

## PRE-OPERATIONAL REQUIREMENTS FOR FOOD SERVICE ESTABLISHMENTS

### INTRODUCTION

This information sheet is designed to help you understand the requirements for construction or remodeling, as well as the operation, of food service establishments. It is not a complete explanation of all the regulations involved. More detailed information is available by contacting a Torrington Area Health District (TAHD) Sanitarian at (860)489-0436.

### REGULATIONS

The Public Health Code of the State of Connecticut , section 19-13-B42, governs all establishments that dispense foods or beverages. The TAHD Food Service Regulation also includes some additional regulations at the local level. A copy of the Food Service Regulation is available for review by calling the Health District Office.

### DEFINITION

The definition of a Food Service Establishment as contained in the TAHD Food Service Regulation is, "any place where food or beverage is consumed or is prepared or served with or without charge for consumption on or off the premises, including catering establishments or any eating place whether fixed or mobile". The term does not include a private home where food is prepared for individual family consumption, and it does not include the location of vending machines. Food service establishment includes but is not limited to the following: "restaurants, hotels, taverns, bars, rest homes, schools, factories, institutions, camps, grocery stores with on site food preparation and ice cream parlors".

"Temporary Food Service Establishment" - a temporary food service establishment is defined as a food service establishment, but having an operational duration of fourteen (14) consecutive days or less.

### SITE PLAN

You will be required to submit a site plan, drawn to scale, showing the location of the building, septic system or public sewer, well or public water and lot size.

### FOOD LICENSE

No person may operate a food establishment within the jurisdiction of the TAHD until he/she is in compliance with all applicable requirements and has been issued a valid food license by the TAHD.

## PLAN SUBMISSION AND REVIEW

In order to obtain a valid food license for a food establishment, the following procedure has been established.

### **1. Plan Submission**

- a. A floor plan of the proposed facility drawn to scale that includes the location of all equipment, fixtures, food storage areas and employee restrooms.
- b. A manufacturer list of equipment floors and wall materials.
- c. A proposed menu of the food items you intend to serve must be submitted along with your plans.
- d. All plan submittals must be accompanied with a completed application and the appropriate plan review fee. The licensing fee will be collected prior to licensing the establishment (see page five (5) for [fee schedule](#)).

The information must be submitted and approved prior to the start of any construction. Once construction begins, it must proceed according to the approved plan. Any changes must be approved by the TAHD before the work is done.

It is also important that you contact the Building Department, Planning and Zoning Department, Fire Marshal and Department of Public Works because approval may be needed from these departments prior to the issuance of your food license.

### **1. Plan Review**

Your plans will be reviewed after all necessary information is submitted. You will be contacted for an appointment to discuss the plans and/or to schedule an on-site evaluation. Recommendations and necessary changes to plan will be provided to ensure compliance with the regulations.

### **2. Construction Inspections**

During construction, periodic inspections will be made to check on progress and to help alleviate any problems or question that might arise.

### **3. Food License Issuance**

An inspection must be made by TAHD following completion of construction and prior to opening. At that time the facility will be inspected for compliance with the original plan submission. All equipment and plumbing must be operational and the establishment cleaned and ready for business. If the inspection is satisfactory, the food license will be issued.

## STRUCTURAL & PHYSICAL REQUIREMENTS

### **1. Surfaces**

All floors and walls must be smooth nonabsorbent, and easily cleanable. Floor material such as commercial linoleum, commercial vinyl tile or quarry tiles (if grouting is sealed) may be used. Wall material such as stainless steel, Marlite, or sealed concrete blocks are acceptable. In all areas of your establishment other than the patron area a coved juncture must be provided between the wall and the floor. All floors and wall materials must be listed in the schedule of equipment/material with the plans.

### **2. Lighting**

Adequate lighting must be provided in all areas of the establishment to facilitate cleaning. Fixtures located over food preparation areas and display areas must be shielded.

### **3. Equipment**

Only commercial cooking, refrigeration and dishwashing equipment that meets or exceeds National Sanitation (NSF) standard is permitted. A list of all equipment must be included with the plans.

