

## Operating your food establishment

### Person in Charge (PIC)

At least one Person In Charge must be present at all times during food service to make sure all food safety rules are followed. The designated PIC must:

- Demonstrate food safety knowledge
- Know when to restrict ill food workers
- Ensure all food workers follow the food safety regulations

### Employee Training and Food Worker Cards (FWC)

One of the most important elements of safe food service is knowledgeable food workers. All food workers must have a valid Washington State FWC. *New employees*



*without a FWC can have up to 14 days to obtain one but must be given valid food safety training before beginning food handling; the training must be documented.*

Please call the Health District for current Food Worker Card class schedules.

### Employee Health & Hygiene Policy

Employee health and hygiene is important in preventing the spread of food-borne illness. It is good practice for a food establishment to have a written employee health policy that states how and when ill food workers are restricted from handling food. Washington State Retail Code Working Document chapter 214-215 Washington Administrative Code sub-section 2-101.11 *Employee Health*, will help guide you on this subject.

### Inspections

After your pre-opening inspection, your first routine inspection will usually occur within the first two weeks of operation. Inspections are unannounced and occur twice per year for complex food establishments (i.e. full

service restaurants) and once per year for simple establishments (i.e. espresso stands, grocery only). Establishments with substantial violations may be subject to follow-up inspections (re-inspections) to ensure the violations have been corrected. A fee of \$148.00 per re-inspection is assessed. The Health District also conducts inspections of establishments to investigate complaints or reports of food-borne illness.



### Contacting the Health District

Please call any time you have questions or concerns regarding your food service.

- ✓ Food establishment operators are required to contact the Health District to report food-borne illness or notify us when a food worker is diagnosed with any condition, illness, or infection by a disease agent that can be transmitted from a food employee through food.
- ✓ Establishments must also report any imminent health hazard such as a fire, flood, loss of electricity or water (hot or cold), or if a sewage spill or back-up happens. You will need to close your restaurant if any of these situations occur.
- ✓ Any proposed changes to the food establishment such as a remodel or major menu change must also be provided to the Health District for approval.

Your Sanitarian for the calendar year is:

\_\_\_\_\_  
Phone number: (509) 886-6400 ext \_\_\_\_\_

### For more information:

Chelan Douglas Health District  
200 Valley Mall Parkway  
East Wenatchee, WA 98802  
[www.cdhd.wa.gov](http://www.cdhd.wa.gov)

# Opening a New Food Establishment



**A guide to help you through the plan review process, pre-opening inspection and continued operation of your new food establishment.**



**Always Working for a Safer and Healthier Chelan County and Douglas County**

## **Opening Your Food Establishment**

Congratulations on your decision to start a new food establishment in Chelan or Douglas County! This brochure is designed to provide a quick overview of CDHD permitting requirements and procedures for a food establishment. It should only be used as a reference and does not include all of the items that are required for your establishment.

### **The Plan Review Process**

Washington State food safety regulations require that all new or remodeled food establishments have their plans reviewed and approved by the local health department before starting construction.

A thorough plan review identifies changes that will be required before costly purchases, installation and construction begins. Ultimately, a plan review will help to identify issues that could potentially result in violations, penalties for poor inspections and even food-borne illness!

The plan review process will take approximately two to three weeks to complete once all elements are received by the Health District. A Sanitarian will review your plans to ensure the



plans are in compliance with Washington State food safety regulations. Sometimes changes to the plans must be made in order to meet all requirements. You will be

notified of the changes needed by phone or letter. Plans may need to be revised and resubmitted several times before approval.

### **Other Agencies**

There may be other state and local agencies you will need to contact for approval as well, such as Liquor Control, Labor & Industries, Building Department, Department of Licensing, and the Washington State Department of Agriculture.

### **Step 1. Complete and submit all of the following items to the Health District:**

- ✓ Plan review application
- ✓ Business details
- ✓ Menu and consumer advisory statement
- ✓ Food preparation methods for all menu items
- ✓ Scaled floor plan with finish schedules specified and all equipment listed and located.
- ✓ Proof of approved water and sewage disposal
- ✓ Commissary information (catering and mobile food operations only)

### **Step 2. Approval Letter**

Once your plans are approved, the Sanitarian will send you an approval letter stating you may begin construction (assuming approval from other agencies). The facility must be constructed according to the approved plans.



### **Step 3. Fees**

Information obtained in the plan review will determine the “type” of food service permit you will need. In the letter, the sanitarian will specify your permit type and the annual fee required. Your annual food service permit fee, along with a plan review fee must be paid before the business can open.

### **Step 4. Pre-opening Inspection**

A Sanitarian will conduct a pre-opening inspection to make sure the food establishment was constructed according to the approved plans. When construction is complete and you are ready to open, contact the sanitarian to schedule the pre-opening inspection. You must call at least two weeks prior to the expected date of opening.

If the pre-opening inspection is not satisfactory, a detailed correction notice will be given to the operator or person-in-charge. Once the items are corrected, you may reschedule another inspection. You cannot operate until you receive written approval!

### **Step 5. Approval to Operate**

If all facilities are in place according to the plans, equipment is functioning properly, workers are trained and have food worker cards, and fees are paid; you will be given approval to operate.

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### **Food Safety Regulations**

*Complete food safety regulations are detailed in the Washington State Retail Food Code Working Document, WAC 246-215 (modification of the 2001 FDA Food Code). Copies are available at both Health District offices and online at the Washington State Department of Health, Food Safety Program website:*  
[www.doh.wa.gov/ehp/sf/food/food.htm](http://www.doh.wa.gov/ehp/sf/food/food.htm)