

JEFFERSON COUNTY PUBLIC HEALTH

Environmental Health Services Division 645 Parfet Street, Lakewood, CO 80215 (303) 232-6301 FAX (303) 271-5760 jeffco.us/public-health



RETAIL FOOD SERVICE HACCP PLAN REVIEW Instructions and Application Form

USE THIS PACKET TO HAVE YOUR HACCP (HAZARD ANALYSIS AND CRITICAL CONTROL POINT) PLAN REVIEWED BY THE DEPARTMENT FOR COMPLAINCE WITH COLORADO RETAIL FOOD REGULATIONS.

INSTRUCTIONS:

Please	submit the following items. An incomplete application will delay the
inspe	ction and approval process.
	HACCP Plan from an approved Food Processing Authority (see Appendix A)
	Facility Menu
	Facility Floor Plan
	Check for \$100.00, payable to Jefferson County Treasurer

PROCESSING TIME

Allow 7-10 working days for review. Incomplete applications will delay this process. The contact person will be notified when the review is complete.

RESOURCES IN THIS PACKET INCLUDE:

- Appendix A: List of approved Process Review Authorities
- Appendix B: List of online food safety resources and a link to the Colorado Retail Food Establishment Rules and Regulations.

DEPARTMENT CONTACT: Michael Lucero

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PART I – FACILITY INFORMATION

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FORM 3700

FACILITY NAME:				
FACILITY ADDRES	SS:			
		STREET		
		CITY	STATE	ZIP
TYPE OF FACILITY	(check a	ıll that apply)		
Full Ser Conven Caterer Fast Fo	ience	Coffee Shop Fish Market Concession Manufacturer v	BarBarDeliSchoolwith Retail Sales	Market (Grocery) Meat Market Specialty Shop
Other (pleas	e specify)	:		
PART II – CON	TACT IN	FORMATION		
Owner				
Address				
City/ST/Zip				
Phone	()	Fax()
Email:				
Alternate				
Address				
City/ST/Zip				
Phone	()	Fax()
Email:			·	
Process				
Authority:				
Phone	()	Fax()
Email:	. —		,	

PART III – TYPE OF SPECIALIZED PROCESS

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The following specialized processes require the preparation and approval of a HACCP plan as required by 6 CCR 1010-2 COLORADO RETAIL FOOD ESTABLISHMENTS, Section 3-606.

Plea	ease check the type of plan being submitted for review:	
	Smoking food as a method of food preservation rather to flavor enhancement:	han as a method of
	Curing food;	
	Using food additives or adding components to alter the pH a method of food preservation rather than as a method of or to render a food so that it is not potentially hazardous.	-
	Packaging food using a reduced oxygen packaging method in section 3-607 where a barrier to clostridium botuli refrigeration exists;	• •
	Operating a molluscan shellfish life-support system displa or display shellfish that are offered for human consumption:	•
	Custom processing animals that are for personal use as f or service in a food establishment;	ood and not for sale
	Sprouting seeds or beans;	
	Other specialized processing methods	
	(specify)	
As r HAC the plan and	ERTIFICATION Is manager / owner / personal in charge of this facility, I cert ACCP plan accurately reflects the handling and food prepare Isted food(s). When it is approved by the Department I wi an and will notify the Department of any changes that would ad preparation of the listed food(s). I understand that the Dep bility for the preparation of food under this HACCP plan.	ation procedures for II follow this HACCP impact the handing
Sign	gned Da	 te

PART IV – DEPARTMENT REVIEW

PART IV – FLOOR PLAN

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Submit the floor plan drawn to scale including location and identification of **all equipment** and areas listed below. (See Appendix A for example floor plan.)

 1. Sinks: a) Lavatory(s) - Number provided, including in restrooms: b) Food preparation sink(s) - Number provided: c) Mop sink(s) - Number provided: d) Dump sink(s) - Number provided: e) Ware washing (three-compartment) sink(s) - Number provided: 		
2. Wait station(s): Provided / Not Applicable		
3. Toilet facilities: Required		
4. Dry food storage area(s): Required		
5. Employee locker/storage area(s): Required		
6. Chemical storage area(s): Required		
7. Water heater: Required		
8. Bar service area(s): Provided / Not Applicable		
9. Indoor and outdoor seating: Provided / Not Applicable		
10. Outdoor cooking or bar area(s): Provided / Not Applicable		
11. Laundry facilities: Provided / Not Applicable		
12. Damaged/returned goods location (Morgue): Required		
13. Floor sinks and floor drains: Required		
14. Grease interceptor or grease trap? Yes No If yes, indicate the location and contact the local wastewater authority for sizing information and any required permits.		

- **15.** Ice bins / ice machines: Provided / Not Applicable
- 16. Dipper wells: Provided / Not Applicable
- **17.** Chemical dispensing units: Provided / Not Applicable If chemical dispensing units are provided, they shall not be connected to the mop / utility sink faucet, a separate dedicated water line shall be required.

APPENDIX B

Online Food Safety Resources

EDUCATIONAL RESOURCES FOR OPERATORS AND FOOD HANDLERS:

Colorado Department of Public Health and Environment

Retail Food Establishment Rules and Regulations:

http://www.cdphe.state.co.us/regulations/consumer/101002RetailFood.pdf\

Colorado Department of Public Health and Environment

Online training for food handlers, the fee is \$10.00 and is available in many languages.

The training can be accessed at: http://www.statefoodsafety.com/colorado

Colorado Department of Public Health and Environment

Online training for food managers, the fee is \$58.00 and is available in many languages.

The training can be access at: http://www.statefoodsafety.com/colorado

US Food and Drug Administration (FDA)

HACCP Industry Assistance Program:

http://www.foodsafety.gov/~fsg/fsghaccp.html

Denver Public Health Inspections

Show You Know Food Safety Program:

http://www.foodsafety.gov/~fsg/fsghaccp.html

Boulder County Public Health

Food Handler's Manual:

http://www.bouldercounty.org/find/library/help/foodhandlerman.pdf

Purdue University

Department of Hospitality & Tourism Management Food Safety Tool Kit: http://www.cfs.purdue.edu/HTM/foodsafety/INDEX.HTM

lowa Department of Inspections and Appeals

Food and Consumer Safety Bureau:

http://www.profoodsafety.org/index.html

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Other Resources:

Jefferson County Excellence in Food Safety Class

Please see link for class brochure or contact Bonnie Albrecht at 303-271-5769 to register for the course.

http://jeffco.us/jeffco/health_uploads/hplmbrochures/excellence_in_food_safety.pdf

Jefferson County Public Health

Resources are available in many languages; please inquire about Spanish and Chinese food safety literature and training.