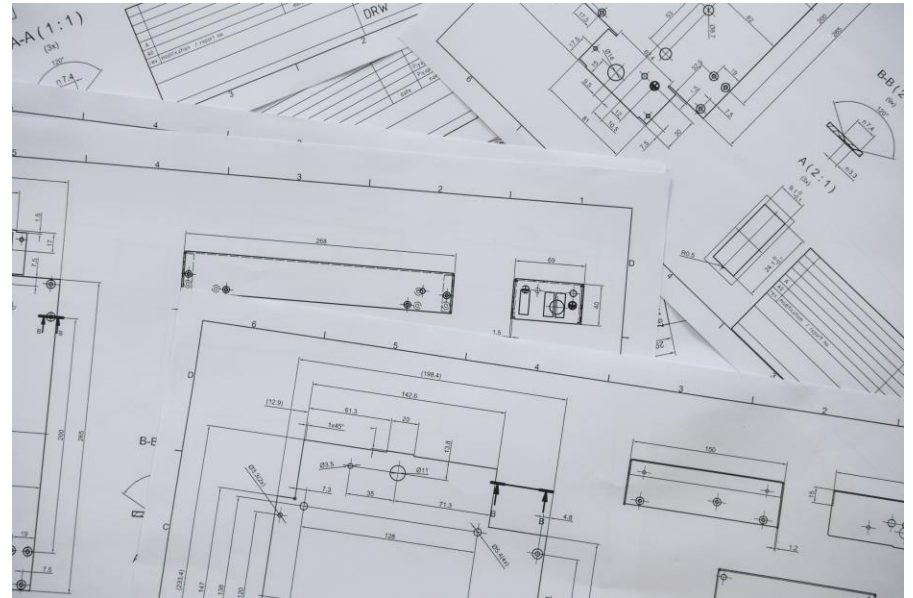


OCHD Food Service Industry Forum

August 2024

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Agenda

1. Welcome and Introductions
2. Review of Licensing and Plan Review
3. County Resource Handout
4. OCHD EH Food Program Website
5. Group Resource Sharing
6. Follow-up Survey

Welcome and Introductions

- Please place your name and organization in the chat.
- OCHD Staff on the call.
- Meeting overview.

Plan Review and Licensing

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Oakland County Health Division

Food Service Licensing Basics



HEALTH DIVISION

OAKGov.COM/HEALTH



Licensing Basics

- A food establishment license is required in almost all instances where food is commercially handled or served to the general public.
- Even the giving of food to the general public is included.

Licensing Basics

- The Michigan Food Law of 2000 requires the licensing of any person or firm that processes, packs, cans, preserves, freezes, fabricates, stores, prepares, serves, sells, or offers food for sale.
- Some businesses are exempt.

Who Doesn't Need A License

- Produce stands selling only whole, uncut, fresh fruits and vegetables.
- Bake sales or potlucks run by a charitable, religious, fraternal or other non-profit organization and serving only home-prepared foods.
- Non-profit cooperatives.
- Retail honey and maple syrup outlets (for honey and maple syrup sold by a licensed producer).
- Vending machines dispensing only packaged soft drinks or candy.
- Fishing guide service serving lunch to 12 clients or less.
- Temporary establishments with no food preparation using single-service articles and serving only non-potentially hazardous food or beverage.
- A temporary, satellite, serving location of a licensed food service establishment where no food is prepared, and food is served by the employees.
- Retail businesses selling only pre-packaged, non-potentially hazardous foods in incidental amounts.
- Some firms licensed under other, specific dairy or agricultural acts.
- Certain bed and breakfast operations.

Cottage Foods

- Michigan's Cottage Food Law, PA 113 of 2010 exempts a "cottage food operation" from the licensing and inspection provisions of the Michigan Food Law.
- A cottage food operation still has to comply with the labeling, adulteration, and other provisions found in the Michigan Food Law, as well as other applicable state or federal laws, or local ordinances.

Cottage Foods

- Under the Cottage Food Law, non-potentially hazardous foods that do not require time and/or temperature control for safety can be produced in a home kitchen (the kitchen of the person's primary domestic residence) for direct sale to customers at farmers markets, farm markets, roadside stands or other direct markets.

