



Johnson County Health Department  
86 W. Court St., Franklin, IN 46131  
Phone: (317) 346-4365, Fax: (317) 736-5264

## FOOD SERVICE PLAN REVIEW PROCEDURE

**IMPORTANT NOTICE:** The owner or agent of an existing or proposed retail food establishment must submit properly prepared plans and specifications for review to the Johnson County Health Department **at least 30 days** prior to construction, conversion, or remodeling of a retail food establishment. Construction or conversion may not begin without approval of the plans by this Department. Failure to submit plans or acquire approval may result in penalties or fines.

**1. Contact Terry Bayless at the Johnson County Health Department at 317-346-4370 or at [tbayless@co.johnson.in.us](mailto:tbayless@co.johnson.in.us). Inform Mr. Bayless of your intent (example: building a new restaurant, remodeling an existing food facility, etc.) the following material will be sent to you:**

- Plan Review Application*
- Plan Review Questionnaire*
- Food License Application*
- Food Handler Certification Requirements*
- The Web site for the RETAIL FOOD ESTABLISHMENT SANITATION REQUIREMENTS TITLE 4 10 IAC 7-24*

**2. Submit the following permit application materials to:**

Johnson County Health Department  
Attn: Terry Bayless  
86 W. Court St.  
Franklin, IN 46131

- Plan Review Application with the appropriate fee (example under 3,000 sq.ft. \$50.00)*
- Plan Review Questionnaire: This must be completed before a plan review will be conducted.*
- Floor plan, scale drawn showing all equipment, floor finishes, plumbing and lighting*
- Specification sheets for all equipment*

Upon receipt of the required material, a health department representative will review plans and respond within 30 days

**3. Construction Inspection:** Periodic inspections may be conducted to ensure that the construction is following the approved plans. Please feel free to contact Mr. Bayless at 317-346-4370 at any time to answer questions or to conduct a field inspection to check your progress.

**4. Pre-opening inspection:** When your facility is completely operational contact the health department to schedule your opening inspection. The facility must be free of all construction debris and be ready to serve customers. Please allow a (1) week notice for an inspection.

**5. Pay food license fee to the Johnson County Health Department: **The food license application must be filled out and paid before the establishment may begin to sell food to the public. Failure to pay prior to opening the food establishment will result in the fee being doubled. The health department inspectors cannot accept money in the field, however, payment may be mailed or brought into the office located at 86 W. Court Street, Franklin IN 46131.****

**ALL PAYMENTS ARE FINAL AND NON-REFUNDABLE.**

# CERTIFICATION OF FOOD HANDLER REQUIREMENTS TITLE 410 IAC 7-22

Effective June 19, 2003

## INDIANA STATE DEPARTMENT OF HEALTH

Indiana State Department of Health  
2 North Meridian Street  
Indianapolis IN 46204.

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# Preface

Many state and local regulatory food protection agencies throughout the nation have implemented requirements, or are in the process of implementing requirements, that mandate some form of certification for food handlers. The requirements for food handler certification in state and county health jurisdictions are quite diverse, and the requirements are varied. The certification requirements have been somewhat confusing and difficult for the food industry to address effectively. For this reason, the Conference for Food Protection in conjunction with the American National Standards Institute, have developed a national standard for measurement of food safety knowledge, that would have “universal acceptance” by state and local food protection agencies and the food industry in general. The Indiana legislature adopted IC 16-42-5.2, that provides for mandatory certification of at least one person per food establishment, who oversees food safety operations within the establishment. The proposal for food handler certification was introduced to the legislature on behalf of representatives from Indiana’s food industry. The proposal was intended to mandate a standard requirement for food handler certification that would have “universal acceptance” and be recognized by all local and state health department jurisdictions in Indiana. In response to this proposal, Senate Bill 404 was introduced and adopted by the 2001 legislature. The requirement of having a “Certified Food Handler” will become effective January 1, 2005. Standards developed by the Conference for Food Protection, and the American National Standards Institute, have been incorporated into this rule to establish a uniform standard for food handler certification in Indiana. 410IAC 7-22 has undergone intensive review by a “Food Handler Certification Task Force,” which consists of representatives from the food industry, academia, state and local health departments. The “Food Handler Certification Task Force” was formed to strike a balanced mix of stakeholders addressing the various aspects of food handler certification. The certification requirements established by the legislature and the “Food Handler Certification Task Force,” focuses on the specific areas of food safety knowledge, that are “universally accepted” by regulators and the food industry, and are essential components in the prevention of foodborne disease.

## **TITLE 410 INDIANA STATE DEPARTMENT OF HEALTH**

### **LSA Document #02-266**

### **Proposed Rule DIGEST**

Adds 410 IAC 7-22 to establish standards for the certification of food handlers for food establishments and the imposition of penalties for violations. Effective 30 days after filing with the secretary of state.

### **410 IAC 7-22**

SECTION 1.410 IAC 7-22 IS ADDED TO READ AS FOLLOWS:

### **Rule 22. Certification of Food Handlers**

#### **410 IAC 7-22-1 Applicability**

Sec. 1. The definitions in this rule apply throughout this rule.

#### **410 IAC 7-22-2 “Accreditation” defined**

Sec. 2, “Accreditation” means that an “accrediting organization” has verified a food safety certification examination meets the standards established by the Conference for Food Protection. The food safety certification examination shall be reviewed by an independent “accrediting organization” to verify compliance with standards established by the Conference for Food Protection.

#### **410 IAC 7-22-3 “Accredited certification examination” defined**

Sec. 3. “Accredited certification examination” means a food protection certification examination that meets the criteria established by the Conference for Food Protection, and has met the Conference for Food Protection standards such as, the American National Standards Institute standards for such as, the American National Standards Institute standards for such programs.

