



YOU HAVE APPLIED FOR A FOOD ESTABLISHMENT PERMIT, NOW WHAT?

The Anchorage Health Department regulates food establishments under [AMC 16.60](#), which includes the [2013 FDA Food Code](#). Food establishment owners/managers are encouraged to become familiar with these documents to ensure that food workers are trained, and facilities maintained accordingly.

Change of ownership inspections must be completed within 7 business days of submitting the application for a food establishment permit. This inspection will identify repairs and equipment updates, if needed, to ensure compliance with AMC 16.60. If not scheduled within 5 business days of submitting the application, the inspection will be conducted unannounced during the business's normal operational hours. Subsequent to a passing change of ownership inspection, the food establishment permit will be issued by the inspector. A regular unscheduled scored inspection will be conducted approximately 30 days later.

Owners/managers should be prepared to provide supporting documentation at **ALL** inspections:

1. [MOA approved Food Handler's cards](#) for all food workers - If a food worker has a current [ANSI accredited Food Manger Certification](#) (must be available for verification) they do not need a Food Handler's card. Food workers must acquire an MOA Food Handler's card within **21 days** of hire. The test is \$10 and can only be taken on-line at www.muni.org/foodcard.
2. [Employee Health Policy](#) and [Manager Responsibilities](#) - Food establishment permit owners must ensure that food workers are aware of their responsibility to notify the person in charge of the conditions that contribute to the transmission of foodborne illness. Additionally, the person in charge is required to understand what measures need to be taken when a food worker reports a symptom or diagnosed illness. Completing [Food Employee Reporting Agreement](#) for each food worker and providing it for verification during inspections is encouraged.
3. [Procedures for responding to vomiting/diarrheal events](#) - A vomiting/diarrheal event in a food establishment has real potential for the spread of harmful pathogens. A proper response can help reduce the likelihood that others may become ill because of the accident. AMC 16.60.130 (2-501.11)
4. [Grease Trap Maintenance Log](#) - Grease traps/interceptors must be maintained, and maintenance records retained for verification during inspections. AMC 16.60.160 (5-402.10)
5. [Restroom Agreement Letter](#) - For mobile food establishments that are not easily moveable and do not have a restroom constructed within the permitted structure, this completed document will need to be provided when applying for the food establishment permit and made available if requested during inspections. Inspectors will verify access during inspections.
6. If using [Time as a Control for Microbial Growth, written procedures](#) are required to ensure food workers are properly trained and procedures are consistently followed. AMC 16.60.140 (3-501.12)
7. When raw or undercooked fish is served, certain species require freezing for parasite destruction. [Freeze logs](#) or a letter of guarantee from the supplier must be maintained for 90 days beyond the service or sale of the fish. AMC 16.60.140 (3.402.11 and 3.402.12)

Electronic versions of the training documents are available to download at muni.org/foodinfo. Questions?

Contact Customer Service at 907-343-4200.

By signing below;

- I acknowledge understanding the information provided in this document.
- I agree to follow all provisions of AMC 16.60 that pertain to the lawful operation of a food establishment within the Municipality of Anchorage.

Enforcement action will be taken by the Anchorage Health Department that may lead to civil fines and/or the suspension of the food establishment permit.

Manager/Owner

Date

THE MUNICIPALITY OF ANCHORAGE HAS ZERO TOLERANCE FOR HUMAN TRAFFICKING

ENGLISH

If you or someone you know is being forced to engage in an activity and cannot leave—whether it is prostitution, housework, restaurant work, janitorial work, factory work, retail work, or any other activity—call the **National Human Trafficking Resource Center Hotline** at **1-888-373-7888** or **text INFO** or **HELP** to **233-733** to access help and services. The hotline is available 24 hours a day, 7 days a week, toll-free, anonymous and confidential, and accessible in 170 languages. You may also call the Anchorage Police Department at 786-8900 or the local FBI office at 276-4441 for assistance. Victims of slavery and human trafficking are protected under United States and Alaska law.