### **4. Sinks**

The following sinks are required in all new or newly renovated kitchens:

- (a) A separate hand-washing sink in or adjacent to food preparation, food dispensing and dish washing areas. Larger facilities may be required to install more than one hand-washing sink to allow for easy access for all employees. All designated hand-washing sinks must be supplied with hand-cleansing soap and paper towels at all times.
- (b) A utility sink or curbed cleaning facility with a floor drain shall be provided and used for the cleaning of mops and for the disposal of mop water or similar liquid wastes.
- (c) A commercial, automatic sequence dishwashing machine capable of washing and sanitizing all equipment used for food preparation, which includes the largest piece of

equipment or a three-compartment sink shall be provided. If a three-compartment sink is used, kitchenware shall be washed in the first compartment, rinsed in the second, sanitized by an approved chemical additive in the third and air dried on a drain board. A sign stating the three-compartment sink procedures is to be posted directly above the area.

- (d) An additional sink(s) for food preparation tasks will be required for most class 3 and class 4 establishments. The sink(s) shall be of adequate size for the needs of the food operation. The designated food preparation sink can not be utilized for any other task and shall be cleaned and sanitized between use.

## **5. Storage**

Provisions for storage space must be available to keep food products safe, organized, and separate from cleaning supplies / chemicals. Dry goods and paper products must be stored in clean ventilated rooms. All stored items must be at least 6 inches off the floor. If storage shelves are 24 inches or wider it is suggested that the bottom shelf be at least 12 inches off the floor to facilitate cleaning.

## **6. Insect / Rodent Control**

All doors to the outside must be made self-closing and rodent proof with weather stripping. All other openings must be screened to prevent insects/rodents from entering facility.

## **7. Toilet Facilities**

Food service establishments serving food or drink shall provide adequate, conveniently located toilet facilities with hand-washing sinks for its employees. Durable and legible signs shall be conspicuously posted directing employees to wash their hands before returning to work. Toilet and hand-washing facilities accessible to the public shall be provided in conformance with the sections 19-13-B105 through 19-13-B113 of the Regulations of Connecticut State Agencies. The Local Building Official will determine the number of fixtures provided for public use and the requirements necessary for those individuals who are physically challenged.

## **8. Non-Smoking**

As of October 1, 2003 smoking is no longer permitted inside food service establishments per Public Act 03-45 (as amended by Public Act 03-235). If the establishment has an outdoor seating area covered by a permanent roof structure (including awnings), then the outdoor seating area must be designated as non-smoking. If the outdoor seating area does not have any permanent roof structure then

the food service establishment may designate 25% of these outdoor seats as smoking. These seats must be clearly designated as “smoking permitted” seats.

### **9. Garbage / Rubbish Disposal**

You will be required to provide an adequate number of garbage receptacles. Receptacles must be water tight and rodent proof. Arrangements for scheduled pick-up times must be frequent enough to allow receptacle covers to remain closed at all times.

### **10. Water Supply**

With few exceptions, food service operations served by a well are classified as Transient Non Community Water Supplies and as such are regulated by the State Department of Health. Sampling requirements and construction standards for these wells must be met before a Food Service License can be obtained from TAHD. Details regarding the Transient Water Supply requirements can be obtained by contacting the Water Supply Section of the State Department of Public Health at 860-509-7333.

### **11. Grease Traps**

Grease traps may be required for both new and existing food service establishments that are connected to a municipal sewer system in some towns within the Health District. The regulatory authority for sanitary sewer grease traps is the Water Pollution Control Authority of the town where the business is located. The Food Service License will not be issued until local grease trap requirements have been met.

### **12. Home Cooked Foods, Caterers and Mobile Vendors**

The preparation of food for public consumption must take place in a licensed kitchen. A licensed kitchen may be located in a private home provided the licensed kitchen is completely separate from the residential kitchen and the licensed kitchen meets the requirements of the Torrington Area Health District.