#### **410 IAC 7-22-4 “Accrediting organization” defined**

Sec. 4. “Accrediting organization” means an independent organization, such as the American National Standards Institute, that determines whether a food protection certification examination meets the standards established by the conference for Food Protection.

**410 IAC 7-22-5 “Accredited testing service” defined**

Sec. 5. “Accredited testing service” means a testing service that meets the standards established by the Conference for Food Protection and has met the Conference for Food Protection and the American National Standards Institute standards for such examinations.

**410 IAC 7-22-6 “Certification document” defined**

Sec. 6. “Certification document” means a certificate, letter, or other document verifying the individual has passed an accredited examination given by an accredited testing service.

**410 IAC 7-22-7 “Certified food handler” defined**

Sec. 7. “Certified food handler” means a food handler who holds a certificate recognized by the Conference for Food Protection or an equivalent nationally recognized certification program as determined by the department.

**410 IAC 7-22-8 “Department” defined**

Sec. 8. “Department” means the Indiana State Department of Health.

**410 IAC 7-22-9 “Food establishment” defined**

Sec. 9 “Food establishment” means any building, room, basement, vehicle of transportation, cellar, or open or enclosed area occupied or used for handling food.

**410 IAC 7-22-10 “Food handler” defined**

Section 10. “Food handler” means an individual who is an owner, an operator, a manager, or an employee of a food establishment; and is responsible for or oversees the storage, preparation, display, or serving of food to the public.

**410 IAC 7-22-11 “Person-in-charge” defined**

Sec. 11. “Person-in-charge” means an individual present at a food establishment who is responsible for the food operation at the time of inspection.

**410 IAC 7-22-12 “Pre-packaged food” defined**

Sec. 12. “Pre-packaged food” means prior to service and/or receipt of a food, the food is bottled, canned, cartooned, securely wrapped, whether packaged in a food establishment or a food processing plant. Pre-packaged does not include a wrapper, carry-out box or other non-durable container used to containerize food with the purpose of facilitating food protection during service and receipt of the food by the consumer.

**410 IAC 7-22-13 “Re-certification” defined**

Sec. 13. “ Re-certification” means requiring a pre-certified individual to pass an accredited certification examination within five (5) years from the date of issue of their most recent certificate issue date, or complying with the accredited testing service’s written policy for re-certification.

**410 IAC 7-22-14 “Regulatory authority” defined**

Sec. 14. “ Regulatory authority” means the local or state body, or authorized representative having jurisdiction over a food establishment.

**410 IAC 7-22-15 Certified food handler requirements**

Sec. 15.

(a) A corporation, or local health department may not impose any registration, certification, or licensing requirements on food handling or food handlers.

(b) After December 31, 2004, at least one (1) food handler at a food establishment must be a certified food handler. A food handler’s certification must be recognized by the Conference for Food Protection or an equivalent nationally recognized certification examination as determined by the department.

(c) A food establishment shall have at least one (1) certified food handler responsible for all periods of the food establishment’s operation. However, a certified food handler need not be present at the food establishment during all hours of operation. It shall be the responsibility of the certified food handler to provide the certificate, letter or document for verification of passing the examination.

(d) A food establishment that begins operation or changes ownership shall comply with section 15(b) of this rule not later than six(6) months after beginning operation or changing ownership.

(e) If a food establishment does not have a certified food handler because the certified food handler terminates employment with the food establishment, the owner or operator of the food establishment shall comply with section 15(b) of this rule not later than three (3) months after the termination date of the previous certified food handler.

(f) If more than one (1) food establishment operated by the same individual is located on the same property or on contiguous properties, only one (1) certified food handler is required for the food establishments.

(g) The certified food handler requirement does **not** apply to a food establishment when the food establishment's food handling activities are limited solely to one (1) or more of the following.

- (1) Heating or serving pre-cooked hot dog or sausage products, popcorn, nachos, pretzels, or frozen pizza;
- (2) Preparing or serving a continental breakfast such as rolls, coffee, juice, milk and cold cereal;
- (3) Preparing or serving non-alcoholic beverages or ice;
- (4) Grinding coffee beans;
- (5) Packaged foods that are not potentially hazardous foods in accordance with the rules adopted by the executive board;
- (6) Heating when it is the only step for a bakery product; or
- (7) Providing pre-packaged food in its original package.

(h) The certified food handler requirement does not apply to the following institutions:

- (1) Hospitals licensed under IC 16-21;
- (2) Health facilities licensed under IC 16-28;
- (3) Housing with services establishments that are required to file disclosure statements under IC 12-10-15; or
- (4) Continuing care requirement communities required to file disclosure statements under IC 23-2-4

#### **410 IAC 7-22-16 Assignment**

Sec. 16.

(a) The food establishment shall have a person-in-charge present at the food establishment during all hours of operation.

(b) From one (1) year beyond the effective date of this rule, any food establishment not exempted from the law, shall maintain at least one (1) copy of this rule on premises at all times. Immediate electronic access to this rule shall be considered acceptable for meeting this requirement.

#### **410 IAC 7-22-17 Qualifications for certification**

Sec. 17.

(a) In order to become a certified food handler, an individual must comply with the following:

- (1) Successfully pass an accredited examination administered by an accredited testing service.
- (2) Provide name, certification document (copies thereof) and photo identification card at the food establishment for the certified food handler. The certification document shall be made available by the person-in-charge for inspection by the regulatory authority at all times.
- (3) The certification document shall be removed from the food establishment when the certified food handler terminates employment with the food establishment.
- (4) No person shall be designated as a certified food handler or in any way represent himself or herself as a certified food handler, unless they hold a certification document.

