ST. MARY'S COUNTY
HEALTH DEPARTMENT

Meenakshi G. Brewster, MD, MPH - Health Officer

Administration, Records & Health Services: 301 – 475 – 4330
Environmental Health: 301 – 475 – 4321
Email: smchd.env@maryland.gov
Medical Assistance Transportation: 301 – 475 – 4296
Maryland Relay Service: 1 – 800 – 735 – 2258

MEMORANDUM TO: Owners/operators
FROM: Heather Moritz, Environmental Health Director
SUBJECT: Plan Review

Plans for new construction, renovation or remodeling of food service facilities, and new mobile units, must be reviewed and approved by the St. Mary's County Health Department before construction work can begin. In addition, anyone wishing to make significant changes to the equipment or menu of an existing facility must have those plans reviewed and approved.

For all new construction, remodels and renovations, including a change of ownership, you must contact the office of Land Use and Growth Management (LUGM) at 301-475-4200, Ext. 1560. Facilities located within the Town of Leonardtown should contact the Commissioners of Leonardtown office at 301-475-9791. Once all health department requirements are met, a certificate of occupancy can be issued by the respective agency.

To Complete the Plan Review, please complete this application packet, including plans and specifications as outlined in the following pages and your HACCP Plan. Return with your application fee ($120 for renovation / $240 for new construction) to:

St. Mary's County Health Department
Environmental Health Services Division
P.O. Box 316
Leonardtown, MD 20650

Checks should be made payable to ST. MARY'S COUNTY HEALTH DEPARTMENT.

Allow 10 days for the initial review. Once the initial review is completed, the health department will send a letter either approving the plan or recommending specific measures to meet code requirements. Additional information may be needed.

If you have any questions, please contact Environmental Health Services at 301-475-4321.

GOLD STAR Recognition Program

As you begin your planning, be advised that the health department's Food Safety Program offers Gold Star recognition annually to those establishments that have achieved the highest standards in food safety. Eligibility is based on the outcome of routine inspections during the calendar year. The requirements to earn the Gold Star are:

- No critical violations (based on COMAR 10.15.03)
- No temperature violations cited during inspections
- All violations noted by an inspector must be corrected by a 30-day follow-up inspection.
- No confirmed unsafe food handling complaints
- At least one food service worker completed a recognized and approved "Food Service Sanitation and Safety Class" within the last two years.

ST. MARY'S COUNTY
APPLICATION FOR FOOD SERVICE FACILITY PLAN REVIEW

Application is hereby made for a food service facility plan review in accordance with COMAR 10.15.03 Regulations Governing Food Service Facilities.

(PLEASE PRINT OR TYPE)

FACILITY NAME _____ **PROPERTY TAX ID NO.** _____

OWNER OF BUSINESS _____ **PHONE NUMBER** _____

OWNER'S MAILING ADDRESS _____

FACILITY LOCATION (911) ADDRESS _____

FACILITY MAILING ADDRESS _____

FACILITY EMAIL _____

CONTACT PERSON NAME _____

PHONE NUMBER _____ **EMAIL** _____

FACILITY INFORMATION (check all applicable blocks)

- ☐ Full Service Restaurant
- ☐ Grocery Market/Deli
- ☐ Market/Prepackaged
- ☐ Bakery
- ☐ Bar/Lounge/Tavern
- ☐ Caterer
- ☐ Mobile Unit
- ☐ Nonprofit kitchen (church, fire co., etc.)
- ☐ Carry-Out Only
- ☐ Soft-Serve Ice Cream/Yogurt
- ☐ Confections (candy, ice cream)
- ☐ Other _____

SEATING NUMBER INSIDE _____ **SEATING NUMBER OUTSIDE** _____

ALCOHOLIC BEVERAGE LICENSE
☐ Yes ☐ No

WATER SUPPLY ☐ Public ☐ Private
SEWERAGE ☐ Public ☐ Private

Please complete and sign application. If application is not complete, it will be returned to you.
Please allow 10 business days for processing of your facility plan review.

APPLICANT'S SIGNATURE: _____ **POSITION:** _____

AMOUNT OF FEE ENCLOSED: _____

MOBILE UNIT PLAN REVIEW ☐ $120
RENOVATION/PLAN REVIEW ☐ $120
NEW CONSTRUCTION ☐ $240

OFFICE USE ONLY

ID Number _____ **Priority Assessment** _____

Well Tag No. _____ **Health Department File No.** _____

Date Received _____ **Fee Received** _____ **Attachments Included As Required** _____

Send application to St. Mary's County Environmental Health, P.O. Box 316, Leonardtown, MD. 20650
Location: 21580 Peabody Street, Leonardtown, MD. 20650 Phone: 301-475-4321

PLANS AND SPECIFICATIONS NEEDED TO COMPLETE PLAN REVIEW PROCESS

Providing food for the public is thoroughly regulated by the State of Maryland under COMAR 10.15.03. The Health Department in St. Mary's County conducts regular inspections of permitted food services and special event food vendors. This attention also extends to the construction and renovation of food service facilities. Plans for new construction, renovation or remodeling of food service facilities must be reviewed and approved by the Health Department before the construction work can begin.

The Plan Review Process

Anyone who wishes to construct a food service facility, renovate or remodel an existing food service, or make significant changes to the equipment or menu of an existing facility, must have those plans reviewed and approved by the St. Mary's County Health Department before beginning that work. The interested party must fill out an application for plan review that describes the intended project, submit detailed plans and specifications for review, and pay the appropriate plan review fee.

If the project is for a franchise food service whose plans have already been reviewed and approved by the State Health Department's Division of Food Control, then St. Mary's County Health Department will accept a letter from that office approving the plan. However, in addition to the letter, the local Health Department needs information about water supply, sewage disposal, and grease trap specifications in order to grant approval.

When plans are submitted, please allow about ten (10) days for the initial review. After the initial review is completed, a letter will be provided by the Health Department either approving the plan as submitted or pointing out specific elements of the plan that do not meet code requirements. Additional information to clarify the plan may be requested. Once the plan has been approved, work can begin.