## **FOOD SERVICE LICENSING FEE SCHEDULE**

### **Plan Review for New Food Operation**

Class I Operation.....\$100.00

Class II Operation.....\$150.00

Class III Operation.....\$200.00

Class IV Operation.....\$250.00

Inspection for Transfer of Food Operation... \$100.00

### **Food Service License Fee**

Class I Operation..... \$138.00

Class II Operation..... \$220.00  
*(classification descriptions)*

Class III Operation.....\$330.00

Class IV Operation.....\$440.00

State Licensed Youth Camps..... \$100.00

Itinerant Vendors.....\$100.00

Temporary Food Service License  
(1 day).....\$40.00 - per event/unit

Temporary Food Service License  
(2-14 days)..... \$60.00 - per event/unit

Food License holder - with Temporary set-up outside of licensed establishment  
and serving menu foods .....no fee -  
Note: Temporary event application must be submitted

Second Re-inspection Fee..... \$100.00

Late Fee for Annual License..... \$10.00 per day - maximum of \$250.00

Returned Check Fee..... \$25.00

## **DESCRIPTION OF FOOD SERVICE CLASSIFICATIONS**

**The Connecticut Public Health Code states the following:**

**CLASS I** – is a food service establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours.

**CLASS II** – is a food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hot dogs, kielbasa and soup may be heated if transferred directly out of the original package and served within four (4) hours.

**CLASS III** – is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.

**CLASS IV** – is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.

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A Qualified Food Operator (QFO) is required for those establishments classified as a Class III or IV, and the registered QFO must train a Designated Alternate. Please read the following sections from the State of Connecticut , Public Health 19-13-B42.

Qualified Food Operator, Section 19-13B-42(s)(4) of the Public Health Code

Each person owning, operating or managing any food service establishment designated either as class III or class IV shall be a Qualified Food Operator or shall employ on-site at least one (1) Qualified Food Operator who is in a supervisory position at said establishment. Qualified Food Operator is a food operator employed in a **full-time position** who has demonstrated knowledge of safe food handling techniques.

Supervisory position means the position of a person who directs and inspects the performance of food service workers. **(Please post current employee certificates within establishment for regulatory authority review)**

**Responsibilities of Qualified Food Operators:**

The Qualified food operator is responsible for operating the food service establishment in compliance with all the provisions of section 19-13-B42 of the Regulations of Connecticut State Agencies. The qualified food operator of each food service establishment is responsible for ensuring training of food preparation personnel.

All such personnel shall receive training that shall include but not necessarily be limited to:

- instruction in proper food temperature control
- food protection
- personal health and cleanliness
- sanitation of the facility, equipment, supplies and utensils

The qualified food operator shall maintain written documentation of a training program and training records of individual employees, and shall make these records available. **(see attached documents)**

#### **Qualified Food Operator Not Present, Section 19-13B-42(s)(8)(B)**

The owner / operator of the food service establishment shall designate an alternate person to be in charge at all times when the qualified food operator cannot be present. A signed statement must be provided attesting that the alternate person in charge has demonstrated knowledge of food safety training.

#### **Approved Testing Organizations to comply with the Qualified Food Operator Requirement:**

##### **The Educational Foundation of the National Restaurant Association (NRA) -**

Website: [www.edfound.org](http://www.edfound.org)

250 South Wacker Drive

Chicago , IL 60606

Phone: 1-800-765-2122

##### **Certifying Board for Dietary Managers -**

Website: [www.dmaonline.org](http://www.dmaonline.org)

406 Surrey Woods Drive

St. Charles , IL 60174-2386

Phone: 1-800-323-1908

##### **Experior Assessments (formerly National Assessment Institute)**

Website: [www.experioronline.com/food.htm](http://www.experioronline.com/food.htm)

600 Cleveland Street, Suite 900

Clearwater , FL 33755

Phone: 1800-624-2736 / contact: Douglas Campbell

**The National Registry of Food Safety Professionals - Inc.**

Website: [www.NRFSP.com](http://www.NRFSP.com)

1200 East Hillcrest Street, Suite 303

Orlando , FL 32803

Phone 1-800-446-0257 / contact: David Cox

If you have any questions regarding the classification of your food service establishment please mail a copy of your menu items to the TAHD office for review or call the TAHD Food Protection Program @ (860) 489-0436.

An inspection must be made by TAHD following completion of construction and prior to opening. At that time the facility will be inspected for compliance with the original plan submission. All equipment and plumbing must be operational and the establishment cleaned and ready for business. If the inspection is satisfactory, the food license will be issued.