Cottage Foods

- Some examples include:
 - fruit jams/jellies, breads and similar baked goods, cookies and cakes, vinegars and other non-potentially hazardous foods.
- This does not include canned, acidified, Acid, Low Acid or pickled foods.
- The products can't be sold to retail stores; restaurants; or to wholesalers, brokers or other food distributors who resell foods.

Cottage Foods

- The basic information that must be on the label is as follows:
 - Name and physical address of the Cottage Food operation.
 - Name of the Cottage Food product.
 - The ingredients of the Cottage Food product, in descending order of predominance by weight. The net weight or net volume of the Cottage Food product (must also include the metric equivalent - conversion charts are available online).
 - Allergen labeling as specified in federal labeling requirements.
 - The following statement:

Made in a home kitchen that has not been inspected by the Michigan Department of Agriculture & Rural Development.

- Hand-printed labels are acceptable if they are clearly legible, written with durable, permanent ink, and printed large enough to equal the font size requirements listed above.

Cottage Foods

- Operating a business under the Cottage Food Law is not for everyone.
- Some food products do not fit under the exemptions and some businesses aim to make more each year than the income cap outlined in the Cottage Food Law.

Cottage Foods

- Michigan State University Extension offers an online Cottage Food Law Food Safety Training program to educate those wishing to prepare and sell foods under the Cottage Food Law.
- The training program, funded by a Food Safety Education Fund grant from the Michigan Department of Agriculture & Rural Development, covers safe food production, packaging and labeling, storing and transportation.
- To complete the online training, visit [Michigan Cottage Food Law Food Safety Online Training](#).

Licensing Basics

Oakland County Health Division (**OCHD**) has licensing jurisdiction over food/beverage service facilities:

- Restaurant
- School
- Hotel
- Bar
- Food Truck
- Concession Stand
- Catering Operation

Michigan Department of Agriculture & Rural Development (**MDARD**) has licensing jurisdiction over food processing and retail facilities:

- Grocery Store
- Retail Bakery
- Wholesale Foods
- Cottage Foods
- Packaging Beverages
- Convenience Store
- Food Processing
- Farmers Markets

OCHD Licensed Facilities

Food Service Establishments

Food Service establishments, which include restaurants, cafeterias, delicatessens, mobile units, temporary food service establishments, and special transitory food units are licensed via local/county health departments who set their own fees.

Types of Food Service Establishments

- **Temporary**
 - A temporary food service establishment means a food service establishment, which operates at a fixed location for a temporary period of time not to exceed 14 consecutive days. Temporary food service establishments use a different application than a fixed, mobile, or special transitory food unit food service establishments.
- **Fixed**
 - A fixed establishment is a facility that is a permanent location. This is an operation where food or drink is prepared for direct consumption through service on the premises or elsewhere, and any other eating or drinking establishment or operation where food is served or provided for the public.
- **Mobile**
 - A mobile food service establishment means a food service establishment operating from a vehicle, trailer, or watercraft that returns to a mobile food establishment commissary for servicing and maintenance at least once every 24 hours. The commissary license number must be recorded in the appropriate location on the application for it to be processed.
- **Special Transitory Food Unit (STFU)**
 - An STFU is a temporary food establishment licensed to operate throughout the state without the 14-day limits or a mobile food establishment that is not required to return to a commissary.

Temporary Food Service License

A food establishment that operates at a fixed location for a temporary period not to exceed 14 consecutive days.

Temporary Food Service License

FS-231 (07/14)

MICHIGAN TEMPORARY FOOD ESTABLISHMENT LICENSE APPLICATION

APPLICANT/BUSINESS CONTACT INFORMATION:

Organization/Business Name: _____
 Main Contact: _____ Email: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Primary Phone: _____ Cell Phone: _____ Fax: _____
 Alternative Contact: Name: _____ Phone: _____

PUBLIC EVENT INFORMATION: Name of Public Event: _____

Food Service Start Date: _____ Serving Start Time: _____
 Ending Date: _____ End Time: _____
 When will food preparation begin? Date: _____ Starting Time: _____
 Event Location (Name & Address): _____
 Event Coordinator Name: _____ Phone: _____

If Applicable, Non Profit Tax ID #: _____

I AM AWARE THAT EACH BOOTH MUST BE PROPERLY EQUIPPED AND READY TO OPERATE BY THE TIME INDICATED, AND THAT FAILURE TO DO SO MAY RESULT IN DENIAL OF MY LICENSE.

