

# OPERATION AND ILLNESS PREVENTION PLAN QUESTIONNAIRE

Washington State Retail Food Code (WAC Chapter 246-215) has specific requirements for operating a food establishment. Please respond to the following questions to outline your plan to ensure your facility is always in compliance with this code.

1. **ILL WORKER POLICY:** Food employees known to have gastrointestinal infection (diarrhea, vomiting, or jaundice), disease agents capable of transmission through food (Salmonella, Shigella, E. Coli, or Hepatitis A), or lesions that appear inflamed or contain pus and are not adequately covered must be restricted from working in or around any place where unwrapped or unpackaged foods are prepared, sold, or offered for sale. The person in charge must notify CCPH about any food employee known to have jaundice, Salmonella, Shigella, Shiga toxin-producing E. Coli or Hepatitis A.  
**How will you enforce your ill worker policy?**

2. **FOOD AND BEVERAGE WORKER CARDS:** All food and beverage service workers must hold a valid Washington State food and beverage card. The cards must be available during inspections by the regulatory authority. **If an employee begins work before obtaining a food and beverage worker card, the employer is required to provide and document food safety training to the employee prior to commencement of employment.** Food worker testing is available on-line at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov)  
**How will you monitor your employee Food Worker Cards to ensure they are current?**

3. **BARE-HAND CONTACT WITH READY-TO-EAT FOODS:** Food workers may not contact exposed ready-to-eat foods with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment. Hand washing is required prior to wearing gloves and between glove changes.  
**How will you prevent bare-hand contact with ready-to-eat foods?**

4. **COMMISSARY OR SERVICING AREA.** A commissary is an approved food establishment where food is stored, prepared, put into portions or packaged to be served somewhere else. A commissary may be required based on the complexity of the menu. Food preparation may be limited even with the use of a commissary.  
**Will you be using a commissary?** NO  YES

5. **PLUMBING.** Plumbing must be sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, dipper wells and mechanical dishwashers into a floor sink or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.

**Check each item that will be provided on the mobile unit.**

three compartment sink

food preparation sinks

beverage ice sinks

ice machine

mechanical dishwashers

other: \_\_\_\_\_

6. **WATER SUPPLY.** Drinking water must be obtained from an approved public water system. Water used in food establishments must meet drinking water quality standards in accordance with chapters 246-290 and 246-291 WAC, except as specified under 05120. **POTABLE WATER TANK:** On the Mobile Food Unit, the capacity of the water system shall be sufficient to furnish enough hot and cold water for hand washing and utensil washing as required. A potable water refill area must have an approved food-grade water hose that is retractable and does not allow contact with the ground. All hose bibs must have a vacuum breaker to prevent back flow.

**What is the size of the water tank?** \_\_\_\_\_

**What is the source of your water?**

Amboy (CPU)       Battle Ground       CPU       Camas       Vancouver       Washougal  
 Yacolt (CPU)       Small Public Water Supply Name \_\_\_\_\_ ID# \_\_\_\_\_       Other \_\_\_\_\_

**Describe how you will fill your water tank?**

**How will you store your food grade water hose?**

**How will you clean and sanitize the water tank?**

7. **WASTEWATER.** On the Mobile Food Unit all liquid wastes including gray water, mop water, and ice melt, must be stored in a sealed wastewater retention tank with at least 15% more capacity than the potable water tank. The wastewater must be disposed of by using an approved sewage disposal system that is sized, constructed, maintained and operated according to law.

**What is the size of the wastewater tank?** \_\_\_\_\_

**How will you empty your wastewater tank?**

**Name and address of the wastewater disposal site:**

**-OR-**

**Company used for hauling wastewater name and phone number:**

8. **HAND WASH SINK.** Provide hand wash sink(s) that is/are accessible, convenient to food preparation, food service and utensil washing areas and **used exclusively for hand washing.** Every hand wash sink must have minimum hot water temperature of 100° F and cold water provided through a mixing faucet. Provide hand soap and single use towels at the sink. A sign is required to identify the sink is for hand washing exclusively. Automatic faucets must have a minimum cycle of 15 seconds.

**How will you ensure your hand washing sinks will be accessible and stocked at all times?**

9. **FOOD PREPARATION SINKS.** An indirectly drained food preparation sink is necessary if any products (fruits, vegetables or meats) are washed, thawed or cooled. At a minimum, a one-compartment food preparation sink with an attached drain board is required. If more than one type of product is processed, multiple sink compartments may be required. **A food preparation sink may not be used for hand washing or utensil washing.**

**Do you have a food preparation sink?** NO  YES

**If yes, how will your sink be used?**

10. **SPLASH GUARDS.** If splash or cross contamination could occur, 12" splash guards will be required to prevent contamination for any hand sink, food prep sink, clean dish drain/drying area, etc. from any source of possible contamination.