ESPAÑOL

Si usted o alguien que usted conoce está siendo forzado a participar en una actividad y no puede salirse de ella – así sea prostitución, trabajo de casa, trabajo de restaurante, trabajo de limpieza, trabajo de fábrica, trabajo de ventas al por menor, o cualquier otra actividad – llame **a la Línea Directa del Centro Nacional de Recursos contra Tráfico de Personas (National Human Trafficking Resource Center Hotline)**, al **1- 888-373-7888** o envíe un **texto INFO** o **AYUDA** al **233-733** para obtener ayuda y servicios. La línea directa está disponible 24 horas al día, 7 días a la semana, libre de peaje, anónimo y confidencial, y accesible en 170 idiomas. Usted también puede llamar al Departamento de Policía de Anchorage al 786-8900 o a la oficina local de la FBI 276-4441 para que le presten asistencia. Las víctimas de esclavitud y de tráfico humano están protegidas bajo las leyes de los Estados Unidos y de Alaska.

TAGALOG

Kung ikaw o isang taong kilala mo ay napilitang kumasundo sa isang aktibidad at hindi makaalis- maging ito ay prostitusyon, gawaing bahay, trabahong restawran, trabahong dyanitoryal, trabahong pabrika, trabahong tindahan, o anumang iba pang aktibidad- tawagan ang **Linya ng Telepono ng National Human Trafficking Resource Center** sa **1-888-373-7888** o **i-text INFO** o **HELP** sa **233-733** upang makakuha ng tulong at mga serbisyo. Ang linya ng telepono ay bukas 24 oras sa isang araw, 7 na mga araw sa isang linggo, libreng-tawag, hindi kilala at kompidensyal, at may magagamit na 170 na wika. Maaari mo ring tawagan ang Anchorage Police Department sa 786-8900 o ang lokal na opisina ng FBI sa 276-4441 para sa tulong. Ang mga biktima ng pang-aalipin at pangangalakal ng tao ay protektado sa ilalim ng Estados Unidos at batas ng Alaska.

SAMOA

Afai o lo'o fa'amalosia oe, po'o seisi e te iloina, e faia ni gaioiga e le tatau ma e le mafai ona e alu ese mai ai —pe o le faia o aga feua'iga ma isi, o galuega i totonu o le fale, o galuega i se fale aiga, o galuega o le fa'amamāina o fale pisinisi, o galuega i se fale e gaosia ai mea, o galuega o le fa'atau atu o mea i tagata lautele, po'o seisi lava ituaiga gaioiga—telefoni i le **National Human Trafficking Resource Center Hotline** (o le telefoni lea e te maua i so'o se taimi po'o so'o se aso, mo fesoasoani e fa'ataui i le ave fa'amalosia o tagata e fai aga le talafeagai), i le numera o le **1-888-373-7888** po'o o le **text INFO** omiomi o le upu o le **INFO** i lau telefoni po'o le upu o le **HELP** i le numera o le **233-733** e te maua ai le fesoasoani ma auunaga/galuega fesoasoani i ia tulaga fa'apea. O le telefoni e mafai ona e valaauina i so'o se taimi po'o so'o se aso (o le hotline), e mafai ona e maua i le 24 itula o le aso, 7 aso o le vaiaso, e le totogia, e le iloa ai fua e seisi ia oe ma e puipuia, ma e 170 gagana ese'ese e mafai ona fa'aogaina ai. E mafai fo'i ona e telefoni i le Anchorage Police Department (o le Ofisa o Leoleo i Anchorage) i le numera o le 786-8900 po'o le ofisa a le FBI i Anchorage i le numera o le 276-4441 mo se fesoasoani. E puipuia, i latou o ē ua mafatia mai i olaga fa'apologa ma olaga o le pulea o latou e isi, (e fa'atau atu, fa'asufi, pe fa'amalosia e fai mea e le talafeagai), i lalo o le tulafono a Sitete Au Fa'atasi/Amerika ma Alaska.