Applicant Name (Print) _____
 Applicant Signature: _____ Date: _____

Estimated Number of Meals to be Served Each Day: _____

EQUIPMENT LIST:

Identify equipment used at your temporary food establishment. Check all boxes that apply.

- | | | |
|---|--|--|
| A Hand Wash Station
<input type="checkbox"/> Large insulated container with a spigot, warm water, hand soap, paper towels and a large catch bucket
<input type="checkbox"/> Hand sink
<input type="checkbox"/> Self-contained portable unit
<input type="checkbox"/> Other _____ | B Cooking/Reheating Equipment
<input type="checkbox"/> Grill/BBQ
<input type="checkbox"/> Fryer
<input type="checkbox"/> Oven
<input type="checkbox"/> Roaster
<input type="checkbox"/> Other _____ | C Cold/Hot Holding Equipment
<input type="checkbox"/> Ice chest/cooler with ice
<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Freezer
<input type="checkbox"/> Steam table
<input type="checkbox"/> Grill/BBQ
<input type="checkbox"/> Chaffing dish w/ fuel
<input type="checkbox"/> Slow cooker/roaster
<input type="checkbox"/> Other _____ |
| D Floor/Overhead Protection*
<input type="checkbox"/> Food is prepared & served indoors
<input type="checkbox"/> Floors are cleanable and impermeable
Describe: _____
<input type="checkbox"/> Canopy/tent
<input type="checkbox"/> Screening
<input type="checkbox"/> Other _____ | E Cleaning/Sanitizing
<input type="checkbox"/> Three basins to wash (dish soap), rinse (clear water) and sanitize (sanitizer)
<input type="checkbox"/> Extra utensils
<input type="checkbox"/> Bucket with sanitizing solution and wiping cloth(s)
<input type="checkbox"/> Sanitizer | F Other
<input type="checkbox"/> Chemical test strips to test sanitizer solution
<input type="checkbox"/> Metal stem thermometer
<input type="checkbox"/> Gloves
<input type="checkbox"/> Hair restraints
<input type="checkbox"/> Electricity available
<input type="checkbox"/> Water source (circle all that apply)
Municipal/City Water Well Bottled |

*if extensive food handling occurs, it must be done in a fully enclosed space.

FOOD PREPARATION AND MENU: Only food and beverage items listed will be approved to serve. Approval for any changes must be requested before the event.

Food	G Food Source (place/facility where food is purchased)	H Off-Site Prep Yes/No	I On-Site Prep Yes/No	J Transport to event? (Hot or Cold, What type of equipment for transport)	K Cold holding equipment used at event?	L Cooking/reheating equipment used? Final cook/reheat temperature?	M Cooling?	N Hot holding equipment used?
<i>Example:</i> Hamburger	Jane's Food Service	No	Yes	Cold, Ice Chest	On-site refrigerator	Grill, 155 °F	No	Steam table

*1 – IF FOODS ARE MADE OFF-SITE, PLEASE FILL OUT ADDENDUM A (COMMISSARY AGREEMENT)
 *2 – IF YOU PLAN TO COOL ANY FOOD, CONTACT YOUR INSPECTOR TO DISCUSS THE METHOD YOU WOULD USE.

For Local Health Department Use:
 Notes: _____ Amount Paid: _____

ADDENDUM A:

COMMISSARY AGREEMENT

Organizations or individuals requiring the use of an off-site kitchen facility must obtain a review and approval, by the licensing agency, of the off-site kitchen facility at the time of license application. Inspection fees may apply if the facility is NOT currently licensed as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement. It may be required that you provide a copy of the Commissary Food License.