#### **410 IAC 7-22-18 Recertification**

Sec. 18.

(a) A person designated as the certified food handler for a food establishment must not allow their certification to expire; and

(b) the certified food handler shall become re-certified as defined in section 13.

#### **410 IAC 7-22-19 Penalties**

Sec. 19. Unless adjusted by an administrative order, the following schedule of monetary penalties shall be used if penalties are to be assessed:

Section 15 (a),(b),(c),(d),(e), and (f) \$ 0 – 100. per day per violation

Section 16 (a) \$ 0 – 100. per day per violation

Section 16 (b) \$ 0 – 100. per day per violation

Section 17 (a), 1,2,3, and 4 \$ 0 – 100. per day per violation



# PLAN REVIEW

## JOHNSON COUNTY HEALTH DEPARTMENT

86 W. Court St.  
Franklin, IN 46131  
(317) 346-4365, Fax: (317) 736-5264  
[www.co.johnson.in.us](http://www.co.johnson.in.us)

Today's Date:	Name of Facility	
Address:		Telephone:
City/St/Zip:		
Owner Name:		
Owner's Address:		Owner's Phone:
Architect Name:		Architect Phone:
Architect Address:		
Contact Person:		Phone:

\$ \_\_\_\_\_ Plan Review fee (For new facilities or remodeling only! For remodeling, please check with the Environmental Health Inspector for fee)

Under 3,000 sq ft = \$50	3,000 to 10,000 sq ft = \$100	10,000 sq ft = \$200
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For Office Use Only:	Receipt Number _____
	Date Received _____ L/P # _____

**ALL PAYMENTS ARE FINAL AND NON-REFUNDABLE**



**PLAN REVIEW QUESTIONNAIRE**  
**JOHNSON COUNTY HEALTH DEPARTMENT**

86 W. Court St. Franklin, IN 46131  
(317) 346-4365, Fax: (317) 736-5264

[www.co.johnson.in.us](http://www.co.johnson.in.us)

Instructions for the Plan Review Questionnaire Form

The enclosed questionnaire was designed for the operator and/or architect to utilize in the plan review process. Please feel free to contact your local health department for further assistance when completing the questionnaire.

The questionnaire is designed in 2 parts. Part one is the Standard Sanitary Operating Procedures (SSOP's). This part should be completed by the owner/operator of the facility. SSOP's are procedures that will help your operation to be in compliance with the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24. The referenced section numbers at the end of each question will help you in answering the questionnaire. The following bulleted items are the sections covered under part one:

- Food (will the food be received in a safe and sanitary manner)
- Food Preparation (limits/restricts the amount of pathogen growth in food)
- Hot and Cold Holding (keeps pathogens from growing in food)
- Sanitization (ensure the proper amount and application of sanitizer levels)
- Poisonous or Toxic Materials and Personal Care Items (covers the storage and use of these items)
- Miscellaneous (covers registration/permitting and food handling in the home)

Part two is the physical facility requirements. This part may need to be completed by the architect/contractor/engineer, since these requirements are more of a technical basis. The following bulleted items are the sections covered under part two:

- Warewashing/Dishwashing (covers the proper use and capacity of your equipment)
- Water Supply (is the water potable/drinkable)
- Waste Water/Sewage Disposal (is the sewage system in compliance)
- Plumbing (covers backflow, hot water capacity, hoses, and grease traps)
- Handwashing/Toilet Facilities (quantity, door closure, and ventilation)
- Room Finish Schedule (covers the interior of the kitchen and ensures that the materials are made to be smooth and easily cleanable)
- Personal Belongings (prevents contamination of food from employees)
- Equipment (requires all equipment materials be food-grade quality and approved for use in a commercial kitchen)
- Insect and Rodent Harborage (prevents insects and rodent activity)
- Reuse and Recyclables (covers the storage and disposal)
- Lighting (minimum amount of light needed to conduct operations)

The Plan Review Application Form must be completed and submitted with the accompanying questionnaire.



# PLAN REVIEW QUESTIONNAIRE

## JOHNSON COUNTY HEALTH DEPARTMENT

86 W. Court St.  
Franklin, IN 46131

(317) 346-4365, Fax: (317) 736-5264

Please answer the following questions and return this form and the application to our office. If you have any questions please call (317) 346-4365. This questionnaire is not designed as a complete list of requirements but should be used as a guideline only. The sanitation requirements noted in this document are specified under the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24. Please use this rule as it pertains to section numbers referenced at the end of each question.

Name of the facility and location:

\_\_\_\_\_

Contact name and phone number:

\_\_\_\_\_

It is recommended that you provide plans that are a maximum of 11 X 14 inches in size including the layout of the floor plan.

I have submitted plans/applications to the authorities listed below on the following dates:

Zoning \_\_\_\_\_ Plumbing \_\_\_\_\_ Septic \_\_\_\_\_

Planning \_\_\_\_\_ Electric \_\_\_\_\_ Fire \_\_\_\_\_

Building \_\_\_\_\_

Number of seats: \_\_\_\_\_ Total square feet of the facility: \_\_\_\_\_

Number of floors on which operations are conducted: \_\_\_\_\_

Maximum meals to be served: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_

Dinner \_\_\_\_\_ (approximate number)

Type of service: Sit down meals \_\_\_\_\_ Mobile vendor \_\_\_\_\_

(check all that apply) Take out \_\_\_\_\_ Other \_\_\_\_\_ Caterer \_\_\_\_\_

Who (job title) will be your certified food handler? (Title 410 IAC 7-22)

\_\_\_\_\_

How will employees be trained in food safety? (sect. 119)

\_\_\_\_\_

The following procedures/questions should be considered before any further planning/construction begins or continues to ensure that special consideration is given to these standard sanitary operating procedures (SSOP's). This section should be completed by the operator. Please indicate (by either checking or completing the answers) whether or not a section applies to your operation.