HMONG

Yog koj los sis ib tug neeg koj paub raug luag quab yuam ua tej yam tsis xav los sis tsis txaus siab ua thiab koj tawm khiav tsis tau – txawm yog ua niam ntiav, hauj lwm tus tsev, hauj lwm huav tsev noj mov, hauj lwm ua neeg tu chav tsev, hauj lwm hauv tsev tsim khoom, hauj lwm huav khw muag khoom, los yog lwm yam hauj lwm tsis txaus siab ua – hu rau tus **National Human Trafficking Resources Center Hotline** ntawm tus xov tooj **1-888-373-7888** los sis sau lo lus **INFO** los sis lo lus **HELP** rau tus naj npawb **233-733** kom nrhiav tau kev pab thiab kev cawm. Tus hotline xov tooj no qhib 24 teev ib hnuv twg, 7 hnuv ib lub lim tiam, hndawb, tsis qhia hais tias koj yog leej twg thiab cov lus hais yuav ua lus zais, thiab siv tau rau 170 hom lus. Koj kuj hu tau rau Anchorage Cov Tub Ceev Xwm ntawm tus xov tooj 786-8900 los si hu rau FBI lub hoob kas nyob hauv lub zos no rau tus xov tooj 276-4441 kom tau kev pab. Cov neeg raug tsim txom ua qhev thiab quab yuam muag ua lag luam muaj kev tiv thaiv nyob rau hauv lub teb chaws United States thaib lub xeev Alaska txoj kev cai lij choj.

ANCHORAGE HEALTH DEPARTMENT

Food Establishment Permit Owner's Manual

AMC 16.60 (2013 FDA Food Code)



2023

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FOOD SAFETY TRAINING
INFOGRAPHICS

Ill Foodworkers

Let your supervisor know immediately if you have any of these symptoms!



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Restrict from working with food or food contact surfaces:

Diarrhea
Vomiting
Fever
Jaundice
Sore Throat with Fever
Open cuts or infected wounds
Contact with anyone who has *Salmonella typhi*, *E. coli* 0157:H7, *Hepatitis A*, or *Norovirus*.

Exclude employees from the food establishment diagnosed with:

Salmonella
Shigella
E. coli 0157:H7
Hepatitis A
Norovirus



Anchorage Health Department

Employee Health Policy AMC 16.60.130 2013 FDA Model Food Code: Management and personnel.

The purpose of an Employee Health Policy is to reduce the likelihood that certain viral and bacterial agents will be transmitted from infected food employees into food. The agents of concern are known to be readily transmissible via food that has been contaminated by ill food employees. The structure of the restrictions and exclusions has been designed to offer the maximum protection to public health with minimal disruption to employees and employers.

Responsibility of the Permit Holder, Person in Charge, and Conditional Employees.

Food Employees and Conditional Employees are required to report to the Person in Charge information about their health and activities as they relate to diseases that are transmissible through food. This information is to be reported in a manner that allows the Person in Charge to reduce the risk of foodborne disease transmission.

| IF AN EMPLOYEE HAS SYMPTOMS OF: | PERSON-IN-CHARGE TAKE THESE ACTIONS: | WHEN TO RETURN TO WORK OR OFF RESTRICTION: |
|--|---|---|
| Vomiting | Send employee home | After 24 hours without symptoms |
| Diarrhea | Send employee home | After 24 hours without symptoms |
| Jaundice (yellow skin or eyes) | Send employee home AND Report to the Health Department | When approval is received from the Health Department |
| Sore Throat with Fever | Restricted Jobs only | With doctor's note |
| Infected wound or boil | Restricted Jobs only | When wound is covered/protected or healed |
| IF AN EMPLOYEE HAS BEEN DIAGNOSED WITH: | PERSON-IN-CHARGE TAKE THESE ACTIONS: | WHEN TO RETURN TO WORK OR OFF RESTRICTION: |
| Hepatitis A | Send employee home AND report to the Anchorage Health Department. | When approval is received from the Anchorage Health Department. |
| Typhoid Fever (Salmonella Typhi) | | |
| E. Coli O157:H7 or other EHEC/STEC | | |
| Norovirus | | |
| Shigella | | |
| IF AN EMPLOYEE HAS BEEN EXPOSED TO SOMEONE DIAGNOSED WITH: | PERSON-IN-CHARGE TAKE THESE ACTIONS: | WHEN TO RETURN TO WORK OR OFF RESTRICTION: |
| Hepatitis A | Restricted Jobs only | 30 days after last exposure OR immediately if employee is immune, vaccinated, or has received an IgG inoculation. |
| Typhoid Fever (Salmonella Typhi) | Restricted Jobs only | 14 days after last exposure |
| E. Coli O157:H7 or other EHEC/STEC | Restricted Jobs only | 3 days after last exposure |
| Norovirus | Restricted Jobs only | 2 days after last exposure |
| Shigella | Restricted Jobs only | 3 days after last exposure |

Restricted Jobs:

A restricted employee cannot work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles.

