirements can be obtained by contacting the Water Supply Section of the State Department of Public Health at 860-509-7333.
11. Grease Traps

Grease traps may be required for both new and existing food service establishments that are connected to a municipal sewer system in some towns within the Health District. The regulatory authority for sanitary sewer grease traps is the Water Pollution Control Authority of the town where the business is located. The Food Service License will not be issued until local grease trap requirements have been met.

12. Home Cooked Foods, Caterers and Mobile Vendors

The preparation of food for public consumption must take place in a licensed kitchen. A licensed kitchen may be located in a private home provided the licensed kitchen is completely separate from the residential kitchen and the licensed kitchen meets the requirements of the Torrington Area Health District.

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### Food Service Licensing Fee Schedule

#### Plan Review for New Food Operation

<table>
<thead>
<tr>
<th>Class</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Class I Operation</td>
<td>$100.00</td>
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<tr>
<td>Class II Operation</td>
<td>$150.00</td>
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<tr>
<td>Class III Operation</td>
<td>$200.00</td>
</tr>
<tr>
<td>Class IV Operation</td>
<td>$250.00</td>
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</tbody>
</table>

Inspection for Transfer of Food Operation...$100.00

#### Food Service License Fee

<table>
<thead>
<tr>
<th>Class</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Class I Operation</td>
<td>$175.00</td>
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<tr>
<td>Class II Operation</td>
<td>$275.00</td>
</tr>
<tr>
<td>Class III Operation</td>
<td>$400.00</td>
</tr>
<tr>
<td>Class IV Operation</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

State Licensed Youth Camps...$100.00
Itinerant Vendors...$125.00

Temporary Food Service License

- (1 day) $50.00 - per event/unit

Temporary Food Service License

- (2-14 days) $75.00 - per event/unit

Food License holder - with Temporary set-up outside of licensed establishment and serving menu foods...no fee - **Note: Temporary event application must be submitted.**

Second Re-inspection Fee...$100.00
Late Fee for Annual License...$10.00 per day - maximum of $250.00
Returned Check Fee...$50.00
DESCRIPTION OF FOOD SERVICE CLASSIFICATIONS

The Connecticut Public Health Code states the following:

CLASS I – is a food service establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours.

CLASS II – is a food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hot dogs, kielbasa and soup may be heated if transferred directly out of the original package and served within four (4) hours.

CLASS III – is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.

CLASS IV – is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.

A Qualified Food Operator (QFO) is required for those establishments classified as a Class III or IV, and the registered QFO must train a Designated Alternate. Please read the following sections from the State of Connecticut, Public Health 19-13-B42.

Qualified Food Operator, Section19-13B-42(s)(4) of the Public Health Code

Each person owning, operating or managing any food service establishment designated either as class III or class IV shall be a Qualified Food Operator or shall employ on-site at least one (1) Qualified Food Operator who is in a supervisory position at said establishment. Qualified Food Operator is a food operator employed in a full-time position who has demonstrated knowledge of safe food handling techniques. Supervisory position means the position of a person who directs and inspects the performance of food service workers. (Please post current employee certificates within establishment for regulatory authority review)

Responsibilities of Qualified Food Operators:

The Qualified food operator is responsible for operating the food service establishment in compliance with all the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies. The qualified food operator of each food service establishment is responsible for ensuring training of food preparation personnel.
All such personnel shall receive training that shall include but not necessarily be limited to:

- instruction in proper food temperature control
- food protection
- personal health and cleanliness
- sanitation of the facility, equipment, supplies and utensils

The qualified food operator shall maintain written documentation of a training program and training records of individual employees, and shall make these records available.

*(see attached documents)*

**Qualified Food Operator Not Present, Section 19-13B-42(s)(8)(B)**

The owner/operator of the food service establishment shall designate an alternate person to be in charge at all times when the qualified food operator cannot be present. A signed statement must be provided attesting that the alternate person in charge has demonstrated knowledge of food safety training.