Plan Review Goals

The success or failure of a food service facility can be greatly affected by the thought and effort that goes into the planning and layout of equipment in the facility and operational procedures. Your plan review goals should take into account the following Public Health fundamentals.

- Prevent contamination or adulteration of food on display, in preparation or in storage by dust, insects, rodents, food service personnel or customers.
- Store, prepare and display food at proper temperatures.
- Clean and maintain in an efficient and sanitary manner all food service equipment, food contact surfaces and food related areas.
- Provide adequate facilities to promote good personal hygiene among food service personnel.

The plan review process gives us the opportunity to work with you in the planning stages of your project and hopefully avoid the operational and public health problems that can occur in food service facilities.

Steps to Expedite the Plan Review Process

Step 1. Begin with St. Mary's County Office of Land Use and Growth Management (LUGM) which approves the proposed work. Submit Plan Review Application to St. Mary's County Health Department so that the Plan Review process may begin. The Health Department approves the Plan Review and relays approval back to the Office of Land Use and Growth Management.

Step 2. LUGM gives permission to construct or renovate, and provides an inspection sign-off card. Inspectors from each required agency sign off their approval.

Step 3. LUGM issues a Certificate of Occupancy, which is required to apply for a Food Service Facility License from the Health Department.

Step 4. Apply for a Traders License from the County Circuit Court, and if alcoholic beverages are to be sold, apply to the Alcohol Beverage Board of St. Mary's County for approval.

Water Supply

The Health Department tests the water quality. Potability of the water must be verified by testing before the facility may operate. If water is to be provided to you from a treated public water supply, provide verification of approval for that hookup from the water authority (St. Mary's County Metropolitan Commission).

Sewage Disposal System

The design and function of a septic system serving an existing facility will be reviewed by the Health Department when your application is received. Any information you have about the existing system would be helpful in that review (plans, drawings, date of installation, etc.) Be clear from the start about the proposed use of the facility, acknowledging any multi uses, in order to avoid delays caused by reevaluation due to plan changes. Customer seating capacity, inside and outside, is a key factor in sizing individual septic systems, so be accurate. If the facility is served by a public sewer system, provide verification from the sewer authority of approval for your hookup (St. Mary's County Metropolitan Commission).

Grease Traps

Grease traps help prevent grease produced in routine kitchen operations from clogging waste lines and in the case of septic systems, from shortening the functioning life of the effluent disposal drain-fields. All waste lines from the food preparation areas and dishwashing area must run through an approved grease trap before being hooked into the septic tank of an individual septic system or the sewer main of

a public sewer. It should be noted that grease traps must be installed by a licensed septic contractor. Please take note of the fact sheet on grease trap design specifications and maintenance.

Construction Plans and Equipment Specifications

- **FLOOR PLAN** drawing of the proposed new facility or the section of the existing facility to be remodeled. A scaled drawing is preferred, although drawings showing dimensions are acceptable. The floor plan should give equipment locations.

- **PLUMBING DETAILS**, including open drain locations and descriptions, hot and cold water stub-ins, back flow prevention devices and filters or treatment devices.

- **FINISHING SCHEDULE** describing the final finishes on ceilings, walls, floors and base cove moldings. Specify materials to be used in each area. Note that all piping, conduit and cable will be encapsulated inside a wall or installed with a minimum ¾ inch space from the wall or sealed to the wall to permit easy cleaning.

- **EXTERIOR OPENINGS**. Doors to the building exterior must be self closing and flying insect and rodent proofed. Windows that open need to be adequately screened and wall and ceiling penetrations adequately sealed.

- **LIGHTING DETAILS**. Specify the type of lighting and type of shielding provided over open food handling and storage areas. A minimum of 50 foot candles of light should be provided in all work areas, storage areas and restrooms. Dining areas must be provided with at least 10 foot candles of light.

- **COOKING AREA EXHAUST VENTILATION DETAILS,** provided in the form of complete scaled shop drawings showing the hood overhangs of cooking equipment, filter type and placement, duct openings, plenum air chamber, gauge of construction material, air flow information for exhaust and make up air in cubic feet per minute (cfm).

- **EQUIPMENT LIST** providing information on the manufacturer and model number of equipment intended for the facility. Cut sheets from the product manufacturer are acceptable. This is to verify that the equipment meets commercial design standards as determined by testing facilities like the National Sanitation Foundation (NSF) or equivalent. Shop drawings should be provided for custom built equipment. Used commercial grade equipment may be used if it is functioning normally, in good repair, and is still easily cleanable.

- **TOILET FACILITIES** specifications must meet the Maryland Plumbing code requirements and regulations pertaining to handicapped accessibility. Separate public facilities for male and female are required when onsite food or drink consumption is proposed.

Other Operational Details

- **PROPOSED MENU** needs to be reviewed so that it can be verified that the proposed equipment and construction will support the service you want to provide.

- **Hazard Analysis Critical Control Point (HACCP) PLAN** for the proposed menu. A hazard analysis or written plan of preparation procedures, necessary to identify areas in the food preparation process that demand special attention to avoid the risk food borne illness.

For more information:

- St. Mary's County Health Department: Environmental Health Division: 301-475-4321
- St. Mary's County Office of Land Use and Growth Management: 301-475-4200, ext. 4
- St. Mary's County Metropolitan Commission: 301-373-4733
- The Alcohol Beverage Board of St. Mary's County: 301-475-7844, ext. 1600
- The Clerk of the Court (Traders License): 301-475-4563

HACCP PLAN

Maryland Department of Health and Mental Hygiene

Guideline for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

Maryland Health - General Code Annotated and the Code of Maryland Regulations require that plans and specifications be submitted to the Department when a person proposes to construct a food establishment, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. The minimum information provided must include the plans and specifications of the building and the food equipment, and must include other information as required to complete the review. In certain cases, the Department may require information relative to the foods proposed for processing or manufacture in order to assess whether the food handling and preparation procedures, as well as training procedures, adequately control identified hazards. A plan submittal with this information is called a HACCP Plan. A HACCP Plan is required for certain facilities that, following a preliminary priority assessment, are classified as a **High or Moderate Priority** facility. This guideline is to assist you in providing the information for the Priority Assessment and the HACCP Plan.

