



Food Safety Newsletter

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Contact Us:

Wood County Health Department
1840 E. Gypsy Lane Rd.
Bowling Green, OH 43402

Phone 419 354 2702
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environmental@co.wood.oh.us

Mobile Unit Licensing

Dates: Wednesday, March 1, 2023; Friday, March 3, 2023

Time: Anytime between 9:00 a.m. - 4:00 p.m.

Location: Wood County Health Department- Front parking lot
1840 E. Gypsy Lane Rd.
Bowling Green, OH 43402

Due to the influx of mobile inspections requested on the first day of the licensing year, we will be offering two 'Mobile Round Up' dates at the health department. Mobiles that are self-sufficient may be brought to the Wood County Health Department where they can receive their initial inspection and can pay for and obtain their license.

If you are unable to make it on either of these dates, please call the health department to schedule your inspection. Mobile units may not operate until the license is purchased and unit is inspected.

Attention Mobiles

Beginning March 1, 2024, all mobiles currently licensed through Wood County Health Department will be required to license in the county where the business mail is received.

Clean Plate Award

The Wood County Health Department Clean Plate Award is a voluntary program that recognizes Food Service Operations (FSO) and Retail Food Establishments (RFE) for their dedication to excellence in food sanitation and food safety knowledge. In order to obtain the Clean Plate Award, the following criteria must be met by your facility:

1. The facility must hold a valid FSO or RFE license.
2. Current licensee must be the same for at least one (1) licensing year.
3. No confirmed foodborne illness associated with the facility in the past two (2) years.
4. No administrative hearings between the facility and health department in the past two (2) years.
5. No confirmed complaints at the facility in the past two (2) years.
6. Application for annual license renewal submitted prior to the March 1st deadline.
7. Meet all requirements based on your facility's risk level (I, II, III, IV, or Mobile).
8. No violation for the following items:
 - a. Vomit and diarrheal clean up procedure and kit.
 - b. Employee health forms on file and verifiable.
9. At least one person per shift when the facility is open must have a certification in an approved ODH food safety training course and submit certifications with the application.

Specific risk level requirements and the application will be mailed out with your license. Alternatively, the application can be found on the health department website at: <http://www.woodcountyhealth.org/envhealth/food.html>. Award applications are due by April 1, 2023. At a Board of Health meeting, Clean Plate award recipients will be presented with a certificate of achievement and a sticker to proudly display on the facility window or door.

2023 plan review fees are \$200 for new risk level 1 & 2 facilities and \$400 for new risk level 3 & 4 facilities. For existing facilities undergoing a remodel plan review the fee is either \$100 or \$200 depending on the scope of the remodel.

*Structural/Electrical/Plumbing changes must also be inspected and approved through the Wood County Building Department:
419.354.9190*

A change in ownership requires all facilities to come into compliance with the Ohio Food Code. All outstanding violations for the facility must be abated prior to licensing, under new ownership.

What is Plan Review?

Plan review is the application process that allows our Health Department staff to review a potential food operation layout. When a plan review application is submitted to our department, we are able to compare the potential layout with the proposed menu to determine necessary hot and cold holding capacities, projected food flow patterns, and accessibility to handwashing and warewashing facilities.

All new retail food establishments/food service operations as well as existing operations that are making alterations and/or remodeling, or are undergoing a change of ownership must complete the plan review process. Alterations include any plumbing, structural, or electrical updates that require a building permit. You will be required to contact Wood County Building Inspection to obtain applicable permits.

Wood County Health Department plan review process consists of the following steps:

1. Plan review application is submitted.
2. Plans are reviewed by food safety inspector within 30 days.
 - a. It is not uncommon for our inspector to contact you via email for additional information or clarification. If this happens, the 30-day review period will restart once the additional information is received.
3. An approval or disapproval is issued.
 - a. If disapproved, the disapproved items will need to be corrected and resubmitted. Once resubmitted, the inspector has an additional 30 days to review the plans.
4. Once approved, you will be required to contact the health department for a pre-licensing inspection of the facility.
 - a. You will be provided with a pre-licensing checklist to ensure all items are fully functional prior to scheduling your pre-licensing inspection. If any checklist items are lacking during the pre-licensing inspection, you will not be able to purchase food service license.
5. Upon completion of the pre-licensing inspection, you may receive a list of items that need corrected and verified prior to licensing. Once all items are in compliance, the food safety inspector will notify the Environmental clerical staff of your food facility's risk level and that you are able to purchase your license.
6. Finally, you purchase your license and are able to open.
 - a. Within 30 days from the license purchase date your inspector will visit your facility to conduct your first standard inspection.

All questions regarding the plan review process can be directed to our environmental office.

5 Tips for a Successful Plan Review

Our inspectors have compiled the following tips to help you have a successful plan review:

1. Submit the completed Food Facility Plan Review Application as soon as possible, once submitted our inspectors have 30 days to review the plans and issue an approval or disapproval. Plans are reviewed in the order they are received.
2. Ensure the entire packet is completed and supplemental information is included with your application. All supplemental information requirements are listed on the first page of the application.
3. Plans expire 1 year after the approval is issued. If you are unable to get your facility licensed within 12 months of approval, resubmission will be required, unless an extension is granted, even if there are no changes to the original submission.
4. Obtain required permits and certificates including a Certificate of Occupancy from Wood County Building Inspection, Person-In-Charge certifications, and Manager-Level Food Safety certification.
5. Facilities are not "grandfathered" in. Even if the facility was a restaurant before, there may be changes you need to make regarding layout and capacities.