**Approved Testing Organizations to comply with the Qualified Food Operator Requirement:**

**The Educational Foundation of the National Restaurant Association (NRA)** -
Website: www.edfound.org
250 South Wacker Drive
Chicago, IL 60606
Phone: 1-800-765-2122

**Certifying Board for Dietary Managers** -
Website: www.dmaonline.org
406 Surrey Woods Drive
St. Charles, IL 60174-2386
Phone: 1-800-323-1908

**Experior Assessments** (formerly National Assessment Institute)
Website: www.experioronline.com/food.htm
600 Cleveland Street, Suite 900
Clearwater, FL 33755
Phone: 1800-624-2736 / contact: Douglas Campbell

**The National Registry of Food Safety Professionals, Inc.** -
Website: www.NRFSP.com
1200 East Hillcrest Street, Suite 303
Orlando, FL 32803
Phone 1-800-446-0257 / contact: David Cox
If you have any questions regarding the classification of your food service establishment please mail a copy of your menu items to the TAHD office for review or call the TAHD Food Protection Program @ (860) 489-0436.

Designated Alternate - Required Demonstrated Knowledge

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

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

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

(A) Elements of Knowledge

i. Identify foodborne illness – define terms associated with foodborne illness; recognize the major microorganisms and toxins that can contaminate food and the problems that can be associated with the contamination; define and recognize potentially hazardous foods; define an recognize illness that can be associated with chemical and physical contamination; define and recognize the major contributing factors for foodborne illness; recognize how microorganisms cause foodborne disease.

ii. Identify time/temperature relationship with foodborne illness- recognize the relationship between time/temperature and microorganisms (survival, growth, and toxin production); describe the use of thermometers in monitoring food temperatures.

iii. Describe the relationship between personal hygiene and food safety.

Recognize the association between hand contact and foodborne illness; recognize the association between personal habits and behaviors and foodborne illness; recognize the association between health of a food handler and foodborne illness; recognize the association between health of a food handler and foodborne illness; recognize how policies, procedures and management contribute to improved food hygiene practices.

iv. Describe methods for preventing food contamination from purchasing to serving – define terms associated with contamination; identify potential hazards prior to delivery and during delivery; identify potential hazards and methods to minimize or eliminate hazards after delivery.

v. Identify and apply correct procedures for cleaning and sanitizing equipment and utensils – define terms associated with cleaning and sanitizing; apply principles of cleaning and sanitizing; identify materials, equipment, detergent, sanitizer; apply appropriate methods of cleaning and sanitizing; identify frequency of cleaning and sanitizing.

vi. Recognize problems and potential solutions associated with facility, equipment, and layout; identify facility design and construction suitable for food service establishments; identify equipment and utensil design and location.

vii. Recognize problems and potential solutions associated with - temperature control, preventing cross contamination, housekeeping and maintenance; implement cleaning schedules and procedures; implement equipment and facility maintenance program.

(B) Demonstrate Elements of Competency

i. Assess the potential for foodborne illness in a food service establishment; perform operational food safety assessment; recognize and develop standards, policies and procedures; select and train employees; implement self audit / inspection program; revise policy and procedure (feedback loop); implement crisis management program.

ii. Assess and manage the process flow; identify approved source; implement and maintain a receiving program; implement and maintain storage procedures; implement and maintain preparation procedures; implement and maintain holding / service / display procedures; implement and maintain cooling and post preparation storage procedures; implement and maintain re-service procedures; implement and maintain transportation procedures.
FOOD EMPLOYEE PROGRAM AND RECORDS

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

1. instruction in proper food temperature control;
2. food protection;
3. personal health and cleanliness;
4. sanitation of the facility, equipment, supplies and utensils

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

The Qualified Food Operator is responsible for completing and maintaining the enclosed employee training sheet and training record forms or substitute forms with similar content, approved by the Torrington Area Health District - Food Protection Program.