Information Necessary for a Priority Assessment

1. *Menu or Types of Foods* - Provide a copy of the menu or a written description of the foods that will be prepared and served.

2. *Food Service System* - Specify the types of food service systems you will use. Food service systems include: Cook-Serve, Cook-Hot Hold-Serve, Cook-Chill-Reheat-Hot Hold-Serve, etc.

3. *Number of Meals Prepared* - Specify the number of meals prepared on an average day.

4. *Population Served* - Specify whether you serve groups of persons who are particularly susceptible to disease; for example, very young, aged, hospitalized, or otherwise compromised.

For a food establishment that the Department classifies as a **High or Moderate Priority** facility, the following information must be submitted to comply with the Hazard Analysis requirements.

For High or Moderate Facilities:

General Food Preparation Information

1. Describe how you will ensure that all foods received will be from approved sources.
2. Specify whether raw meats, poultry, and seafood will be stored in the same refrigeration units as cooked/ready-to-eat foods. If so, describe how cross-contamination will be prevented.
3. Indicate how each category of frozen potentially hazardous foods will be thawed.
4. Indicate how each category of potentially hazardous foods will be cooled. Methods include: ice baths, shallow pans, reduced volume, rapid chill, etc.
5. List the categories of foods that will be prepared more than 12 hours in advance of service.
6. Specify how ingredients for cold ready-to-eat foods will be pre-chilled before mixing or assembly.
7. Specify whether any prepared foods are distributed off-premises.
8. Specify whether any foods are received in reduced oxygen packaging, or are reduced oxygen packaged on-site.

HACCP Plan Information

1. For the menu items identified by the Department as being frequently involved in foodborne illnesses, submit a completed ***HACCP Plan Form*** or equal. Once approved, this form must be readily available in the food preparation area of each store. During the process of completing this form, it is necessary to carefully analyze how the foods are prepared. The most important steps in terms of the safety of the foods, known as critical control points, must be identified on the ***HACCP Plan Form***. At these points, a potential food hazard is controlled by properly completing an activity. The activity often has a measurable component or limit that can be monitored. Critical Control Points (CCPs) generally include thawing, cooking, chilling, reheating, and hot-holding, but other steps may be included depending on the food. The way in which the CCPs are monitored must be described on the ***HACCP Plan Form***. If the activity at the Critical Control Point is not completed properly due to employee error, equipment malfunction, etc., a corrective action is necessary. The corrective action for each CCP must be placed on the ***HACCP Plan Form***. Refer to the attached example ***HACCP Plan Form***.

2. Provide drawings or other information which show that the arrangement of work areas, work flow plan, and food service system are coordinated to minimize possible contamination or mishandling of food.

3. The equipment used to support the proposed food service system and necessary to control the identified hazards at Critical Control Points (CCPs) must be indicated on the ***HACCP Plan Form***, facility layout plan, and the equipment schedule. Depending on the type of food service system and the identified CCPs, needed equipment may include: cooking equipment, equipment designed to chill hot food, cold-holding equipment, hot/cold-holding equipment, and reheating equipment.

4. Submit a written procedure for training a food service facility employee on the information found in the ***HACCP Plan Form***.

Safe Food Temperatures

Fact Sheet

Food safety experts agree that the risk of contracting a foodborne illness is greatly reduced by maintaining food items at specific temperatures. Follow the guide below to lower the presence of bacteria that cause these illnesses.

FOOD ITEM	INTERNAL COOKING AND HOLDING TEMPERATURE (°F)
Reheat previously cooked foods	165° for 15 seconds minimum
Raw foods of animal origin cooked in a microwave	165° and hold for 2 minutes
Poultry, stuffed poultry, stuffed meat, stuffing	165° for 15 seconds minimum
Ground meats and ground fish	155° for 15 seconds minimum
Mechanically tenderized and Injected meats	155° for 15 seconds minimum
Shell eggs **Not** for immediate service	155° for 15 seconds minimum
Shell eggs (or foods containing shell eggs) for immediate service	145° for 15 seconds minimum
Other meats, fish and seafood	145° for 15 seconds minimum
Commercially processed ready to eat foods, fruits & vegetables for hot holding	135° minimum
Whole roast (beef, pork, lamb, corned beef and cured pork roast such as ham)	130° for 112 minutes
Maintain hot foods	135° minimum
Maintain frozen foods	Frozen solid
Maintain cold foods	41° maximum
Cooling of cooked foods	135° to 70° in 2 hours; 70° to 41° in 4 additional hours
Preparations for cold combinations	41° pre-chill ingredients
Pasteurized crab meat	38° maximum
Fish to be served raw	From approved processor
Sushi Rice held at room temperature	Acidified to pH 4.0-4.3 no more than 6 hours

For more information:

- Environmental Health Division- Phone: 301-475-4321
- US Department of Agriculture- www.usda.gov

July 2015

HACCP Plan - - Using "COOKING" as a critical control point

CCP: COOKING

CCP and Critical Limits: Foods are cooked to temperature below for specified time:

Shell eggs cooked for immediate service, fish, meat, and all other potentially hazardous food not specified below cooked to **145° F for 15 seconds.**

Shell eggs cooked other than for immediate service, ground fish, ground meats, commercially raised game animals, and injected meats cooked to **155° F for 15 seconds**

Whole roasts (for rare roast beef) cooked to **130° F and held for at least 112 minutes.**

Poultry; stuffed meat, stuffed pasta or poultry; or stuffing containing fish meat, or poultry cooked to **165° F for 15 seconds.**

Raw animal foods cooked to **165° F and held for 2 minutes,** when using microwave oven for cooking.

Fruits, vegetables, and commercially processed food for hot holding cooked to at least **135° F.**

Undercooked seared beefsteak cooked to **145° F for 15 seconds, must have a "cooked" color change on surface,** and regulatory approval of process used.