EHEC/STEC: Enterohemorrhagic, or Shiga toxin-producing *Escherichia coli*



Food Employee Health Reporting Agreement

THE PURPOSE OF THIS AGREEMENT IS TO INFORM FOOD EMPLOYEES OF THEIR RESPONSIBILITY TO NOTIFY THE PERSON IN CHARGE WHEN THEY EXPERIENCE ANY OF THE CONDITIONS LISTED SO THAT THE PERSON IN CHARGE CAN TAKE APPROPRIATE STEPS TO PRECLUDE THE TRANSMISSION OF FOODBORNE ILLNESS.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. **Diarrhea**
2. **Vomiting**
3. **Jaundice**
4. **Sore throat with fever**
5. **Infected cuts or wounds**, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small).

Future Medical Diagnosis: Whenever diagnosed as being ill with Norovirus, typhoid fever (Salmonella Typhi), shigellosis (Shigella spp. infection), Escherichia coli O157:H7 or other STEC infection, nontyphoidal Salmonella or hepatitis A (hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, E. coli O157:H7 or other STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, E. coli O157:H7 or other STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT COULD LEAD TO ACTION BY THE FOOD ESTABLISHMENT OR THE FOOD REGULATORY AUTHORITY THAT MAY JEOPARDIZE MY EMPLOYMENT AND MAY INVOLVE LEGAL ACTION AGAINST ME.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ Date _____

Food Employee Name (please print) _____

Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____



TIME AS CONTROL PROCEDURES

A LABEL ATTACHED TO THE FOOD CONTAINER WILL INDICATE THE FOLLOWING:

- THE DATE.
- THE TIME THE FOOD FINISHED COOKING OR WAS REMOVED FROM A COOLER.
- THE TIME THE FOOD WILL BE DISCARDED.

A LABEL WILL BE ATTACHED TO WATER CONTAINER USED TO STORE UTENSILS THAT INDICATE THE FOLLOWING:

- THE DATE.
- THE TIME THE CONTAINER WAS FILLED
- THE TIME THE CONTAINER AND UTENSILS NEED TO BE WASHED, RINSED, AND SANITIZED.

FOOD WORKERS WILL BE TRAINED TO PROPERLY LABEL TIME CONTROLLED FOODS/UTENSILS.

FOOD WORKERS ARE TRAINED TO DISCARD ANY REMAINING FOODS AND REPLACE ALL UTENSILS WITH CLEANED AND SANITIZED UTENSILS EVERY 4 HOURS.

BATCHES OF FOOD **WILL NOT BE COMBINED WITH OTHER BATCHES OR SAVED FOR ANY REASON.**

When using time as a control The FOOD shall be marked or otherwise identified to indicate the time that is 4 hours past the point in time when the FOOD is removed from temperature control; AMC 16.60.140(3-501.19)

Written procedures for time as a public health control shall be prepared in advance, maintained in the food establishment and made available to the regulatory authority upon request. AMC 16.60.140(3-501.19)

If only time is used as a public health control, potentially hazardous food must be discarded when it has been out of temperature control for 4 hours. AMC 16.60.140(3-501.19)

TIME AS A CONTROL WILL BE USED FOR THE FOLLOWING:

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FOOD COOLING LOG

AMC 16.60.140(3-501.14)

Cooling Food

Cooling time starts when food reaches 135°F. Food may be left at room temperature until it drops to 135°F.

Cool from 135°F to 70°F in 2 hours or less.

Corrective Action: If the food is more than 70°F at 2 hours, reheat to 165°F and start over OR discard. Reheating can only be done one time.

If it has been more than 2 hours, the food must be discarded.

If 70°F or less in 2 hours, continue to cool to 41°F in a total of 6 hours.

Corrective Action: If total cooling time exceeds 6 hours the food must be discarded. Once at 41°F, it's ready to be covered, labeled, dated, and stored in the refrigerator.