### **FOOD**

1. Please provide a list of all planned food vendors. (sect. 142)

\_\_\_\_\_

2. What is the procedure for receiving food shipments? (sect. 166) Are temperatures checked and containers inspected for damage?

\_\_\_\_\_

What is the anticipated frequency of food deliveries for:

Frozen \_\_\_\_\_ Fresh \_\_\_\_\_ Dry \_\_\_\_\_

3. Is your facility required to have pasteurized products? (sect. 153) Yes \_\_\_ No \_\_\_

4. Do you intend to make low-acid or acidified foods and intend your products to be shelf stable? If so, have you passed the Better Process and Control School exam? (sect. 143) Yes \_\_\_ No \_\_\_ NA \_\_\_ *Please include a copy of the certification.*

5. Do you intend to make reduced oxygen packaged (ROP, def. 73) foods? (sect. 195) Yes \_\_\_ No \_\_\_  
If yes, please list out the ROP foods.

\_\_\_\_\_

### **FOOD PREPARATION**

6. If foods are prepared a day or more in advanced, please list them out.

\_\_\_\_\_

\_\_\_\_\_

7. What will be your procedure to prevent employees from touching foods that are ready-to-eat and will not be cooked or heat-treated (such as, sushi, lettuce, buns, etc.)? (sect. 171)

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8. Describe your date marking system (described under sect. 191) for potentially hazardous (defined under sect. 66) ready-to-eat foods (defined under sect. 72). (sect. 191)

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9. Will all produce be washed prior to use? (sect. 175) Yes \_\_\_ No \_\_\_ NA \_\_\_ If no, why?

---

10. Describe the procedure to minimize the amount of time potentially hazardous foods will be kept in the temperature danger zone (41 F-135 F) during preparation. (sect. 189)

---

**11. Provide a list of the types of food that will need to be thawed before cooking. (sect. 199)**

PROCESS	TYPES OF FOOD
Refrigeration	
Running water less than 70 F	
Microwave as part of the cooking process	
Cook from frozen	
Other (describe)	

**12. Provide a list of the types of food that will need to be cooled (eg. leftovers). (sects. 189, 190)**

PROCESS	TYPES OF FOOD
Shallow pans under refrigeration	
Ice and water bath	
Reduced volume (quartering a large roast)	
Ice paddles	
Rapid chill devices (blast freezer)	
Other (describe)	

13. What procedures will be in place to ensure that foods are reheated to 165 F or above? (sect. 188)

---

14. Will a buffet be served? Yes \_\_\_ No \_\_\_ NA \_\_\_ If yes, who will be responsible for ensuring that the buffet is protected from consumer contamination? (sect. 181)

---

**HOT AND COLD HOLDING**

15. Will "Time as a Public Health Control" (see sect. 193) be used for potentially hazardous food(s) (either hot or cold)? Yes \_\_\_ No \_\_\_ NA \_\_\_

**Note: These procedures must be submitted and approved before their use.**

16. Will raw animal food(s) will be offered to the public in an undercooked form (sushi, rare hamburgers, eggs over easy, made from scratch Caesar dressing, etc.)? Yes \_\_\_ No \_\_\_ NA \_\_\_ If so, please attach your consumer advisory statement. (sect. 196)

17. Who (line cook, kitchen manager, etc.) will be assigned the responsibility of taking food temperatures and at what steps will temperatures be taken (cooking, cooling, reheating, and hot holding)? (sect. 119)

---

18. Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in a refrigeration unit(s) (i.e. walk in coolers, under the counter coolers). (sect. 173)

---

19. Describe the storage of different types of raw meat and seafood in the same unit, and how cross-contamination will be prevented. (sect. 173)

---

**SANITIZATION**

20. Who will be assigned the responsibility of ensuring the correct amount of sanitizer will be used? (sect. 119)

---

21. What type of chemical sanitizer(s) will the facility use? (sect. 294)

---

22. Will the facility have test kits/papers on site for all types of chemical sanitizers? (sect. 291)

Yes \_\_\_ No \_\_\_ NA \_\_\_

23. How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in a sink or put through a dishwasher be sanitized? (sect. 303)

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### **POISONOUS OR TOXIC MATERIALS AND PERSONAL CARE ITEMS**

24. Where will poisonous or toxic materials be stored (including the ones for retail sale)? (sect. 439)

---

25. Will the facility use a hand sanitizer? (sect. 131) Yes \_\_\_ No \_\_\_ If so, what brand?

---

26. Will the facility ensure that insecticides and rodenticides are "Approved for Use in Food Establishments" and that they are applied in a safe manner? (sect. 119)

---

27. Will all spray bottles be clearly labeled? (sect. 438) Yes \_\_\_ No \_\_\_

28. Where will first aid supplies be stored? (sect. 421) \_\_\_\_\_

---

### **MISCELLANEOUS**

29. Will any part of the retail food establishment open directly into any part of any living or sleeping quarters?(sect. 423) Yes \_\_\_ No \_\_\_ NA \_\_\_

30. Has the facility registered or applied for a permit from the regulatory authority? (sect. 107)

Yes \_\_\_ No \_\_\_.