Temporary Food Service Operator requiring the use of an off-site kitchen facility must complete the following information:

I, _____ allow _____ Organization _____
 Licensed Food Service Operator/Owner _____
 to use _____ Facility License Number _____
 Name & Address of Licensed Facility Used _____
 For: _____ Food Preparation _____ Cold Food Storage _____ Cooking _____ Cooling Food _____ Hot Holding _____
 _____ Dry Food Storage _____ Warewashing _____ Approved Water Supply _____ Waste Water Disposal _____
 _____ Other: _____

Date(s) Licensed Facility will be used for this event: _____ to _____ Time of use: _____ AMPM to _____ AMPM

Signature of Licensed Facility Owner/Operator _____ Date _____

For Office Use Only
 APPROVED _____ DENIED _____
 COMMENTS: _____



Fixed, Mobile and STFU License

I. Develop a business plan. This generally includes the following:

- Identify your business entity type. Are you a sole proprietorship, a Limited Liability Company (LLC) or corporation?
- What is your business concept? Is your food business going to be a packaged food retail convenience store? Will you have a grocery store with a deli and food service (e.g., catering and/or take-out pizza)? Will you operate a food manufacturing plant?
- Find an ideal location. Will you be constructing a new building or renting/leasing existing building space? Food establishment licenses are not transferable.
- Create a budget for expenses (e.g., capital costs/equipment, food and beverage inventory, labor costs, rent, utilities, etc.). How many meals served per day?
- Identify your food products and price ranges. What food and beverage products will you offer and at what prices will they be profitable?
- What is your employee staffing plan? How many employees will you hire to start with, including management? What will your hours of operation be?

II. Verify your proposed location's zoning requirements.

- Contact the local municipality's building code department and obtain all necessary permits (e.g., plumbing, electrical, mechanical, etc.).

Fixed License

III. Consider your water and sewer needs.

- If on-site water supply and sewage disposal systems are proposed, has written approval from the local health department been obtained for the water supply and on-site sewage disposal? Have you received written approval from the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the disposal of generated food processing wastewater?

IV. Use the resources available to you.

- Contact your MDARD or OCHD with any questions.
 - **NOTE: If food service operations are proposed, a plan review and employing a Certified Food Protection Manager who has successfully passed an ANSI/CFP nationally accredited exam are REQUIRED.**
www.michigan.gov/FoodManagerCertification

V. Apply for your food establishment license.

- Properly submit the Food Establishment License Application at least 30 days before the planned opening date or change of ownership. All licensing fees are non-refundable, per statutory requirement. Applications submitted are valid for the license year in which they are submitted.

Mobile and STFU License

- **Mobile**

- A mobile food service establishment means a food service establishment operating from a vehicle, trailer, or watercraft that returns to a mobile food establishment commissary for servicing and maintenance at least once every 24 hours.

- **Special Transitory Food Unit (STFU)**

- An STFU is a temporary food establishment licensed to operate throughout the state without the 14-day limits or a mobile food establishment that is not required to return to a commissary.

Plan Review

There is a shared responsibility between the food industry and the regulatory community to ensure that food provided to the consumer is safe and does not cause foodborne illness.

What drives plan review?

- Industry trends
- Evolving food safety management systems within industry
- Knowledge of factors that cause foodborne illness
- Individual business plan for each food establishment
- Plan review requirements of each regulatory jurisdiction

What is the role of the plan reviewer?

- To evaluate the food establishment's plan, in conjunction with their food safety management systems, to ensure what is being proposed complies with Food Law and Food Code requirements