Monitoring:
Internal product temperature of food is taken at completion of cooking time using a thermocouple with a metal probe.

Corrective Actions:
If food has not reached temperature for the specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.

Verification:
Review cooking temperature logs. (Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and, not satisfactory, food is returned to the cooking equipment until the required time and temperature standards are met.)

Equipment: Oven, Range

Menu items using this CCP:
Fried chicken (***cook,*** hot hold, cool, prepare for salad, cold hold, serve)

Macaroni and Cheese (***cook***, hot hold, cool, reheat, hot hold, serve or discard)

Mashed Potatoes (***cook***, hot hold, cool, reheat, hot hold, serve or discard)

Rice (***cook***, hot hold, cool, reheat, hot hold, serve or discard)

HACCP Plan - - Using "COOLING" as a critical control point

CCP: COOLING

CCP and Critical Limits: Foods are cooled from 135° F to 70° F within 2 hours, and from 70° to 41° F within an additional 4 hours.
Monitoring: Internal product temperature of food is taken at 1.5 and 6 hours with a metal stem thermometer.
Corrective Actions: If food is not ≤ 70° F at 1.5 hours, food will be iced, stirred, or broken into smaller containers. Food that has not reached 41° F within 6 hours will be discarded.
Verification: Review cooling logs. (Note: An alternate method would be for the supervisor to visually observe that temperature are taken at the proper times and, if not taken or not satisfactory, that corrective actions listed above are taken.)
Equipment: Blast Chiller, Walk in cooler
Menu items using this CCP: Fried chicken (cook, hot hold, ***cool***, prepare for salad, cold hold, serve) Macaroni and Cheese (cook, hot hold, ***cool***, reheat, hot hold, serve or discard) Mashed Potatoes (cook, hot hold, ***cool***, reheat, hot hold, serve or discard) Rice (cook, hot hold, ***cool***, reheat, hot hold, serve or discard)

HACCP Plan

Source – 2005 FDA Model Food Code, Annex 4, Section 4(C)

Most food items produced in a retail food service establishment can be categorized into one of three preparation processes based on the number of times the food passes through the temperature danger zone between 41° F and 135° F:

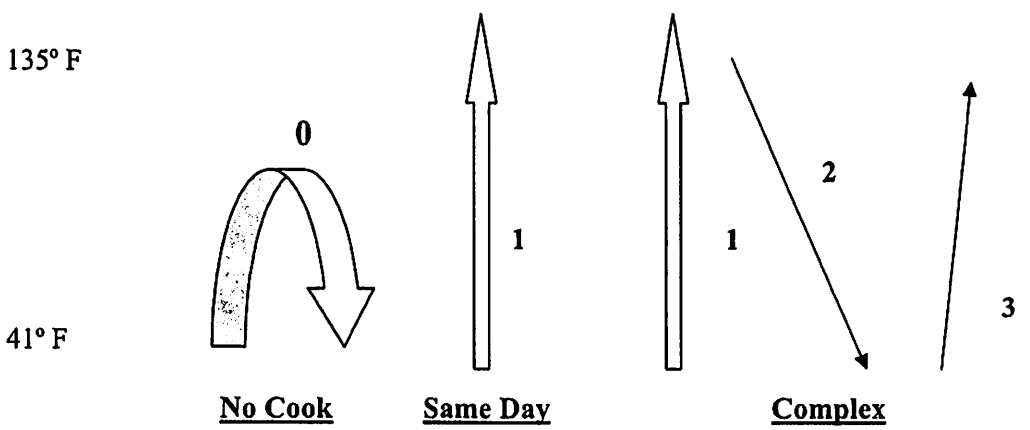
- **Process 1: <u>Food Preparation with No Cook Step,</u>** sample flow: **Receive→ Store→ Prepare→ Hold→ Serve** (other food flows are included in the process, but there is *no cook step* to destroy pathogens)

- **Process 2: <u>Preparation for Same Day Service,</u>** sample flow: **Receive→ Store→ Prepare→ Cook→ Hold→ Serve** (other food flows are included in the process but there is *only one trip* through the temperature danger zone)

- **Process 3: <u>Complex Food Preparation,</u>** sample flow: **Receive→ Store →Prepare→ Cook→ Cool→ Reheat→ Hot Hold→ Serve** (other food flows are included in the process, but there are always *two or more complete trips* through the temperature danger zone)

A summary of the three food preparation processes in terms of number of times through the temperature danger zone can be depicted in a Danger Zone diagram. Although foods produced using process 1 may *enter* the danger zone, they do not pass all the way through it. Foods that go through the danger zone only once are classified Same Day Service, while foods that go through more than once are classified as Complex food preparation.

Complete Trips Through the Danger Zone

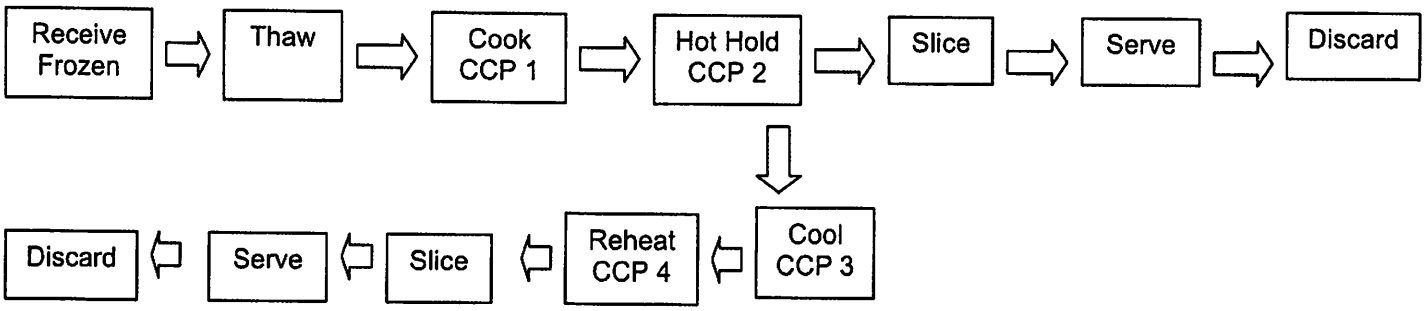


HACCP Plan Form
[EXAMPLE #1]