**The following list of questions should be generally completed by the architect/contractor/engineer.**

### **WAREWASHING/DISHWASHING**

31. Dishwashing methods (sect. 269) (check one or both): 3 Compartment Sink \_\_\_\_\_

Dish machine \_\_\_\_\_

32. If a 3 compartment sink is used, which sanitization method will you use: Hot Water \_\_\_\_\_ Chemical \_\_\_\_\_

33. If a dish machine is used, which sanitization method will you use: Hot Water \_\_\_\_\_

Chemical \_\_\_\_\_

If hot water, do you have a booster heater? Yes \_\_\_ No \_\_\_ NA \_\_\_

If hot water, how will you ensure that the unit is sanitizing the utensils? (sects. 258, 303)

---

34. Does your chemical dish machine have an alarm that indicates when more chemical sanitizer needs to be added? (sect. 281) Yes \_\_\_ No \_\_\_

35. What type of alarm will be used to detect when the sanitizer is too low? Sound \_\_\_\_\_ Visual \_\_\_\_\_

36. Can the largest piece of equipment be submerged into the 3-compartment sink or dish machine? (sect. 233)

Yes \_\_\_ No \_\_\_ NA \_\_\_

37. Does the facility plan to use alternative manual warewashing equipment? (sect. 233)

Yes \_\_\_ No \_\_\_ NA \_\_\_

*If yes, please submit your procedure for review.*

38. Does your facility have enough drain boards/utensil racks/carts for the air drying of equipment and utensils for either the 3 compartment sink or the dish machine? (sect. 289) Please describe below. \_\_\_\_\_

---

### **WATER SUPPLY**

39. Is the water supply public (\_\_\_) or private (\_\_\_)? If public, skip question #2.

40. If private, has the source been tested? (sect. 327) Yes \_\_\_ No \_\_\_

If so, when was the last test \_\_\_\_\_

and did you send us a copy of the lab results? Yes \_\_\_ No \_\_\_

### **WASTE WATER/SEWAGE DISPOSAL**

41. Is the sewage disposal system public (\_\_\_) or private (\_\_\_)? If public, skip question #2.

42. Has the waste treatment system been approved by the state or local septic inspector? (sect. 376)

Yes \_\_\_ No \_\_\_ *Please provide a copy of the approval.*

### **PLUMBING**

43. Are hot and cold water fixtures provided at every sink? (sect. 330) Yes \_\_\_ No \_\_\_

44. If a water supply hose is to be used for potable water, is it made from food-grade materials? (sect. 364)

Yes \_\_\_ No \_\_\_

45. What is the recovery time, volume, and capacity of the hot water heater? (sect. 329)

46. The following technical information is needed on the proposed plumbing. This section is best completed by a licensed plumber, or engineer. (sect. 336)

Fixture	Water Supply					Sewage Disposal		
	AVB	PVB	VDC	HB	Air Gap	Air Break	Air Gap	Direct Connect
Dishwasher								
Ice Machine(s)								
Mop/Service Sink								
3 Compartment Sink								
2 Compartment Sink								
1 Compartment Sink								
Hand Sink(s)								
Dipper Well								
Hose Connections								
Asian Wok/Stove								
Toilet(s)								
Kettle(s)								
Thermalizer								
Overhead Spray Hose								
Other Spray Hose(s)								
Other:								
Other:								
AVB=Atmospheric Vacuum Breaker					HB=Hose Bib Vacuum Breaker			
PVB=Pressure Vacuum Breaker					VDC=Vented Double Check Valve			

47. Has contact been made to the municipality to determine if a grease trap is required?

Yes \_\_\_ No \_\_\_ NA \_\_\_

48. What would be the frequency of cleaning for the grease trap? (sect. 378)

**HANDWASHING/TOILET FACILITIES**

49. Handwashing sinks are required in each food preparation and dishwashing area. (sect. 344)

How many handsinks will be provided? \_\_\_\_\_

50. Are all toilet room doors self-closing where applicable? (sect. 352) Yes \_\_\_ No \_\_\_

51. Are all toilet rooms equipped with adequate ventilation? (sect. 309) Yes \_\_\_ No \_\_\_

**ROOM FINISH SCHEDULE (What the interior of the facility will look like.)**

52. Please indicate which materials (i.e. quarry tile, stainless steel=SS, plastic cove molding, etc.) will be used in the following areas. (sect. 402)

AREA	FLOOR	COVING	WALL	CEILING
KITCHEN				
CONSUMER				
SELF SERVICE				
SERVING LINE				
BAR				
FOOD STORAGE				
OTHER				
STORAGE				
TOILET ROOMS				
GARBAGE				
STORAGE				
MOP/SERVICE				

**PERSONAL BELONGINGS**

53. Are separate dressing rooms/lockers provided? (sect. 417) Yes \_\_\_ No \_\_\_ NA \_\_\_

54. Describe the storage location for employees' coats, purses, medicines and, lunches. (sects. 418, 422)

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55. Where is the designated area for employees to eat, drink, and use tobacco? (sect. 136)

---

**EQUIPMENT**

56. Will all of the equipment meet the design and construction for the American National Standards Institute (ANSI) standards or meet section 205? Yes \_\_\_ No \_\_\_

57. Will the utensils and food storage containers be made from food-grade quality materials? (sect. 205) Yes \_\_\_ No \_\_\_.

58. Will any pieces of used equipment be utilized? (sect. 106) Yes \_\_\_ No \_\_\_ NA \_\_\_

If so, please list equipment types:

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59. Is the ventilation hood system sufficient for the needs of the facility? (sect. 307)

Yes \_\_\_ No \_\_\_ NA \_\_\_

60. Will all of the equipment used for the storage of potentially hazardous foods be able to meet the minimum temperature requirements (frozen food 0 F, cold food 41 F, hot food 135 F)?