Employee Training Sheet:

Name of Establishment: ____________________________________________

Address of Establishment: ____________________________________________

Employee Name: ____________________________________________

Duties: ____________________________________________________________

Date of Hire: ____________________________________________
<table>
<thead>
<tr>
<th>TRAINING TOPICS</th>
<th>DATE Completed</th>
<th>QFO Initials</th>
<th>EMPLOYEE Initials</th>
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<tbody>
<tr>
<td><strong>I. Proper Food Temperature Control</strong></td>
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<tr>
<td>a. Internal cooking temperature requirements</td>
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<tr>
<td>b. Re-heating procedures and temperature requirements</td>
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<tr>
<td>c. Hot and cold holding requirements</td>
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<td>d. Rapid cooling procedures and requirements</td>
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<tr>
<td>e. Food temperature gauge use, storage, sanitization and calibration.</td>
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<td><strong>II. Food Protection</strong></td>
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<tr>
<td>a. Washing fruits and vegetables</td>
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<td>b. Proper procedures for defrosting protein food products</td>
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<tr>
<td>c. Practices and methods followed to prevent cross-contamination during preparation</td>
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<tr>
<td>d. Proper covering of food to protect from sources of contamination during storage and service</td>
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<tr>
<td><strong>III. Personal Health and Cleanliness</strong></td>
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<tr>
<td>a. Hand washing requirements and procedures</td>
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<tr>
<td>b. Proper use of single service gloves</td>
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<tr>
<td>c. Employee sick leave, ill food handler restrictions from food service duties / illness reporting responsibility to health jurisdiction</td>
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<tr>
<td>d. Good hygienic practices</td>
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<tr>
<td><strong>IV. Sanitation of the Facility, Equipment, Supplies, and Utensils</strong></td>
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</tr>
<tr>
<td>a. Sanitization requirements and procedures</td>
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<tr>
<td>b. Cleaning schedule and procedures for food and non-food contact surfaces</td>
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<tr>
<td>c. Proper use and requirements for washing equipment in a 3- bay sink and / or dishwashing machine</td>
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</tbody>
</table>
Designated – Alternate Person In Charge
Demonstrated Knowledge Statement

Name of Establishment

__________________________________________

Town of Operation

__________________________________________

I __________________________________________ attest that
(Print Name of Owner or QFO)

__________________________________________ is employed as the alternate
(Print Name of Alternate Person in Charge)

person in charge and he/she has a complete understanding of the responsibilities associated
with being the Designated Alternate for the above establishment.

The Designated Alternate shall be responsible for: ensuring that all employees comply with
state and local regulations. The Designated Alternate is also responsible for handling
emergencies; admitting the inspector; and receiving and signing the inspection report.

Signature of Owner or QFO ____________________________

Title ____________________________ Date ____________________________

Signature of Designated Alternate ____________________________

Title ____________________________ Date ____________________________
Internal Cooking Temperatures

Whole Roast, Corned Beef, Pork Roasts

130 °F 121 minutes
140 °F 12 minutes
145 °F 3 minutes

Shell Eggs, Fish, Meat, Pork
145 °F 15 seconds

Ground or Comminuted Meat and Fish Products
145 °F 3 minutes
150 °F 1 minute
155 °F 15 seconds
158 °F Instantaneously

Game Meats, Poultry, Ground or Comminuted Poultry
Stuffed Fish, Meat, Pasta, Poultry, or Stuffing containing Potentially Hazardous Ingredients

165 °F 15 seconds

Raw animal food cooked in a microwave oven shall be:

- rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat
- covered to retain surface moisture
- heated to a temperature of at least 165 °F in all parts of the food, and allowed to stand covered for 2 minutes after cooking

Cold and Hot Holding Temperatures

41 °F or less for cold potentially hazardous food items
135 °F or above for all hot – held potentially hazardous food items, except for whole beef and pork roasts which may be held hot at 130 °F or above.