Tips for Speeding up the Cooling Process

- Stir frequently and only loosely cover or keep food uncovered while cooling.
- Use the ice bath method by placing a pan of food inside a larger container or sink filled with a mixture of ice and water, stirring both frequently.
- Use an ice paddle with frequent stirring.
- Add ice as an ingredient.
- Place food on the top shelf or cooling rack in the refrigerator. Separate pans to allow air to flow around the food.
- Divide large food quantities into smaller portions.
- Spread thick foods into thin layers or on a sheet pan.
- Metal pans allow food to cool more quickly and are better than plastic.

| DATE | FOOD | START TIME & TEMP | 1ST HOUR | 2ND HOUR | 70°F OR LESS IN 2 HOURS? | 3RD HOUR | 4TH HOUR | 5TH HOUR | 6TH HOUR | 41°F OR LESS IN 6 HOURS? | RECORDED BY: |
|----------|---------------|--------------------|----------|----------|--|----------|----------|----------|----------|--|--------------|
| 03/12/22 | CHICKEN GRAVY | 9:25 A.M. 135°F | 105°F | 70°F | YES: CONTINUE COOLING NO: REHEAT TO 165°F | 63°F | 56°F | 47°F | 40°F | YES: LABEL AND DATE NO: DISCARD | DW |
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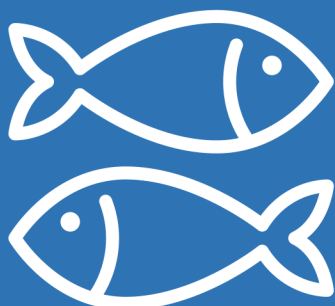


Requirements to Serve Raw or Undercooked Fish Products



Public Health Reason

Lightly cooked, raw, raw-marinated and cold-smoked fish may be desired by consumers. In order to ensure destruction of parasites, fish may be frozen before service as an alternative to adequate cooking. The FDA Office of Seafood Safety has found that certain species of seafood may contain hazardous parasites when not properly cooked or frozen.



DESTRUCTION OF ORGANISMS OF PUBLIC HEALTH CONCERN

AMC 16.60.140 (3-402.11), requires that fish that is served raw or undercooked be frozen for the destruction of parasites. This requirement includes the serving and sale of "Sushi" in restaurants, bars and retail food stores.

If the fish was frozen by an approved supplier, a written purchase agreement or a letter of certification from that supplier must be retained for at least 90 days beyond the time of the service or sale of the fish.

If freezing is done by the retailer, the PIC or manager must record the freezing temperature and time to which the fish are subjected. Records are to be retained for at least 90 days beyond the time of service or sale of the fish 16.60.140 (3-402.12).

For all species that require freezing for parasite destruction follow one of the following procedures:

1. Held at - 4°F (-20°C) for 7 days (168 hours).
2. Frozen at -31°F (- 35°C) until solid and then held at that temperature for at least 15 hours.
3. Frozen at -31°F (- 35°C) until solid and then held at - 4°F (-20°C) temperature for at least 24 hours.

The following are exempt from this requirement:

- Molluscan Shellfish;
- A scallop product consisting only of the adductor muscle;
- Yellowfin tuna
- Bluefin tuna, Southern
- Bigeye tuna
- Bluefin tuna, Northern
- Fish eggs
- Aquacultured fish, such farm raised salmon, that:
 - If raised in open water, are raised in net pens, or
 - Are raised in land-based operations such as ponds or tanks, and
 - Are fed formulated feed, such as pellets, that contains no live parasites infective to the aquacultured fish.

Freezing Log for Fish

Instructions: Record the date and time fish product was placed in freezer, the date and time it was removed from the freezer, the specific fish product and the supplier and invoice number, and the ambient air temperature during freezing. This log should be maintained for at least 90 days beyond the time of the service or sale of the fish. Records shall be available on site for verification by AHD when requested.

[illegible]

CLEAN-UP PROCEDURES FOR

VOMITUS AND FECAL DISCHARGES



When someone vomits, germs such as norovirus can spread through the air and contaminate surfaces and food up to 25 feet away. Consumers and employees are at risk of contracting norovirus or other illnesses from direct exposure to vomit or from exposure to airborne norovirus from vomit.