Cottage Food Labeling

Cottage foods include non-potentially hazardous foods, such as bakery products, jams, jellies, candy, fruit butter, and similar products that are made within a person's home and are properly labeled. Cottage foods are often found for sale in local farmer's markets, but can also be sold directly to the consumer from the person's home, sold in a licensed food facility, or used in food products in a licensed food facility.

Per ORC 3715-23, individuals planning to sell cottage foods, whether in a licensed facility or at a farmer's market are required to individually package and properly label each item. This will include items out for customers to grab, such as those in bulk containers or that are behind the service counter for employees to hand to the customer.

A proper cottage food label includes all of the following:

- Statement of Identity- the name of the food product
- Net Quantity of Contents- the net weight
- Ingredient List- including sub-ingredients and listed in descending order of predominance by weight
- Statement of Responsibility- the name and address of the business
- "This Product is Home Produced." Printed on the label in a minimum 10-point font.

For more information, visit: <https://agri.ohio.gov/divisions/food-safety/resources/cottage-food>

CHOCOLATE CHIP COOKIES

INGREDIENTS: ENRICHED FLOUR (BLEACHED WHEAT FLOUR, MALTED BARLEY FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE, RIBOFLAVIN, FOLIC ACID), BROWN SUGAR (MOLASSES, SUGAR), SEMI-SWEET CHOCOLATE CHIPS (SEMI-SWEET CHOCOLATE (SUGAR, CHOCOLATE LIQUOR, COCOA BUTTER), SOY LECITHIN, VANILLA), VEGETABLE SHORTENING (SOYBEAN AND COTTONSEED OIL, MONO AND DIGLYCERIDES, ARTIFICIAL BUTTER FLAVOR, BETA CAROTENE (PRO VITAMIN A-ADDED FOR COLOR)), MILK CHOCOLATE CHUNKS (SUGAR, COCOA BUTTER, MILK, CHOCOLATE LIQUOR, SOY LECITHIN, VANILLIN), EGGS, MILK, BAKING POWDER (POTASSIUM BITARTRATE, CORN STARCH, BAKING SODA), NATURAL FLAVOR, SALT, BAKING SODA.

Agriculture Cookie Co.
8995 E. Main Street
Reynoldsburg, OH 43068

NET WT 8 OZ (227 g)

This product is home produced.

Pest Control

Pest control is an essential practice within every food facility. Each facility should have a licensed pest control operator for routine and emergency pest-related incidents. However, there are additional steps and precautions you as a food facility operator can take to aid in pest prevention. Below we have listed additional precautions you can take to prevent contamination of foods, equipment, and utensils within your facility due to pests.

- Leave trapping and bait stations to your licensed pest control operator.
- Be sure all exterior entrances are properly protected. This includes the installation and maintenance of weather strips. Also, do not proper doors open.
- All outdoor refuse storage areas shall be maintained clean. Keep dumpsters on a hard surface and lids and doors shut at all times to prevent harborage. Minimum weekly disposal of trash is also important.
- Exterior facility walls and roof shall be maintained in good repair to prevent pest harborage and entry points.
- Keep air curtain(s) at drive-thru window(s) and entrance(s) in proper working order.
- Maintain exterior areas free of weeds and debris to prevent hiding places.
- Ensure foods are protected by covering when not in use and stored in secure containers.

Proper labeling on packaged food items provides customer with important information including allergens, the responsible party, and identifies the product as home produced.

Our staff is available to help with any labeling questions you may have. 419.354.2702

Did You Know...

- *Flies consume food by regurgitating on the food to liquefy it for consumption.*
- *Rodents' fur coats are full of dander, mites, and microscopic bacteria. When shed, that fur can end up on surfaces or food providing a contamination risk.*
- *Cockroaches can run up to 4 miles per hour, this means they leave behind traces of more than three dozen pathogens at a rapid pace.*
- *Mice can fit through any space equal to the diameter of a #2 pencil.*

Local ServSafe Schedules

OSU Extension Office

1639 S. Dunbridge Rd. #1
Bowling Green, OH 43402
Contact: 419.819.3073
miklovic.1@osu.edu

- January 24, 25, 26
- February 21, 22, 23
- April 17, 18, 19
- June 20, 21, 22
- August 22, 23, 24
- September 19, 20, 21
- October 24, 25, 26
- November 28, 29, 30

Hancock Public Health

2225 Keith Pkwy.
Findlay, OH 45840
Contact: 419.424.7870
environmental@hancockpublichealth.com

- March 14 & 15
- June 13 & 14
- September 19 & 20
- November 14 & 15

All ODH approved food safety training courses are available at:
http://www.healthspace.com/Clients/Ohio/Ohio_Website_Live.nsf/FoodCertifications.xsp

The mission of Wood County Health Department is to prevent disease, promote healthy lifestyles and protect the health of everyone in Wood County.

Your Inspector Saw WHAT?!?!?

As inspectors we are often asked “What are the strangest things you have seen when you are conducting your inspections?” below are a few of our (not so) favorites...

- A non-working walk-in cooler unit being used as living quarters.
- A bottom shelf in the dry storage area used for a child’s bed.
- Sanitizer that has solidified – because it is never used!
- Plastic cups and duct tape used to direct leaking water into an overflowing bucket instead of repairing the leak.
- Worn wires wrapped in aluminum foil.

Have Questions?

Running a food service operation or retail food establishment is an ever-changing job. We understand that questions arise every day. Remember, we are available to help answer your questions throughout the year. All Environmental Health Specialists (EHS) receive phone messages and emails immediately and take time outside of inspections to answer their facility operator’s questions as quickly as possible. However, if you need immediate assistance please call and let our front staff know that you need to speak with an EHS or supervisor in the office.

Environmental Division Phone Number 419.354.2702
environmental@co.wood.oh.us

We’re on the Web!

www.WoodCountyHealth.org