Yes \_\_\_ No \_\_\_ NA \_\_\_

61. Please list equipment types for the hot and cold holding of foods; also during serving or transporting. (sect. 187)

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62. Will each refrigeration unit have a thermometer? (sect. 256) Yes \_\_\_ No \_\_\_

63. What types of counter protective guards for food (sneeze guards) will be used for consumer self-service? (sect. 179)

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**INSECT AND RODENT HARBORAGE**

64. Will all outside doors be self-closing, when applicable, and rodent/insect proof? (sect. 413)

Yes \_\_\_ No \_\_\_

65. Will screens be provided on any open windows/doors to the outside? (sect. 413)

Yes \_\_\_ No \_\_\_

66. Will air curtains be installed (made from either plastic or mechanical); if so, where on outer openings? (sect. 413)

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67. Will all pipes and electrical conduit chases be sealed (i.e. ventilation systems, exhaust and intake be protected)? (sect. 414) Yes \_\_\_ No \_\_\_

68. Is the area around the building clear of unnecessary debris, brush, and other harborage conditions? (sect. 426) Yes \_\_\_ No \_\_\_

69. Do you plan to use a pest control service? Yes \_\_\_ No \_\_\_ Frequency\_\_\_\_\_

Company\_\_\_\_\_

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**REFUSE AND RECYCLABLES**

70. Describe the surface (for refuse/recyclables) that the outside dumpster will be located on? (sect. 382)

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71. Where will recyclables be stored prior to pick-up?

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**LIGHTING**

72. What are the foot-candles of light for the following areas? (sect. 411)

Food prep areas \_\_\_\_\_ Dishwashing areas \_\_\_\_\_

Dry storage areas \_\_\_\_\_ Restrooms and walk-in refrigeration units \_\_\_\_\_.



**FOOD LICENSE APPLICATION**  
**JOHNSON COUNTY HEALTH DEPARTMENT**  
 86 W. Court St., Franklin, IN 46131  
 (317) 346-4365, Fax: (317) 736-5264

Date Paid	_____
Receipt #	_____
License #	_____
License Mailed on	_____
Staff	_____

[www.co.johnson.in.us](http://www.co.johnson.in.us)

**\*\* REQUIRED FIELDS; WILL NOT PROCESS LICENSE WITHOUT INFORMATION** TODAY'S DATE: \_\_\_\_\_

**\*\* FACILITY INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip \_\_\_\_\_  
 Facility Operator/Manager: \_\_\_\_\_

**\*\* OWNER INFORMATION**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/St/Zip \_\_\_\_\_

**CORPORATE INFORMATION IF APPLIES**

Corporate Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/St/Zip \_\_\_\_\_

**ALL FOOD LICENSES EXPIRE ON DECEMBER 31<sup>ST</sup> OF EACH YEAR**

**IMPORTANT!!** *Future invoices, quarterly newsletters, emergency notifications etc. will be submitted by e-mail. It will be necessary to have an e-mail address that will be appropriate for these purposes. If you do not have an e-mail address, it will be the responsibility of the owner or corporate office to access our web-site or contact our office in order to obtain food license renewal information. (web-site address and phone numbers are listed above)*

Please print your e-mail clearly

**E-MAIL ADDRESS:** \_\_\_\_\_

FACILITY STATUS \_\_\_ New \_\_\_ Existing Service, New Owner \_\_\_ Mobile \_\_\_ Exempt (churches, schools, Gov't

**IF NEW FACILITY - EXPECTED OPENING DATE:** \_\_\_\_\_

**IF EXISTING SERVICE WITH NEW OWNER - START DATE:** \_\_\_\_\_

**FEE SCHEDULE INFORMATION (ALL PAYMENTS ARE FINAL AND NON-REFUNDABLE)**

<u>( December 1<sup>st</sup> thru June 30<sup>th</sup> )</u>		<u>( July 1<sup>st</sup> thru November 30<sup>th</sup> )</u>	
_____ 5 OR FEWER EMPLOYEES	\$ 75.00	_____ 5 OR FEWER EMPLOYEES	\$ 50.00
_____ 6 – 14 EMPLOYEES	\$175.00	_____ 6 – 14 EMPLOYEES	\$ 87.50
_____ 15 OR MORE EMPLOYEES	\$250.00	_____ 15 OR MORE EMPLOYEES	\$125.00

[Ordinance #2004-15 Section 3 states that all food permit fees will be doubled if any activity which requires a permit takes place before the necessary permit is obtained](#)

SIGNATURE \_\_\_\_\_  
*Must be signed in ink by applicant*      *Owner/Manager*

**PAYMENT INFORMATION: Please make checks or money orders payable to Johnson County Health Department**  
**We now accept VI SA / MASTER CARD as payment s**

NAME ON ACCOUNT: \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ V- CODE: \_\_\_\_\_

## FOOD CODE

WEB SITE

INDIANA

RETAIL FOOD ESTABLISHMENT SANITATION REQUIREMENTS

TITLE 410 IAC 7-24

You may access the Code via the Indiana State Department of Health web site at:

[www.in.gov/isdh](http://www.in.gov/isdh) (Home Page)

When you get to this site, on the left, you need to touch “Regulatory Services”. It will bring up a list in the middle. Click on “Food Protection”.

The screen will bring up a new screen with a list in boxes. Click on “Retail and Wholesale Laws, Rules, and Regulations”. Near the bottom of the page there is a sentence that begins states: “Here is the new “Food Code”, 410 IAC 7-24, Retail Food Establishment Sanitation Requirements.....

Click on the colored “410 IAC 7-24” and it will open the code.

OR

To get directly to the page with the code, type in the following:

[http://www.in.gov/isdh/regsvcs/foodprot//food\\_laws.htm](http://www.in.gov/isdh/regsvcs/foodprot//food_laws.htm).