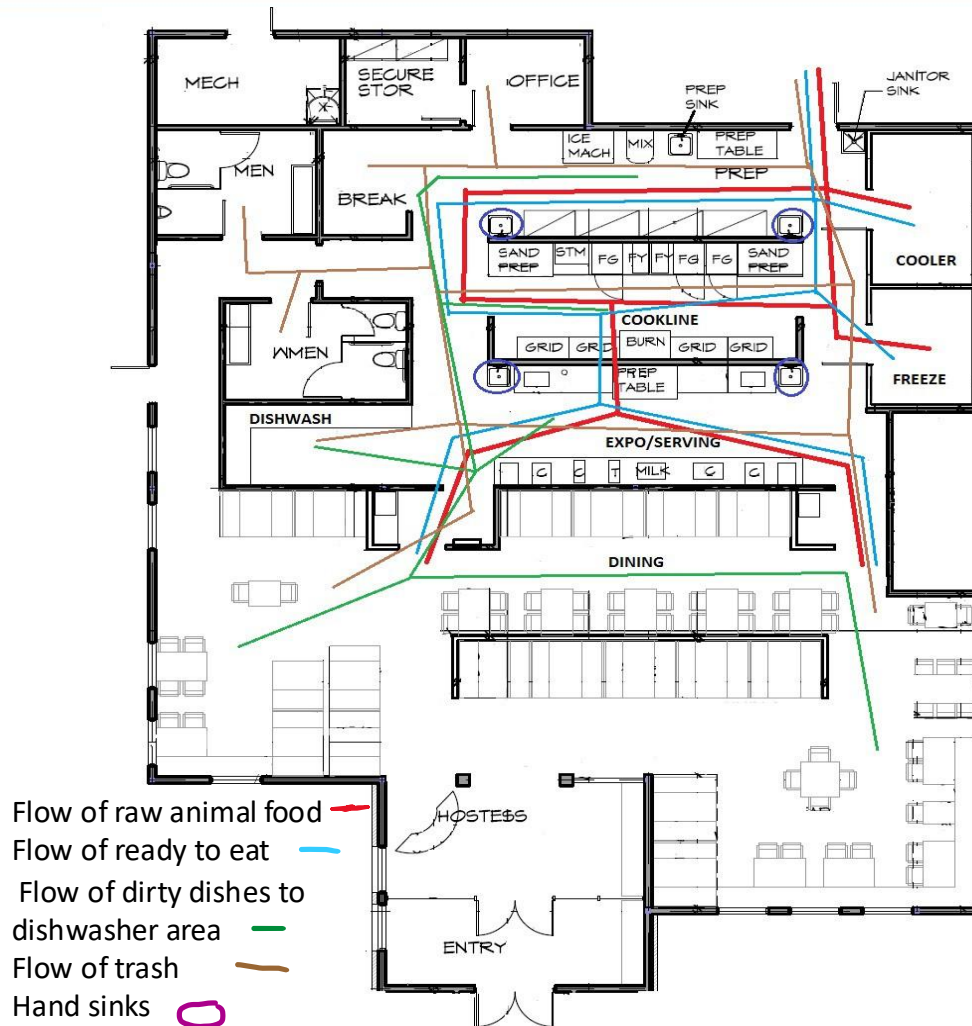
Oakland County Plan Review

One of the items evaluated during Plan Review is the **flow of the establishment.**

Benefits of proper flow include:

- Personal hygiene is easier to maintain
- Less chance of cross contamination
- Strategically placed equipment
- Cleaning and sanitizing is much easier
- Less confusion and injuries in workspace
- Preparation time is minimized

Oakland County Plan Review



Types of flow to consider

- Food flow, from delivery to table
- People
- Clean and dirty utensils
- Garbage
- Equipment is static, arranged in a fixed pattern
- People and food create a flow around fixed objects
- This flow pattern of people and food around fixed objects should be evaluated during planning stages

Oakland County Plan Review

Besides food flow, other important items evaluated during food service plan review include:

- Proper room finishes.
- Adequacy of the hot water system and proper installation of plumbing fixtures
- Evaluation of menu, meal estimates and equipment to assure adequate cold and dry storage capacities.
- Installation of food service equipment that meets needs of the operation.
- Protection of food from contamination by customers, pests or other contaminant sources.

Oakland County Plan Review

Under the Michigan Food Law, Public Act 92 of 2000 as amended, prior to the start of construction, OCHD is required to review and approve:

- New construction projects for food service operations
- Remodeling projects for food service operations
- Adding new equipment that has new plumbing or mechanical ventilation.
- Opening an existing facility that has been closed for over one year
- Changing the previous operating concept/menu
- Significant increase in seating capacity/meal service/operating hours

Oakland County Plan Review

Projects that likely don't require plan review:

- Remodel of dining room that does not include food/beverage equipment
- Replacing an existing piece of equipment with equivalent equipment
- Change of ownership for existing facility with no equipment/menu changes

Oakland County Plan Review

OCHD Plan Review Process Overview:

1. Client submits plan review application, worksheet and scaled plans to OCHD.
2. Plan Review submittal is reviewed by OCHD. A hold/incomplete plan review letter may be sent if required information is missing.
3. When a complete plan submittal has been received and reviewed, an approval letter is sent to the client. Client can now begin construction.
4. Client completes construction and contacts OCHD for operational approval.
5. OCHD conducts an opening inspection at the facility and written operational approval is provided.*

*Please note: Documentation of final mechanical and/or plumbing approval is required prior to OCHD final operational approval, if applicable. Additionally, the CVT is included on all plan review incomplete and approval letters.