Cooling Requirements

Cooked Potentially Hazardous Food shall be cooled:

140 °F → 70 °F within 2 hours
70 °F → 45 °F within an additional 4 hours

Methods: Shallow pans (food 3 inches deep or less) - Ice water baths, stirring - Volume Reduction

Reheating Temperatures

Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165 °F for 15 seconds within 2 hours, except remaining unsliced portions of roast beef which may be reheated at 145 °F for 3 minutes within 2 hours.

Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least 140 °F for hot holding.
FOOD SAFETY PROCEDURES THAT REDUCE FOODBORNE ILLNESS

(See attached document for the Required Internal Cooking Temperatures)

REQUIRED CONSUMER ADVISORY

Food Service Operations that choose to serve raw animal food such as raw egg, raw fish, raw-marinated fish, raw molluscan shellfish, steak tartar, or partially cooked food such as lightly cooked fish, rare meat and soft cooked egg that is served or offered for sale in a ready-to-eat form must be accompanied with a consumer advisory which informs the consumer of the risks involved with the consumption of raw or undercooked animal food. The consumer shall be informed of the risks involved with the consumption of raw or undercooked animal food by means of posters, brochures, menu advisories, label statements, table tents, placards or other written means available at the food service establishment which state:

“Thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness.”

The use of pasteurized eggs or egg product must be used for the preparation of foods that are not thoroughly cooked in products, such as Caesar salad dressing, egg nog, mayonnaise, hollandaise sauce, ice cream etc. Pasteurized eggs must also be used in recipes that use pooled eggs that will not be cooked immediately.

Important Notes:
✓ Pork and poultry can not be undercooked – must be cooked to the required temperature.
✓ Facilities serving immune compromised individuals or preschool age children must cook ALL foods to the required Internal Cooking Temperatures.

Thawing Foods:

Foods can not be thawed at room temperature; the following procedures can safely defrost foods:

1. At refrigeration temperature of 45 degrees F or below
2. Under cool potable water, 70 degrees F or below and not to exceed a two hour time period
3. Quick thawed in a microwave as part of the cooking process – if a microwave is used for thawing the food product must be cooked thoroughly immediately.

Cooling Foods:

Foods CAN NOT be safely cooled at room temperature; safe procedures for cooling foods quickly include:

1. Immersing container in ice bath.
2. Stirring frequently with an ice paddle.
3. Transferring foods into shallow containers and placing into a cooling unit.
4. Slicing large portions of meats/poultry/pork into smaller pieces before refrigerating.
5. Refrigerate immediately at 45 degrees F or below, once larger portions have been appropriately divided.
(See attached document stating the time required for cooling all foods)

**Re-heating Foods:**

1. Reheat all foods on the stove or in a microwave to at least 165°F, but preferably to boiling (212°F) as quickly as possible, not to exceed 2 hours.

2. Transfer foods to a steam table **AFTER** re-heating to 165°F or above. Steam tables are **NOT** designed for re-heating foods.

3. Monitor steam table settings, soup station settings and other hot-holding unit temperature settings; the holding units must be set appropriately to keep the internal food temperature at or above 135°F. Temperature logs are highly recommended for all hot-holding stations.

**Safe Holding Temperatures:**

- Cold food products must maintain an internal temperature of **41°F or below** in all refrigerated units within the establishment and any items being held cold outside of refrigerated units.

- Hot food products must maintain an internal temperature of **135°F or above** by an approved heat source within the establishment.

- Thermometers are required in all holding units. A probe-type thermometer(s) must be available for monitoring internal food product temperatures while cooking and holding. Provide alcohol pads for sanitizing the probe-type thermometer before and after each use.
Pre-Operational Check List for New or Remodeled Food Service Establishments

(please use this checklist in conjunction with the TAHD Pre-operational Guide)

1. **IDENTITY OF PLANS:**
   Name of Establishment _______________________________________________________
   Street & Town ______________________________________________________________
   Estimate of occupancy (to include patrons and employees) _________________________
   Owner Name _________________________________________ Phone: ________________

2. **FLOORS:** (list type(s) of material)
   - Yes ☐ No ☐ Are the floor materials smooth, non-absorbent, made of a washable material?
   - Yes ☐ No ☐ Are the floors and wall juncture coved?
   - Yes ☐ No ☐ Are the floors graded to drain where necessary?