Effective clean-up of vomit & diarrhea in a food establishment should be handled differently from routine cleaning procedures and involves a more stringent cleaning and disinfecting process. A clean-up and response plan is intended to address proper procedures to reduce exposures to norovirus or other contaminants. Timely, effective clean-up is imperative.

FIRST STEPS

- Remove all individuals within a 25 foot radius and ask them to wash hands immediately.
- Block entry to contaminated area.
- Dispose all uncovered food, and single use containers and utensils within 25 foot radius.
- Wash all utensils and equipment within 25 foot radius.



CLEAN UP...REMOVE VOMIT OR DIARRHEA RIGHT AWAY!

- Wear protective clothing, such as disposable gloves, shoe covers, apron and face mask. Change if they become contaminated.
- Wipe up vomit or diarrhea with paper towels – place the paper towels over the waste then carefully remove the towels and its contents – do not vacuum the material!
- Work from the clean areas towards the most contaminated areas to minimize the spread of infectious material.
- Use kitty litter, baking soda, or other absorbent material on carpets and upholstery to absorb liquid.
- Dispose of paper towels/cleaning clothes and waste in a plastic trash bag or biohazard bag.
- Place contaminated table cloths, cloth napkins, and cloth towels into a separate plastic bag for transport to laundry or discard.
- Use soapy water to wash surfaces that contacted the vomit or diarrhea and all nearby surfaces, such as door knobs and toilet handles.
- Rinse thoroughly with plain water and wipe dry with paper towels.
- Clean and disinfect any non-disposable tools (mop heads) used.
- Place disposable protective clothing, rags, and towels in a sealed garbage bag. Seal and place in disposal area.
- Remove all clothing or fabrics that may be contaminated. Machine wash and dry with detergent and hot water on longest cycle and high heat setting.
- Disinfect surfaces by applying a chlorine bleach solution.
- Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus.
- Prepare a chlorine bleach solution (CDC & EPA recommendations):
 - $\frac{3}{4}$ cup of concentrated bleach + 1 gallon water (concentration ~3500ppm) –OR
 - 1 cup of regular strength bleach + 1 gallon water
- Use a spray bottle and saturate the area and surfaces (25 foot radius).
- Leave surface wet for at least 5 minutes.
- Rinse all surfaces intended for food or mouth contact with plain water before use.
- Wash your hands thoroughly with soap and water. Hand sanitizers may not be effective against norovirus.



RESTROOM AGREEMENT LETTER

Name of Mobile Food Facility Operation: _____
Owner: _____
Home Address: _____
Business Phone: _____ Cell Phone: _____
E-mail Address: _____
Location of Mobile Food Facility Operation: _____

This section is to be completed by the owner/operator of the facility, which will be used by the above named operation to use their restroom facilities. **This agreement is not valid until approved and signed by an authorized representative of MOA Environmental Health. This Department reserves the authority to revoke this agreement for cause at any time.**

Name of Facility: _____
Address of Facility: _____
Business Phone#: _____
Business Hours: _____
Day(s) of the week when vendor will be using your restroom: _____
Time of day the vendor will be using your restroom: _____

The above named vendor has my permission to use my restroom facilities at the above stated facility. I agree to provide a functioning toilet, hand wash sink with hot and cold running water, soap, paper towels or hand blow dryer for the vendor to use. I understand the facilities need for use of my restroom facilities is to prevent foodborne illness to its patrons.

I understand this agreement is between myself and Mr./Ms. _____, and that I shall notify the Department of Environmental Health, within 10 days of severance of this agreement, or when the above named individual has not used my restroom facilities for a period of 30 days.

I declare the information above to be accurate and correct.

Signature

Date

As an authorized representative of the Department, I am familiar with the above facility and have verified that it meets standards for a functioning restroom.

