



Iroquois County Public Health Department

New or Reopening Existing Food Establishment

I. Purpose:

To protect the health of the public by ensuring that all new and re-opening food establishments within the jurisdiction of the Iroquois County Public Health Department are designed in accordance with state and local food regulations.

II. Policy:

Ensure new or extensively remodeled food establishments comply with construction requirements before issuing a permit to operate and notify the facility of any requirements which must be complied with before permit approval.

III. Procedure:

1. When a client notifies the Iroquois County Public Health Department of their intent to open or re-open a food establishment, the following information will be made available:
 - a. Application for Food Establishment Permit
 - b. Plan Submittal form for food establishments
 - c. Information on food sanitation classes
 - d. Illinois Department of Public Health Food Service Sanitation Code (may be found on ICPHD website)
 - e. Applicable brochures or information signs (may be found on ICPHD website)
2. The new or re-opening establishment will submit the food establishment application and the food establishment plan submittal (if required) to the Iroquois County Public Health Department along with the appropriate fees. The health authority will follow the food establishment plan submittal procedures if needed.
3. A pre-opening/re-opening inspection will be conducted by the health authority, reviewing all 58 items on the Food Service Establishment Inspection Report. The method of sanitation and food temperatures will also be noted. The risk category of the establishment will be evaluated. The health authority will also note who the Certified Food Protection Manager is, and their certificate number and expiration date.
4. During each routine inspection, the health authority will request documentation of safe food handler training from the appropriate staff. Documentation may be produced in either paper or electronic format. Proof or absence of documentation will be documented in the inspection form under item 57, *Employee Training*: “All food employees have food handler training.”

Adoption	Revisions	Review	Rescind
07-12-2017	11-21-2018 6-30-2021	10-24-2019 8-3-2020	



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5. During each routine inspection, the health authority will request documentation of allergen training from the appropriate staff. Documentation may be produced in either paper or electronic format. Proof or absence of documentation will be documented in the inspection form under item 56, *Employee Training: "Allergen training as required."*
6. The health authority will conduct a HACCP (Hazard Analysis of Critical Control Points) observation. The observation may include selected employee operation, cold storage temperatures, and selected food temperatures. The HACCP observation will be noted on the inspection report.
7. All violations will be noted on the inspection report along with a brief explanation.
8. The health authority will review the completed inspection report with a facility representative.
9. The health authority and facility representative will sign the completed inspection report.
10. The facility will receive a copy of the completed inspection report, and will be notified of any requirements to be completed before receiving a permit to operate (open).
11. The health authority will re-inspect as necessary.
12. If the facility may open, the health authority will complete the "For Office Use Only" section of the Application for Food Establishment Permit.
13. The completed application will be entered into the computer and filed in the appropriate location.
14. The first routine inspection will be conducted within the 30 days of the establishment opening.

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