Oakland County Plan Review



FOOD ESTABLISHMENT PLAN REVIEW PROCESS

Plan review with Oakland County Health Division (OCHD) is required for all new or remodeled food service establishments, special transitory food units (STFU), and mobile food units. Existing food service facilities that have been closed for more than one year also require a full plan review. See the below listing and flow chart for details on proceeding.

Note: If proposed food facility is a retail, wholesale, or processing operation, the licensing and/or plan review process will be completed by Michigan Department of Agriculture and Rural Development. Visit www.michigan.gov/mdard/0,4610,7-125-1569_16958_16974---00.html or call 800-292-3939 for more information.

Required forms and applicable fees for the subsequent items are available at our offices or on the following websites:

www.oakgov.com/health/services/Pages/Food.aspx
www.oakgov.com/health/services/Documents/eh_mda_planreview_manual.pdf

THE FOLLOWING ITEMS MUST BE SUBMITTED TO OCHD TO BEGIN THE PLAN REVIEW PROCESS:

1. Completed Fixed or STFU/Mobile Food Establishment Plan Review Application and Fee
2. Completed Fixed or STFU/Mobile Food Establishment Plan Review Worksheet
3. Complete Menu
For facilities that do not have a formal/set menu (i.e. school with a rotating menu), a list of food and drink offered or representative sample menu will be accepted.
4. Standard Operating Procedures (SOP's)
SOP's appropriate to the operation are required prior to opening. Sample documents are available in the Plan Review Manual.
5. Certified Manager Documentation
Most food establishments are required to employ at least one (1) full time certified manager who is certified under the American National Standards Institute (ANSI) accredited certification program. This certified manager is also required to obtain additional approved allergen training unless the facility qualifies for an exemption.
6. One Complete Set of Scaled Plans (1/4" per foot is a normal, easy to read scale) including:
 - Proposed equipment layout plan with all items accurately identified
 - Mechanical plan (i.e. make-up air systems, air balance schedule and cooking ventilation systems)
 - Plumbing plan (i.e. handsinks, food preparation sink, warewashing sinks, dishmachines, water heater, hot and cold water lines including backflow prevention devices, sewer drains including indirect waste lines, grease traps and floor drains/sinks)
 - Lighting plan indicating light fixtures and the type of shielding
 - Site plan (i.e. details of outside garbage storage and containers, exterior storage areas, on-site water well and sewage disposal)
7. Equipment Specifications
Include manufacturer's specifications for each piece of equipment. Minimum information needed includes the following:
 - Type, manufacturer, model number, performance capacity, dimensions (specification or "cut" sheet)
 - How equipment will be installed (i.e. on leg or wheels, fixed or flexible utility connections)
 - Indicate if equipment is new or used
 - Indicate if equipment is NSF approved or equivalent

To speak to a Plan Review Staff with other questions, please call our Southfield Office at 248-424-7190



Oakland County Plan Review

Contact Us:

248-424-7191

ochdplanreview@oakgov.com

www.oakgov.com/health

County Resource Handout

- County Website

<https://www.oakgov.com/community/resources>

- What would work best for your employees?
 - QR Code?
 - Business Card?

County Resource Handout

- Community Health Workers – New Health Division Initiative
- Coordinated Vaccine Event

OCHD Food Safety Website

- What works?
- What doesn't work?

[Food Safety | Oakland County, MI \(oakgov.com\)](http://oakgov.com)

Resource Sharing

- Anything to share or shoutout?
- Any questions or concerns?

What do you want to hear about next time?

- Foodborne Illness Trends?
- How to respond to an illness complaint?
- Thrive/Business Resources?
- Environmental Sustainability?
- Nutrition?
- Active Managerial Control?
- Culture of Food Safety?
- HACCP/Challenge Studies?
- Pest Control?
- Emergency Response?

Follow-up Survey

<https://forms.office.com/g/BexaEQE0ma>

Food Service Industry Forum -
August 2024 Meeting