Facility: ABC Restaurant *Preparer*: CDE Consultants *Date*: 00/00/00

Food item: Beef Roast / Sliced Beef

Flow diagram or descriptive narrative of the food preparation steps for the food item:



HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. Cook to internal temperature of 145°F for a minimum of 3 minutes.	Check the temperature of the product's center with a calibrated stem thermometer.	Continue to cook.
2. Hot Hold at minimum of 135°F. (Maximum of 4 hours)	Check the internal temperature of the product every hour.	If internal temp. is less than 135°F for more than 1 hr.- Discard. If internal temp. is less than 135°F for 1 hr. or less, rapidly reheat to 165°F for 15 seconds.
3. Cool so that internal temperature is less than 70°F in 2 hrs., and less than 41°F in an additional 4 hrs.	Check the internal temperature of the product at 1 hr. intervals.	If 70°F is not reached in 2hrs., additional cooling methods must be started (i.e. cutting product into smaller pieces, using ice bath, etc.) Discard product if not attained.
4. Reheat to internal temperature of 165°F for at least 15 seconds.	Check the internal temperature of the product.	Discard product if it fails to reach 165°F within 2 hours.

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

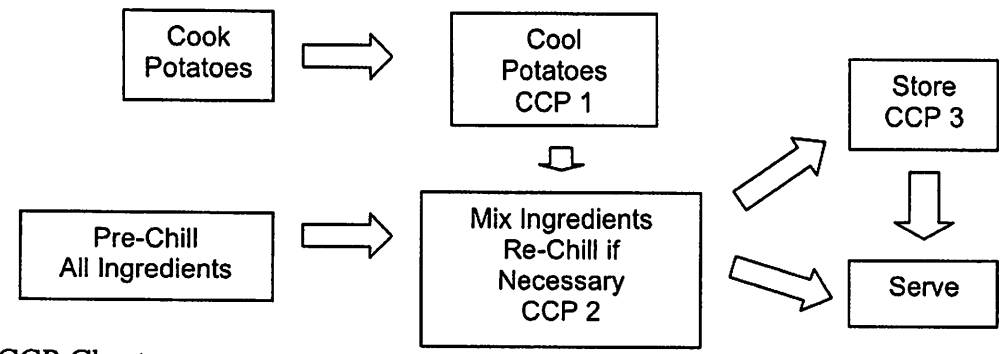
CCP 1: Convection Oven (2)
CCP 2: Heat Lamps (4)
CCP 3: Walk-in Cooler (1)
CCP 4: Convection Oven (2)

HACCP Plan Form
[EXAMPLE #2]

Facility: ABC Restaurant *Preparer*: CDE Consultants *Date*: 00/00/00

Food item: Potato Salad

Flow diagram or descriptive narrative of the food preparation steps for the food item:



HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1. Cool potatoes so that internal temperature is less than 70°F in 2 hrs., and less than 41°F in an additional 4 hrs.	Take the temperature every hour.	If 70°F is not reached in 2hrs., additional cooling methods must be started (i.e. cutting product into smaller pieces, using ice bath, etc.) Discard product if not attained.
2. Mix using prechilled ingredients. Use good hygienic practices, and sanitize all prep. utensils. Rapidly re-chill food after prep. if greater than 41°F.	Evaluate procedures and check the temperature of the food every 30 minutes.	Re-chill if the food temperature exceeds 41°F, and discard the food if contaminated or if the temperature exceeds 41°F for more than 4 hrs.
3. Store the food to maintain the temperature at 41°F or less.	Check food temp. every hour while on display. Check indicating thermometer on the refrigerator every 6 hrs.	Discard the food if its internal temperature exceeds 41°F for a cumulative time of 4 hrs.

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: Walk-in Refrigerator (1)

CCP 2: Reach-in Refrigerator (2)

CCP 3: Salad Bar, Walk-in Refrigerator

HACCP Plan Form
[EXAMPLE #3]

Facility: ABC Restaurant
Preparer: CDE Consultants
Date: 00/00/00

[MENU ITEM 1] Pork BBQ – > [SOURCE] from the retailer, refrigerated

- Cold hold in refrigerator at 41° F or below
- Check temp. every few hours
- Boil to 155° F or above (internal temp)
- Add seasonings
- Chill to 41° F within 6 hrs. in refrigerator
- Reheat to 165° F or above
- Hot hold at 135° F or above, check temp. every hour
- Refrigerate leftovers

[MENU ITEM 2] Beef BBQ - > [SOURCE] from the retailer, refrigerated

- Cold hold in refrigerator at 41° F or below
- Check temp. every few hours
- Cook on grill to 155° F or above
- Slice and chill to 41° F within 6 hrs. in the refrigerator
- Reheat to 165° F or above
- Hot hold at 135° F or above, check temp. every hour
- Refrigerate leftovers

[MENU ITEM 3] Spare Ribs - > [SOURCE] from retailer, frozen

- Thaw overnight in refrigerator at 41° F or below
- Check temp. every few hours
- Cook on grill to 165° F or above (internal temp.)
- Hot hold at 135°F or above, check temp. every hour
- Refrigerate leftovers

[MENU ITEM 4] Cole Slaw - > [SOURCE] Purchase slaw mix from retailer

- Cold hold in refrigerator at 41° F or below
- Check temp. every few hours
- Add spices and mayo, use pre-chilled ingredients
- Mix quickly so temp. does not exceed 55° F
- Put into 4 oz. plastic condiment cups with lids
- Refrigerate at 41° F or below, check temp. every hour
- Take from refrigerator and give to customer

HACCP Plan Form

[RETURN ONE FORM PER MENU ITEM TO THE HEALTH DEPARTMENT]

Facility:_____ Preparer:_____ Date:_____

Menu item: _____

Flow diagram or descriptive narrative of the food preparation steps for the food item:

HACCP Chart

Critical Control Points (CCPs)	Monitoring Procedures	Corrective Actions
1.		
2.		
3.		
4.		