3. **WALLS AND CEILINGS:** (list type(s) of materials)
   - Kitchen walls __________________________ ceiling _____________________________
   - Storage area walls __________________________ ceiling __________________________
   - Dining area walls __________________________ ceiling __________________________
   - Toilet Facility walls __________________________ ceiling __________________________
   - Yes ☐ No ☐ Are the materials smooth, non-absorbent, made of a washable material?
   - Yes ☐ No ☐ Are the walls light in color?
   - Yes ☐ No ☐ Are the walls washable to level of splash?
   - Yes ☐ No ☐ Are there any exposed pipes in the food preparation or storage areas?
4. Toilet Facilities:

- Yes □ No □ Are toilet facilities conveniently located?
- Yes □ No □ Are doors self-closing and without louvers?
- Yes □ No □ Ventilation is provided (window or mechanical exhaust)?
- Yes □ No □ Hand washing facilities provided and supplied as required?
- Yes □ No □ Have necessary approvals from the Town Building Official been granted?

5. Hand Washing Facilities:

- Yes □ No □ Are there adequate and accessible hand washing facilities provided in all food preparation areas, food service areas and dishwashing areas?
- Yes □ No □ Are all hand washing sinks supplied with soap, paper towels and waste receptacles?

6. Sewage and Liquid Waste Disposal:

- Yes □ No □ Public sewer system
- Yes □ No □ Septic system . . . Yes □ No □ Approval granted from TAHD Sanitarian Name _______________________
- Yes □ No □ Grease trap – size in gallons ______________ __ In-door __ In-ground
- Yes □ No □ Have necessary approvals from Water Pollution Control Authority been granted?

7. Plumbing:

- Yes □ No □ Are dishwashing machines, garbage disposals, steam tables, or any other piece of equipment connected to the potable water supply in such a manner as to prevent backflow or back siphonage?
- Yes □ No □ Are there exposed overhead sewer lines in food preparation or storage areas?
- Yes □ No □ Are proper backflow preventers installed on all spigots with a hose connection and the carbonator (if applicable)?
8. Water Supply:

- Yes □ No □ Public Water Supply
- Yes □ No □ Private Well
  - Date of most current water analysis ____________________________

- Yes □ No □ Have necessary approvals from the Department of Public Health - Water Supplies Section (860) 509-7333 been granted, if establishment water supply is obtained from a private well system?

9. Lighting:

- Yes □ No □ Is adequate lighting provided in all areas of the establishment?

- Yes □ No □ Are light fixtures proper covered with safety shields and caps or are shatter proof bulbs installed in all food preparation areas, storage areas, display areas and dishwashing areas?

- Yes □ No □ Are safety shields and caps installed or shatter proof bulbs installed in all cooling units, hot-holding units and display cases?

10. Ventilation:

- Yes □ No □ Are hoods provided above all grease-producing cooking units?

- Yes □ No □ Are ventilation systems and exhaust fans installed properly, and therefore do not create a nuisance or health problem at the point of discharge?

- Yes □ No □ Have necessary approvals from the Fire Marshal been granted?

11. Insect and Rodent Control:

- Yes □ No □ Are all outer openings protected against entry of insects and rodents by use of doors, screens, fans, etc.

- Yes □ No □ Are all outer doors self-closing?

- Yes □ No □ Are all openings in floors, walls, and ceilings for pipes, cables, wires, etc. properly chalked or protected?
12. Bulk Storage Area:

- Yes ☐ No ☐ Are racks and shelves used for food storage raised to level of 6 inches or above floor? (raised to level of 12 inches or above floor - if storage unit exceeds 24 inches in width)

- Yes ☐ No ☐ Are there exposed sewer, water or waste lines over the food storage areas?