Signature of Environmental Health Specialist

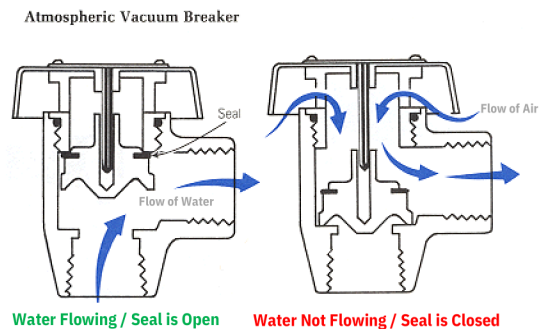
Date



ATMOSPHERIC VACUUM BREAKERS

What is an Atmospheric Vacuum Breaker?

An Atmospheric Vacuum Breaker (AVB) is a backflow prevention device that incorporates an atmospheric vent with a check valve to prevent backsiphonage (reversal of the normal flow of water caused by a negative pressure in the supply piping) of non-potable liquids into the potable water supply. Its operation depends on a supply of potable water to seal off the atmospheric vent, allowing the water to flow downstream. If a negative pressure develops in the supply line, the loss of pressure permits the check valve to drop, sealing the supply opening; while at the same time the vent opens, admitting air to the system to break the vacuum.



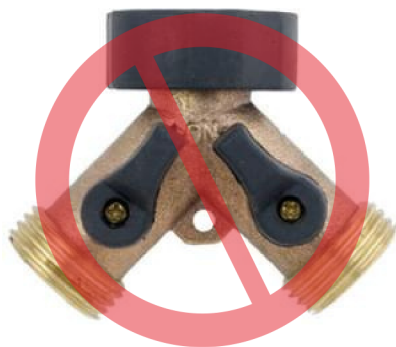
What Causes Backsiphonage?

Backsiphonage can be created when there is a stoppage of the water supply due to nearby fire-fighting, repairs or breaks in the city main, etc. The effect is similar to the drinking of soda by inhaling through a straw, which induces a flow in the opposite direction.

Will an Atmospheric Vacuum Breaker Prevent Backsiphonage When Used Under Continuous Pressure?

Absolutely NOT! "Continuous Pressure" occurs when pressure is being supplied continuously to a backflow preventer for periods of over 12 hours at a time. An AVB should never be subjected to continuous pressure as the device could become stuck open, or "frozen", and not function under an emergency condition.

Can Y-Splitters be used on Faucets with Atmospheric Vacuum Breakers?



No. Y-Splitters (wyes) create a continuous pressure situation on the AVB. Similar devices, such as an attached hose with a spray nozzle or a wall mounted chemical dispenser, also create continuous pressure. The Anchorage Food Code prohibits the use of devices that place AVBs under continuous pressure (AMC 16.60.160(5-205.15)); because if the AVB became frozen and unable to function under an emergency condition, backsiphonage of non-potable water and other liquids could occur, allowing the potable water supply to become contaminated.

PROTIP:

All AVB devices must be installed per manufacturer instructions and their listings and or 6" above the highest use, and these types of devices provide sufficient protection for backsiphonage only. AVB devices are **NOT** approved for backpressure.



ATMOSPHERIC VACUUM BREAKERS (continued)

I Currently Use a Y-Splitter on My Faucet with an Atmospheric Vacuum Breaker to Supply a Wall Mounted Chemical Dispenser. What Can I Do to Comply with the Food Code?

The **best option** is to install a dedicated water line directly to your wall mounted chemical dispenser. New food service establishments and existing food service establishments that are remodeling are required to have a dedicated water line before plans and a license will be approved.



Existing food service establishments that are not remodeling may install a Vented-T (tee) to the existing faucet to supply the wall mounted chemical dispenser. A Vented-T allows for the continuous flow of water when the faucet handles are open. Unlike Y-Splitters, which have valves to stop the flow of water when the faucet handles are open, creating continuous pressure on the AVB, Vented-Ts have no valves. The only way to stop the flow of water is to turn the faucet handles off, which Wall Mounted Chemical Dispenser Supply Line allows the AVB to function properly.

I Currently Attach a Hose with Spray Nozzle to My Faucet with an Atmospheric Vacuum Breaker. What Can I Do to Comply with the Food Code and City Ordinance?

The **best option** is to screw the hose onto the faucet when the spray nozzle is needed and to unscrew the hose from the faucet when your task is completed. Even if you turn the flow of water off using the faucet handles, the spray nozzle acts as a valve, keeping water in the hose; this water puts continuous pressure on the AVB and keeps it from functioning properly.