Equipment Utilized at each Critical Control Point (include type and quantity of each unit)

CCP 1: _____

CCP 2: _____

CCP 3: _____

CCP 4: _____

PROCESS PLAN

Fact Sheet

TEMPERATURE LOG SHEET [example for your use] *Facility:*_____

Note: Cooling 135°F to 70°F in 2 hours, 70°F to 41°F in an additional 4 hours.

DATE	COOK START TIME	COOK END TIME	TEMP	COOLING START TIME (135°F)	TEMP AFTER 2HRS	2HR TIME	TEMP AFTER 4HRS	END TIME (TOTAL 6HRS)

Buffet Log

Fact Sheet

FOOD TEMPERATURE LOG [example for your use]

*Facility:*_____

Required Temperatures:

- Temperatures of COLD FOODS = 41° or below
- HOT HOLDING temperature (not initial temperature – see below) = 135° or above
- Temperature of REHEATED FOODS = 165°F within 2 hours or less
- Cooked foods must be COOLED from 135°F to 70°F within 2 hours and from 70°F to 41°F or less within an additional 4 hours

Employee Initials	Date	Time	Food Item	Temperature	Corrective Action

The following is a summary of the minimum internal cooking temperatures of various food items as stated in COMAR Regulation 10.15.03.10A

- **145°F for 15 seconds for shell eggs prepared for immediate service, fish, meat, and all other potentially hazardous foods not specified below**
- **155°F for 15 seconds for shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially raised for food, and injected meats**
- **165°F for 15 sec for poultry, stuffed meat, pasta, or poultry, exotic bird species, wild game animals, and stuffing containing fish, meat or poultry**
- **165°F and held for 2 minutes raw animal foods cooked in a microwave oven**
- **135°F for fruits, vegetables, and ready to eat commercially processed foods cooked for hot holding**
- **130°F for 112 minutes for whole or corned beef, and pork and cured pork roasts**

Food Service Facility Grease Trap

Fact Sheet

Grease Trap Facts

The most common cause of sewage disposal system failure in food service establishments is the build-up of grease, oils and dissolved food particles in sewer lines and the drain-fields of individual septic systems. Improperly designed and maintained grease traps pose a significant threat to the sanitary operation of sewage disposal systems, shortening the functional life and causing failure. Public sewer lines can also clog with grease which stops the sewage flow. Improper disposal of sewage is a major public health issue and a critical violation of the Food Service Facilities Regulations, COMAR 10.15.03, which may lead to the immediate suspension of a food services operating permit.

Purpose of a Grease Trap

A grease trap looks very much like a septic tank. It is located at the end of the grey-water drain line from the kitchen and food preparation areas. Influent to grease traps is typically hot water and contains extremely high organic loads, including grease, oils, fats and dissolved food particles, as well as detergents. Upon entering the trap the waste water flow slows and cools allowing lighter grease to separate from the waste water and float to the top of the tank. In order to facilitate this cooling and separation process, grease trap tank capacities should be at least 1000 gallons.

Who is Required to Have a Grease Trap?

Any permitted food service establishment whose menu produces grease during food preparation, either through the type of equipment in use or food products being prepared is required to have a grease trap. When a new facility is being designed or planned, an existing facility is being remodeled, or undergoing a significant menu change, a plan review is conducted by the Health Department. If build up of grease in the septic system or public sewer lines serving an existing food service is evident, then the facility is required to upgrade any existing grease trap or install a new grease trap. Older facilities constructed before grease traps were a plan review requirement may also be required to construct a trap if problems are discovered with grease build-up in the public sewer lines or septic systems that serve them.

Grease Management

Successful grease management is largely dependent on the employees of food service facilities. Food service managers should make sure that their employees understand the importance of proper grease management and they do everything possible to prevent expensive problems from occurring. During routine environmental inspections by the St. Mary's County Health Department, the sanitarian will be asking to see grease trap pumping and maintenance records. If the facility cannot provide records to demonstrate routine pumping of the grease trap, it will be listed as an item to be corrected on the inspection report before the follow-up inspection.

Grease Trap Capacity

Grease traps must be located outside of the structure of the food service building in an area easily accessible to routine pumping and maintenance. The waste line from food preparation areas must carry only waste water from sinks, floor drains, dishwasher and pot washing and must discharge directly into a properly designed grease trap. Effluent from the grease trap is discharged into the inlet portion of the individual septic system's septic tank or the public sewer line. The waste from restrooms must discharge directly into the septic tank or public sewer line without passing through the grease trap. Low capacity interior grease interceptors will not be approved for use in St. Mary's County facilities. The exterior grease traps will be sized in accordance with the facilities proposed menu, food preparation procedures and equipment under the following general guideline.

- **Minimum Capacity** of 1000 gallons is required for food service facilities of small to moderate size, with cold hold-to-serve or cook-to-serve menus, no heavy grease producing procedures, and limited seating of no more than 25.

- **Standard Capacity** of 1500 gallons is approved for moderate to large food service facilities with full cook-to-serve menus or complex food preparation procedures, large volume carryout, and with seating capacity between 25 and 150.

- **Large Capacity** of 2000 gallons is required for large food service facilities with full service menu preparation, using preparation procedures that create large quantities of grease, and with seating capacity over 150.

The St Mary's County Metropolitan Commission requires all food serve establishments served by their public sewer system to have an adequately sized grease trap. Any alternative proposal would have to gain approval of the Metropolitan Commission and the St. Mary's County Health Department.