- Yes ☐ No ☐ Have toxic/poisonous materials been properly stored and labeled in a designated area or separate cabinet?

13. Equipment:

- Yes ☐ No ☐ Has a list of all equipment with manufacturer names and model #s been attached to plan and application?

- Yes ☐ No ☐ Is equipment sealed to floor and walls where necessary, mounted on a platform, and moveable to enable cleaning?

- Yes ☐ No ☐ Are sneeze guards or other protective devices provided where applicable?

- Yes ☐ No ☐ Have the required sinks been installed for food preparation, pot washing, hand washing, utility/ mop sink?

✓ Provide Name and Model Number of Dishwasher __________________________________________

✓ Provide Name and Model Number of Booster Heater _______________________________________

14. Refrigeration:

✓ Provide cubic feet of refrigerated storage ______________________________________________

✓ Provide cubic feet of frozen food storage _______________________________________________

15. Menu:

- Yes ☐ No ☐ In addition to the proposed plan and application, have you attached a list of foods and beverages to be served?
16. Floor Plan:

☑ Yes ☐ No ☐ Has a floor plan, stating size of establishment and location of all equipment, been included with the application?

☑ Yes ☐ No ☐ Has a copy of an approved Qualified Food Operator certificate and the statement assigning the Designated Alternate been provided for the TAHD’s records?

☑ Yes ☐ No ☐ Have you developed an Establishment Food Safety Training Program for all employed food handlers?

Please sign and date below:

________________________________________  __________________________
Owner Signature                                Date

________________________________________  __________________________
Torrington Area Health District Sanitarian     Date
APPLICATION FOR DEPARTMENTAL APPROVAL
FOR FOOD SERVICE LICENSE

THIS CERTIFICATE HEREBY CERTIFIES THAT THIS FOOD SERVICE ESTABLISHMENT IS IN
COMPLIANCE WITH THE CONNECTICUT PUBLIC HEALTH CODE 19-13-B42 AND ALL OTHER
DEPARTMENTS/AGENCIES LISTED BELOW.

EXISTING BUILDINGS AND FLOOR SPACE NOT REQUIRING A PERMIT FROM THE AGENCIES LISTED BELOW
MAY BE EXEMPTED FROM OBTAINING A SIGNATURE. PLEASE CHECK WITH THE APPROPRIATE
DEPARTMENTS FOR PROPER PROCEDURES CONCERNING PERMIT REQUIREMENTS.

Failure to obtain approval from all appropriate departments at the time of final inspection will result in delay or suspension
of obtaining license to operate from The Torrington Area Health District.

DATE: ___________ FOOD SERVICE LICENSE CLASSIFICATION: ___

PROPERTY OWNER: __________________________________________

PROPERTY RENTER/MANAGER: __________________________________

DESCRIPTION: _____________________________________________

PROPERTY ADDRESS: _________________________________________

__________________________

**AFTER EACH DEPARTMENT/AGENCY HAS PROVIDED SIGNATURE OF APPROVAL, PLEASE SUBMIT TO THE
TORRINGTON AREA HEALTH DISTRICT FOR ISSUANCE OF FOOD SERVICE LICENSE.**

TORRINGTON AREA HEALTH DISTRICT
Date: ___________
Approved By: __________________

WPCA-SEWER
Date: ___________
Approved By: __________________

BUILDING INSPECTOR
Date: ___________
Permit #
Approved By: __________________

THE ABOVE DEPARTMENTAL APPROVALS DO NOT NEGATE THE ESTABLISHMENT OR ITS OWNER
FROM A CONTINUING OBLIGATION TO COMPLY WITH ANY ADDITIONAL OR FUTURE CODE
REQUIREMENTS AS SET FORTH BY THE INDIVIDUAL AGENCIES.