**SUMMARY OF NEW DIRECTIVES AND REVISIONS**  
**RETAIL FOOD ESTABLISHMENT SANITATION REQUIREMENTS**  
**TITLE 410 IAC 7-24**

(Note: The list below is not inclusive of all changes but reflects highlights.)

**Section 294 – Chemical sanitization – Added requirement that if chemical sanitizers are used in the facility a supply must be present on site at all times. (CRITICAL)**

Section 319 – Case lot handling equipment moveability – Dollies, pallets, racks, skids must be designed to be moved for cleaning and maintenance on a regular basis.

**Section 193 – Time as a public health control – If time is used (4-hour hold time) for potentially hazardous foods, written procedures must be submitted to the health department and approved *before* the “time” system is used. (CRITICAL)**

**Section 196 – Consumer advisory – Stipulation that if specified raw or undercooked animal products are served, a “disclosure” and “reminder” to consumers must be written, i.e., menus, placards, brochures, label statements, etc. (See Section for further details) (CRITICAL)**

**Section 337 – Backsiphonage prevention device on carbonators – A double check valve shall be installed upstream from the carbonating device or downstream from any copper product in the water line. (CRITICAL)**

Section 342 – Handwashing facility - Must be able to provide water of at least 100 degrees F. by mixing valve of faucet.

**Section 344 – Handwashing facility location – The handwashing sink location must not contaminate food-contact surfaces and clean warewashing surfaces (CRITICAL)**

Section 293 – Warewashing equipment – Warewashing sinks or machines shall not be used for handwashing or as a service sink. Dish machines shall not be used for laundering linens, food, wiping clothes or floor mats.

**Section 189 – Cooling Potentially hazardous foods – Timing begins at 135 degrees F. and the entire process must be completed in a total of 6 continuous hours. (CRITICAL)**

**\*Within 2 hours from 135 degrees F to 70 degrees F and then within 4 hours from 70 degrees F to 41 degrees F. (CRITICAL)**

**\*Products prepared from ambient temperatures (such as reconstituted foods and canned tuna must be cooled to 41 degrees F within 4 hours. (CRITICAL)**

**HOT HOLDING TEMPERATURES CHANGE - All Temperatures previously 140 degrees F. are now 135 degrees F.**

(186) Cooking for hot holding temperatures 135 degrees F.

(187) Hot holding of potentially hazardous foods – 135 degrees F.

(188) Reheating for hot holding of intact package from a food processing plant - 135 degrees F.

Section 171 – Preventing contamination from bare hand contact (Exceptions) – Bare hand contact for ready-to-eat foods is prohibited, with the following exceptions: when washing fruits and vegetables, shucking oysters and clams, or deveining shrimp and other crustacea.

**Section 128 – Hand cleaning and drying procedures – Hands must be washed with 100 degree F. water for at least 20 seconds and then dried with single-use towel. (CRITICAL)**

**Section 129 – When to wash hands – The code added that hands must be washed before placing gloves on hands. (CRITICAL)**

**Section 133 – Hand and arm maintenance – Specifics on how employees who have direct contact with exposed foods shall maintain their hands and arms: if a lesion is present the employee must wear an impermeable cover such as a bandage or single-use glove over the lesion. Fingernail polish or artificial nails are prohibited. (Swing item: may be CRITICAL)**

**Section 118 – Demonstration of knowledge – During inspection and upon request, the person-in-charge shall demonstrate to the regulatory authority knowledge of foodborne disease prevention, application of the HACCP principles, and the requirements of this rule. Demonstration may be made by having a certified food employee as per 410 IAC 7-22. If exempted from 7-22, demonstration by compliance with 7-24 with no critical violations or correctly responding to the inspectors questions as they relate to specific food operation in multiple areas as listed in this section. (CRITICAL).**

Section 120 – Responsibility to require illness reporting by food employees and applicants – (NOROVIRUS now included.) A food employee or applicant shall report information about an illness to the person-in-charge in a manner that allows the person-in-charge to prevent the likelihood of foodborne disease transmission. Diagnosed illness include Salmonella; Shigella; Shiga toxin-producing Escherichia coli; Hepatitis A virus; or Norovirus.

Symptoms that must be reported include: Diarrhea, fever, vomiting, jaundice or sore throat with fever or lesions as specified in the rule.

Section 110 – Plan review submittal for new construction or remodeling – The code adds that plans and specifications shall be approved by the regulatory authority prior to construction, remodeling, or conversion of an existing structure. This section also requires that the owner or operator should use the 2000 Food Establishment Plan Review Guide.

Section 113 – Mobile retail food establishment – Specifies that a mobile unit must be physically transported to a commissary or servicing area daily; it may provide only single-service items to consumers; shall have sufficient potable hot and cold water under pressure for all food preparation, utensil cleaning and sanitizing, and handwashing; and the liquid waste container must be capable of holding at least 15% more liquid than the water supply tank.

REVISED & NEW DEFINITIONS – In order to clarify items in the rule many definitions have been revised and some added. Please refer to the rule at the ISDH website: [www.in.gov/isdh](http://www.in.gov/isdh).





Johnson County Health Department  
86 W. Court St., Franklin, IN 46131  
Phone: (317) 346-4365, Fax: (317) 736-5264

**IMPORTANT INFORMATION  
PLEASE READ**

October 1, 2004

Dear Food Operator,

Re: **NEW CERTIFICATION REQUIREMENTS**  
Certification of Food Handler Requirements: Title 410 IAC 7-22

In the past, many local regulatory food protection agencies had adopted various testing/training methods to certify food handlers. The different tests and requirements sometimes created confusion. The Indiana Legislature addressed this problem and elected to mandate that Indiana food operators become standardized under a nationally recognized system.