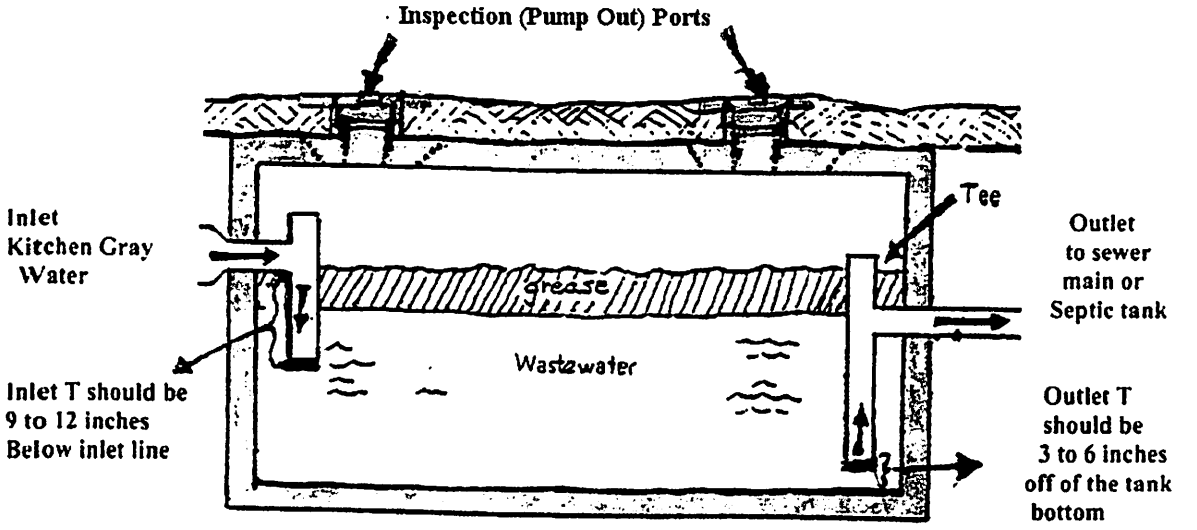
Installing a Grease Trap

The grease trap must be installed by a licensed septic contractor. The contractor is required to obtain a permit for installation from the St Mary's County Health Department and inspection approval when the job is completed. Copy of the final inspection report for grease traps at facilities served by public water and sewer will be forwarded to the St Mary's County Metropolitan Commission.

General Construction

The grease trap must be a properly sized, top seam, pre-cast, concrete tank with a single chamber. The inspection/pumping ports are required to extend from the top of the tank to the ground surface and must securely prevent leakage from the ground surface. A "T" fitting is attached inside the tank to both the inlet and outlet. On the inlet side, the lower end of the "T" should be 9 to 12 inches below the inlet pipe. On the outlet side, the lower end of the "T" should be 3 to 6 inches off the tank bottom. The tanks interior piping must be securely attached by screws so that they will not be knocked off into the tank. The tank should be gravity fed by the kitchen equipment's waste-water effluent and the length of pipe from the building to the tank should not be excessively long so that grease will not solidify in the line before reaching the grease trap. The line from the outlet should gravity feed into the sewer line or regular septic tank. If the grease trap is subjected to vehicle traffic it must be of load bearing construction. The diagram on the next page provides a description of a properly constructed grease trap.

Diagram of a Properly Constructed Grease Trap



Arrows indicate wastewater flow direction.

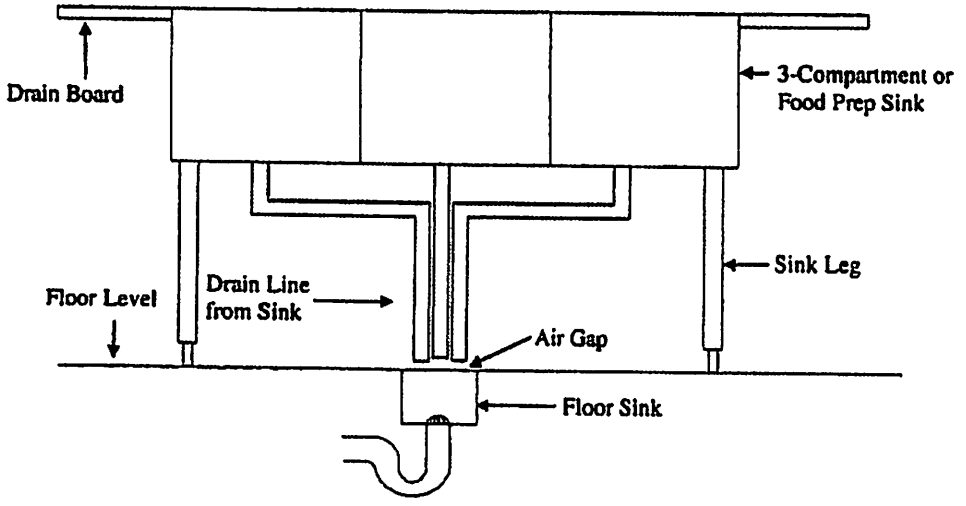
Pumping and Maintenance of a Grease Trap

Without proper maintenance a grease trap, no matter how expertly installed, can not continue to function properly. Bulk grease drained from deep fryers and scraped from grills should be stored in secure drums or bins for pick up by protein recovery companies. That type of bulk grease should not be disposed of down the drains of a food service facility. Grease traps are sized to collect a large quantity of grease and therefore spread out the frequency of required maintenance and pumping. As a standard practice, grease traps should be pumped quarterly (every three months). If a facility wishes to reduce that pumping frequency, they should provide a written best practices plan for grease management to the Health Department, and the St Mary's County Metropolitan Commission if the facility is served by a public sewer system. That grease management plan must detail how grease is controlled in the facility and include a recommended pumping frequency from a licensed septage pumping and hauling contractor, or recommendations from the Metropolitan Commission based on grease trap inspections. It is recommended that the grease trap be checked monthly and the grease thickness measured. This can be carried out with a simple measuring rod. If the grease layer is within two feet of the tank bottom, the tank should be pumped out by a licensed septage pumper-hauler.

