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BASIC FACILITY & OPERATIONAL REQUIREMENTS FOR A FOOD ESTABLISHMENT:

Refer to the 2013 FDA Food Code for specifics in each area.

DEMONSTRATION OF KNOWLEDGE *Refer to FDA Food Code sections 2-101.11, 2-102.11, and 2-103.11*

The permit holder shall be the PERSON IN CHARGE (PIC) or shall DESIGNATE a PIC and shall ensure that the PIC is present at the food establishment during all hours of operation.

The PIC shall demonstrate to the regulatory authority knowledge of foodborne disease prevention, application of the HACCP principles, and the requirements of the [FDA Food Code](#).

The PIC shall demonstrate this knowledge by one of the following:

- Compliance with the Code by having no critical violations during the current inspection
- Being a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program.
- Responding correctly to the inspector's questions as they relate to the specific food operation.

CERTIFIED FOOD PROTECTION MANAGER *Refer to FDA Food Code section 2-102.12*

- At least one EMPLOYEE that has supervisory and management responsibility and the authority to direct and control FOOD preparation and service shall be a certified FOOD protection manager who has shown proficiency of required information through passing a test that is part of an ACCREDITED PROGRAM.
- Certain types of FOOD ESTABLISHMENTS deemed by the REGULATORY AUTHORITY to pose minimal risk of causing, or contributing to, foodborne illness based on the nature of the operation and extent of FOOD preparation are exempt from this requirement. *Refer to Iowa Administrative Code Chapter 481—31.1(2)*

EMPLOYEE HEALTH *Refer to FDA Food Code section 2-201*

- The PIC is aware of his or her responsibility to inform food employees and conditional employees of their responsibility to report certain symptoms or diagnosed diseases to the person in charge and for the PIC to report to the regulatory authority as specified under Food Code ¶ 2-103.11(N) and ¶¶ 2-201.11; and
- The PIC provides documentation or otherwise satisfactorily demonstrates during the inspection, that all food employees and conditional employees are informed of their responsibility to report to management information about their health and activities as it relates to diseases that are transmissible through food, as specified under ¶ 2-201.11(A).

CLEAN UP OF VOMITING AND DIARRHEAL EVENTS *Refer to FDA Food Code section 2-501.11*

Food establishments are required to have procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment.

HACCP PLANS

Refer to FDA Food Code sections 8-201.13, 8-201.14, and 3-502.11

A HACCP Plan is required when a food preparation or processing method requires a Variance. A Variance is required when a food is produced using a specialized process such as reduced oxygen packaging, curing, acidification to prolong shelf life, sprouting seeds, fermentation, smoking for preservation, and custom processing of animals.

HANDWASHING

Refer to FDA Food Code sections 2-301.12, 2-301.14, and 2-301.15

Food employees shall clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- After using the toilet room;
- After caring for or handling support animals or aquatic animals;
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
- After handling soiled equipment or utensils;
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
- When switching between working with raw food and working with ready-to-eat food; and before donning gloves for working with food
- After engaging in other activities that contaminate the hands.

DATE-MARKING

Refer to FDA Food Code section 3-501.17

Ready-to-eat potentially hazardous food held for more than 24 hours shall be marked at the time of preparation to indicate the date when the food shall be consumed. This food shall be discarded if not sold or served within 7 days.

Other Requirements:

1. Complete and submit application and fee for food establishment license to regulatory agency at least 30 days in advance. *Refer to IAC 481-30.1 (Definition of a Food Establishment)*
2. Submit blueprints or floor plans to regulatory agency for review and approval at least 30 days in advance.
3. Each time a licensed operation changes ownership, the facility must be brought into compliance with current laws and regulations.
4. All licensed facilities must comply with State/Local Fire and Building Code regulations. If you have any questions, please feel free to contact your local agencies.
5. Mobile Food Units must meet the requirements for mobile food operations.
6. Pre-operational inspection and approval is required before opening for business.
7. A person who is knowledgeable of the FDA Food Code shall be present during all hours of operation.
8. All food items must be obtained from a licensed or approved source.
9. All equipment must be properly constructed, located and installed (cleanable).
10. All coolers/refrigeration units used in the facility must be capable of maintaining 41°F or below.
11. Proper & approved equipment for cooking, storing, displaying and serving hot foods. Hot holding equipment must be capable of maintaining foods at 135° F or above.
12. Adequate lighting with shielded fixtures in food preparation, dishwashing, service and storage areas.

13. Bars and taverns: a 3-compartment glass washing sink, hot and cold running water and drain board is required.
14. Kitchen area: 3-compartment ware-washing sink, properly equipped *or* automatic dish machine of an approved commercial type with booster heater or chemical rinse is required. Dish machines shall also be equipped with an audible or visual low detergent & sanitizer indicator.
15. Handwashing lavatory with mixing faucets, hot and cold running water are required in food preparation areas and also behind each bar area. Signs notifying employees to wash their hands must be clearly visible at all handwashing sinks.
16. Utility/mop sink for mop and wastewater equipped with hot and cold running water is required in the licensed facility. A mop sink/hand sink is not allowed.
17. Restroom requirements: Must have the required number, be properly located and equipped, have electric vents and self-closing doors.
18. Approved light colored walls and ceilings, smooth, washable surfaces in the food preparation area.
19. Approved floor coverings. No carpet in the kitchen, food prep areas, behind bars or in the restrooms.
20. Self-service operations must be provided with proper sneeze guards over serving lines, and all ice bins must be covered to prevent contamination.
21. All outer openings must be protected (screens or other acceptable means) and all doors tight-fitting (insect and rodent proof).
22. Outside garbage and storage areas must be properly located, equipped and maintained.
23. Outside premises must be properly maintained at all times (no weeds, junk, litter, etc.).
24. Proper storage area for toxic items (cleaning and caustic items, insecticides, rodenticides, etc.).
25. Provide proper storage area for personal clothing, belongings, medicines, etc.
26. Provide proper storage area for cleaning maintenance equipment (mops, brooms, etc.).
27. Provide storage facilities for clean and soiled linens, etc.
28. Comply with all building, electrical and plumbing codes (air gaps, traps, vacuum breakers, etc.).
29. Provide thermometers in all refrigerated units, conspicuously located.
30. Provide long stem thermometer(s) to monitor food temperatures. Thermometer must have a small- diameter probe, and be tip sensitive for testing thin foods (such as meat patties).
31. Provide adequate ventilation and exhaust system (hoods, canopies, make-up air, etc.).
32. Provide proper sanitizers and test strips for 3-compartment sinks.
33. Provide proper sanitizers and containers for storage of wiping cloths in use.
34. Provide proper dispensers for soda/pop machines. Must be correctly installed and maintained.
35. Food establishments shall be separated from any living or sleeping quarters by complete partitioning and solid, self-closing doors.
36. If you have any further questions regarding food code requirements, please feel free to contact your local department of health or our office at 515-281-6538.