The Indiana legislature adopted the "Certification of Food Handler Requirements: Title 410 IAC 7-22", which **provides for mandatory certification of at least one person per food establishment who oversees food safety operations** within the establishment. The requirement of having a "Certified Food Handler" will become **effective January 1, 2005**.

A copy of the rule is enclosed for your review. A "Frequently Asked Questions" sheet is also enclosed which may aid in your understanding of the new requirements.

Please note that there are only three accredited test organizations that are currently approved by the American National Standards Institute (ANSI) to provide the necessary food handler certification exams. (See enclosures). Some provide the exams in languages including Mandarin (Chinese), Korean, Spanish, etc.

The Johnson County Food Safety Certification, which many Johnson County operators are certified under, is no longer acceptable. It is not a nationally recognized exam. Johnson County will however, continue to offer this training on a volunteer basis. Our trainers will also offer nationally recognized training on a periodic basis. Please call for information: (317) 736-3775.

Thank you for your cooperation in meeting the Indiana state requirements. If you have questions, please feel free to contact your inspector or this office.

Sincerely,

*John Bonsett*

John Bonsett, Director

# Food Handler Certification Rule

## Frequently Asked Questions Regarding 410 IAC 7-22

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The following questions and answers are based on current knowledge and are subject to change upon notification from the Indiana State Department of Health.

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**Q #1. Which exams are allowable under the new food handler certification rule?**

*A. The Rule is examination based and does not include a training requirement. The Conference for Food Protection (CPF) has contracted with the American National Standards Institute (ANSI) to review and approve programs and examinations. The Rule requires the passage of an examination approved by ANSI. At this time, there are three (3) organizations that have applied for and received a certification using the new ANSI process, and they are as follows: (other organizations offer these exams on behalf of these organizations, so visit <http://www.in.gov/isdh/regsvcs/foodprot/foodhandler/certificationrule.htm> for the most updated list of providers)*

*Serve Safe  
(Indiana Restaurant and Hospitality Association)  
(317) 673-4249  
[www.indianarestaurants.org](http://www.indianarestaurants.org)*

*Food Safety Manager Certification Examination  
(The National Registry of Food Safety Professionals)  
(800) 446-0257  
[www.experioronline.com](http://www.experioronline.com)*

*Certified Professional Food Manager  
(Experior Assessments)  
(800) 624-2736  
<http://nrfsp.com/> or [nrfsp.com](http://nrfsp.com)*

**Q. #2. How do we find out about when, how and where to take a class?**

*A. Go to one of the ( 3 ) web-sites listed above. The Johnson County Health Department collaborates in providing training classes and exams for the ServeSafe Certification, but they are scheduled through the Indiana Restaurant & Hospitality Association.*

**Q. #3. What if, upon inspection at an establishment, it is noted that the certification held by the designated food handler is not one that is ANSI approved as mentioned above? In other words, what if they don't hold a valid certification?**

*A. It would be noted on the inspection report as a violation of 410 IAC 7-22*

**Q. #4. Do the requirements for a "person-in-charge" still apply?**

*A. Yes. Establishments are still required to have a person-in-charge on-site at all times. Keep in mind, the person-in-charge and the certified food handler may be two separate people.*

**Q. #5. Does there have to be a certified food handler on-site at each establishment at all times?**

*A. No. There just has to be one certified food handler employed at each establishment. There does, however, have to be a certified food handler responsible for all periods of the food establishment's operation.*

**Q. #6. Can the same person be employed by more than one food establishment and be designated as the certified food handler for more than one food establishment?**

*A. No. The same person cannot be designated as the certified food handler for more than one food establishment – except for the provisions set forth with regard to “contiguous properties”.*

**Q. #7. Does the Rule apply to Temporary and Mobile Food Establishments?**

*A. Yes, unless exempted from the Certification Rule by menu.*

**Q. #8. What if an establishment does not have any documentation as to the certified food handler’s identity, proof of certification, etc.?**

*A. Section 18 of 410 IAC 7-22 addresses the penalties that may be assessed for such a violation as it is the responsibility of the certified food handler to provide the certificate, letter, or document for verification of passing the examination. Local Ordinance penalties may also be assessed, if applicable.*

**Q. #9. Are the penalties stated in Section 18 of 410 IAC 7-22 assessable to the owner, operator, or person-in-charge of the establishment found in violation?**

*A. These penalties, as with most all penalties assessed to food establishments, are assessable to the legal owner of the facility. In the case of an incorporated entity, the penalties are usually assessed to the legally named corporate officer(s). These penalties are not meant to be assessed to an employee.*

**Q. #10. What if the establishment is just opening or if it changes ownership? How long do they have to come into compliance and have a certified food handler in their employment?**

*A. In either of those circumstances, they have 6 months to come in to compliance with the rule. (see “NOTE” in the answer below for an explanation on the length of time given for compliance.*

**Q. #11. What if the certified food handler leaves the establishment – and there are no other handlers who are certified at the establishment? How long do they have to come into compliance and have a certified food handler in their employment?**

*A. The establishment has 3 months to come into compliance with the rule. (This applies to Temporary Establishments as well. This, however, will be difficult to enforce as they are, in most cases, transient between counties. This will require some discussion to determine the best method for compliance and information sharing between counties. We will update the answer to this question when a better method is in place.)*

**Q. #12. Once certified, how often will each certified food handler have to “renew” their certification?**

*A. Depending on the exam they choose, they’ll have to renew their certification at the interval set forth by that testing organization. In general, MOST are renewable every five years – due to the ongoing changes in the science of food protection.*

**Q. #13. Does the certification or certificate need to be posted in a conspicuous location (i.e.; next to the local permit)?**

*A. There are no requirements stated in 410 IAC 7-22 with regard to the posting of the certificate or documents of proof.*