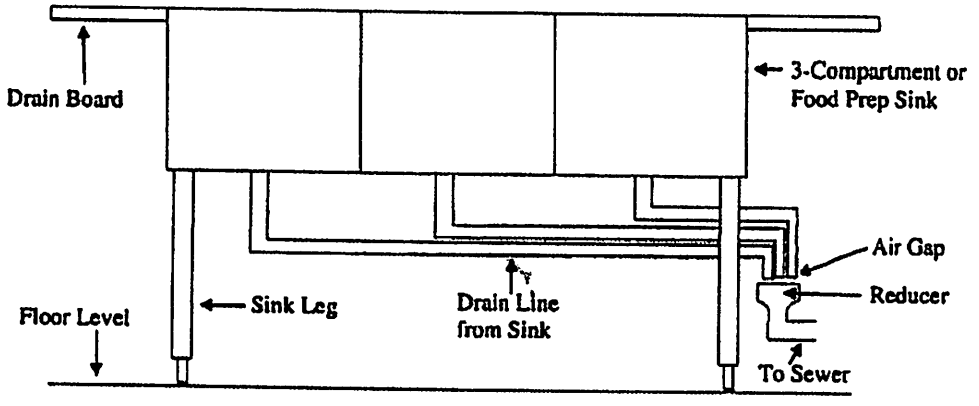
For more information...

- St. Mary's County Health Department, Environmental Health Division: 301-475-4321
- St. Mary's County Metropolitan Commission: 301-373-4733

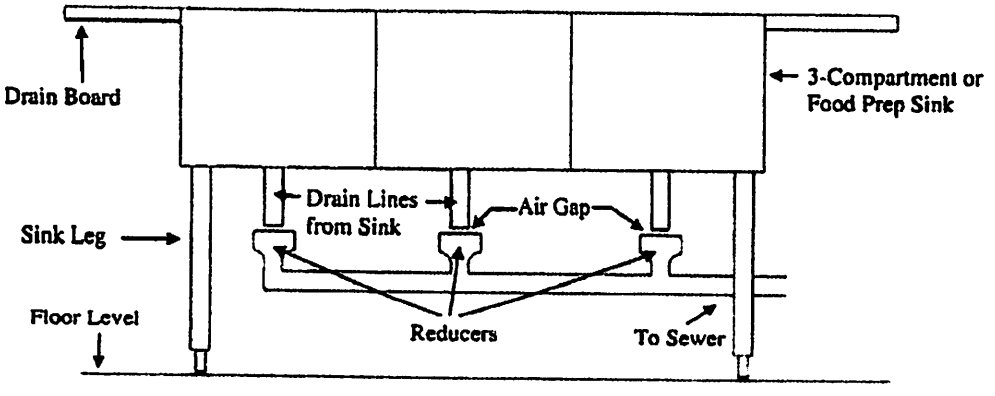
Indirect Drain Connections for Food Prep and Ware Washing Sinks



Indirect Drain Connection Using a Floor Sink



Indirect Drain Connection Using One Reducer



Indirect Drain Connection Using Three Reducers

NOTE: Must provide an "air gap" at least 1 ½ times the diameter of the pipe used.

ST. MARY'S COUNTY
FOOD SERVICE FACILITY PLAN REVIEW CHECKLIST

HAVE YOU INCLUDED?

(This checklist is for informational purposes only and not to be submitted with application.)

☐ **EQUIPMENT LIST (make and model numbers)**

☐ **FLOOR PLAN DRAWING**

☐ **PLUMBING SCHEMATIC**

☐ **VENTILATION SCHEMATIC**

☐ **LIGHTING SCHEMATIC**

☐ **GREASE TRAP INFORMATION (size, location, etc.)**

☐ **FLOOR, WALL, AND CEILING FINISH INFORMATION**

☐ **CONTACT INFORMATION (name, address and phone number):**

- **TRASH COLLECTOR CONTRACTOR**
- **INSECT-RODENT PEST CONTRACTOR**
- **GREASE BARREL CONTRACTOR**
- **GREASE TRAP PUMPER CONTRACTOR**

☐ **WATER SOURCE INFORMATION: (Public water or drilled well)**

☐ **SEWAGE DISPOSAL SYSTEM INFORMATION: (Public system or on-site septic)**

☐ **LIST OF OTHER USES OF PROPERTY, IF APPLICABLE (i.e. apartments, barber or beauty salons, daycares)**

☐ **HACCP (Food handling) PLAN: (For questions about requirements for the HACCP plan, call the Environmental Health Services division at 301-475-4321)**

MOBILE FOOD SERVICE FACILITY PLAN REVIEW CHECKLIST

- ☐ EQUIPMENT LIST (BRAND AND MODEL NUMBERS)
- ☐ SCALE FLOOR PLAN DRAWING
- ☐ PHOTOS IF AVAILABLE
- ☐ PLUMBING SCHEMATIC
- ☐ VENTILATION SCHEMATIC
- ☐ FLOOR, WALL, CEILING, COUNTER FINISHES (quarry tile, stainless steel, linoleum, etc.)
- ☐ WATER SOURCE AND FRESH WATER TANK SIZE=_____ GAL.
  - ☐ PUBLIC
  - ☐ PRIVATE
    - ☐ TESTED FOR POTABILITY (COPY OF TEST RESULTS REQUIRED PRIOR TO LICENSING)
    - ☐ WATER TEST RESULTS MUST BE SUBMITTED TO SMCHD ANNUALLY
    - ☐ PROCEDURES FOR CLEANING FRESH WATER TANK AND ALL WATER LINES
- ☐ GRAY WATER DISHCHARGE PROCEDURES
  - ☐ LOCATION = _____
  - ☐ SIZE OF TANK=_____GAL.
- ☐ TRASH DISPOSAL
- ☐ GREASE/OIL DISPOSAL
- ☐ PEST CONTROL SERVICE
- ☐ CLEANING SCHEDULE (LOCATION, FREQUENCY)
- ☐ COMMISARY AGREEMENT WITH A LICENSED FACILITY
- ☐ HACCP PLAN (INCLUDE ALL MENU ITEMS, CORRECTIVE ACTIONS, EMPLOYEE TRAINING)
- ☐ MENU
- ☐ EMPLOYEE ILLNESS POLICY
- ☐ CERTIFIED FOOD HANDLER (GOLD STAR FACILITIES)