**Are there any areas that will require a splashguard?** NO  YES

11. **WARE WASHING FACILITIES.** A three-compartment sink with a drain board is required whether or not a mechanical dishwasher is used. All utensils/pots and pans must be able to be fully submerged in each compartment of the utensil-washing sink.

**Describe how you will wash, rinse, and sanitize your dishes, utensils, pots, and pans.**

**Will you be using any equipment that will need to be cleaned in place?** NO  YES

**If yes, describe your process for washing, rinsing, and sanitizing your clean in place equipment.**

12. **THERMOMETERS:** All refrigeration equipment must have a thermometer accurate to  $\pm 3^\circ$  F. There must be at least one metal stem thermometer, with a range of at least  $0^\circ$  F to  $220^\circ$  F and accurate to  $\pm 2^\circ$  F, to monitor hot and cold food preparation and food holding. A thin-tipped metal stem thermometer is required to check temperatures of thin foods.

**Do you have a thin-tipped stem thermometer?** NO  YES

**If no, you will need to obtain one prior to the preopening inspection.**

13. **REFRIGERATION.** Commercial refrigeration must be provided to hold potentially hazardous foods at  $41^\circ$  F or less. Refrigeration must be able to pre-chill, cold hold potentially hazardous foods and allow enough room to separate raw meats from other foods. Home-style equipment or refrigeration units cannot be approved.

**List the make and model of the refrigeration and freezer units on the mobile food unit.**

**What is the power source for the mobile food unit?**

14. **PREPARING FOODS.** The food preparation process is essential for food safety. Describe the following steps for food preparation. Note that a menu is required to be submitted with your plan review submittal.

**SOURCE:**

**Where will food and ice be purchased for food service?**

**TRANSPORTATION OF FOOD:**

**Describe how foods will be transported to and from the mobile unit and how hot and/or cold holding temperatures will be maintained during transit?**

**COOKING FOODS:**

**Describe which foods will be made in the commissary and which will be made on the Mobile Food Unit.**

**What are the final cooking temperatures for all raw proteins you will be using?**

**COOLING FOODS.** Cooling of foods is not allowed on a Mobile Food Unit. If you intend to cool your food products, a commissary is required. **Will you be using a commissary to cool items?** NO  YES

**REHEATING FOODS:** Foods being reheated for hot holding must reach proper temperatures within one hour. **What foods will you be reheating for hot holding?**

**What is the final reheat temperature you will reach for the food items listed above?**

15. **EQUIPMENT AND UTENSILS.** Equipment and utensils must be cleanable, durable, in good repair and conform to current standards.

**Will all your equipment be cleanable, durable, in good repair and meet current standards?** NO  YES   
**If no, items must be replaced prior to permit approval.**

16. **FLOORS, WALLS, CEILINGS, COUNTERTOPS.** The floors, walls, and ceilings and countertops in all food preparation and storage areas, and toilets shall be easily cleanable, water impervious, grease resistant, and durable. Ceiling studs, joists and rafters should not be exposed in food preparation areas, equipment washing and utensil washing areas, toilet rooms, and vestibules.

**What are the finishes of the following:**

**Floors:** \_\_\_\_\_

**Walls:** \_\_\_\_\_

**Ceilings:** \_\_\_\_\_

**Countertops:** \_\_\_\_\_

17. **LIGHTING.** All light fixtures must have light covers, sleeves and end caps or have shatterproof light bulbs.

**Are your light fixtures protected?** NO  YES

18. **VENTILATION:** Provide ventilation system design, installation, and maintenance in accordance with state and local mechanical and fire codes. Contact appropriate jurisdiction for requirements.

19. **LOCKERS.** Provide lockers or shelves for employees to store clothing and personal belongings.

**Where will employees be able to keep personal belongings including coats, purses, food and beverages.**

20. **TOILETS.** All toilet rooms must have automatic door closing devices, mechanical ventilation, and hand washing sink with warm water at least 100 degrees F, single service soap and towel dispensers. There must be toilet facilities for patrons when on-premise seating is offered. Toilets must be accessible during all hours of operation and within at least 200 feet of the food service establishment.

**Do you have a restroom access which meets these requirements?** NO  YES

21. **GARBAGE STORAGE.** Garbage containers must be covered watertight, and vermin proof. Garbage pickup must be frequent enough to prevent overflows and nuisances. Provide garbage storage on a concrete or asphalt pad.

**What is your process for garbage storage?**

22. **SMOKING SIGNS.** Signs prohibiting smoking must be posted in prominent locations. RCW 70.160 and local county ordinance state that it is the owner's, lessee's, or person-in-charge's responsibility to prohibit smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited (e.g. work areas, restrooms, break rooms and other common areas).

**Are you prepared to monitor smoking within 25 feet of your mobile food unit?** NO  YES

23. **BUSINESS NAME.** The permit holder must ensure the business name is easily visible on the mobile unit. The permit to operate must be displayed in view of the public.

**Do you have a location to display your permit?** NO  YES

**How will your business name displayed on the mobile unit?**