Using a Quick Connect System to attach your hose to the faucet and/or your spray nozzle to the hose is allowed to make it easier on employees and increase the likelihood that the hose and spray nozzle will not remain connected, placing the AVB under continuous pressure.



Protecting PUBLIC HEALTH and the ENVIRONMENT

Put F.O.G. In Its Place

- **FOG = Fats, Oils and Grease.**

FOG can be found in many of the foods we eat, especially meats, sauces, salad dressings, cookies, cake icings, mayonnaise and other items. Washing dishes, cleaning the sauce pan or draining the grease from cooking bacon, you add FOG to your sewer service and the Utility's sanitary sewer system.



- **FOG is a community issue.**

Fats, oils and grease are the major factor in most of the sanitary sewer overflows that occur in homes and businesses; and it is a major health hazard.

When fats, oils and grease are dissolved in hot and/or soapy water and washed down the drain, the FOG begins to cool and solidify. The greasy mixture tends to stick to the walls of the drain pipe. The mixture may or may not make it out of your drains and if it does, the sticky mess adds to a growing problem around the country. "Out of sight, out of mind" has become the norm.

As the grease solidifies in the sewer collection system, it creates mats on the sides of pipes; debris begins to lodge in the mats until it blocks off the sewer main. If water can't flow down the sewer main, the result can be an overflow of sewage into the environment and/or backup into the homes, restaurants and businesses. This can be very costly to the home owner and the Utility.

- **FOG is the #1 cause of sewer overflows.**

- Sewage can back up into homes, businesses or your neighborhood.
- Cleanup is unpleasant and costly.
- Sewage backups create the potential for contact with disease-causing micro-organisms.
- Overflows increase costs to maintain and operate the sanitary sewer system you rely on.



- **You can help.**

- **NEVER** pour grease down the drains or in the toilets.
- **SCRAPE** your plates and wipe your pots and pans before washing.
- **DISPOSE** of fats, oils, and grease into a container. Take large containers to the landfill for proper disposal.
- **COMMUNICATE** with your family and friends about the problems of pouring grease down their sink drains and the problems that occur in their sanitary sewer system.

More information:

Sandy Baker, AWWU Public Outreach Coordinator, 786-5636, or Sandy.Baker@awwu.biz

Reviewed Jan 2022

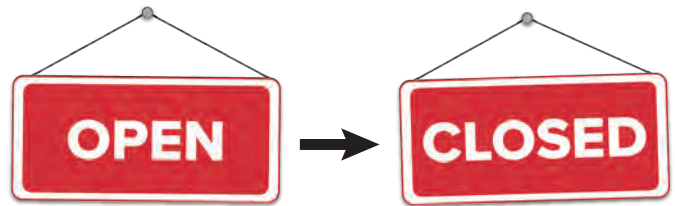


GREASE TRAP MAINTENANCE LOG

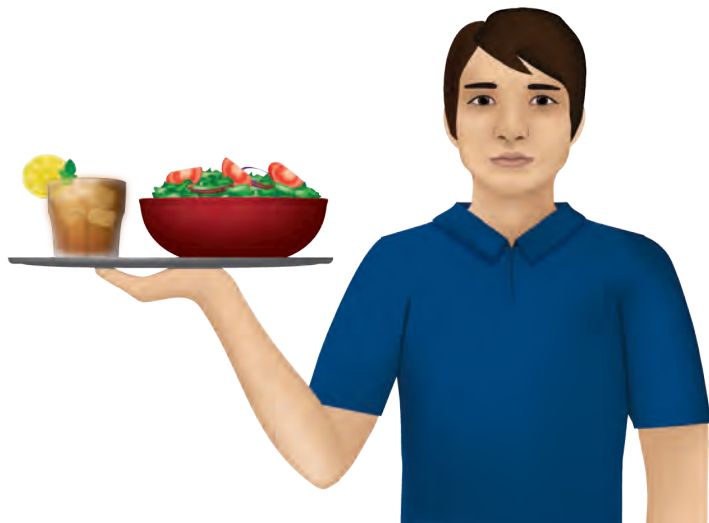
[illegible]

Person in Charge

A Person in Charge (PIC) is required at all times.

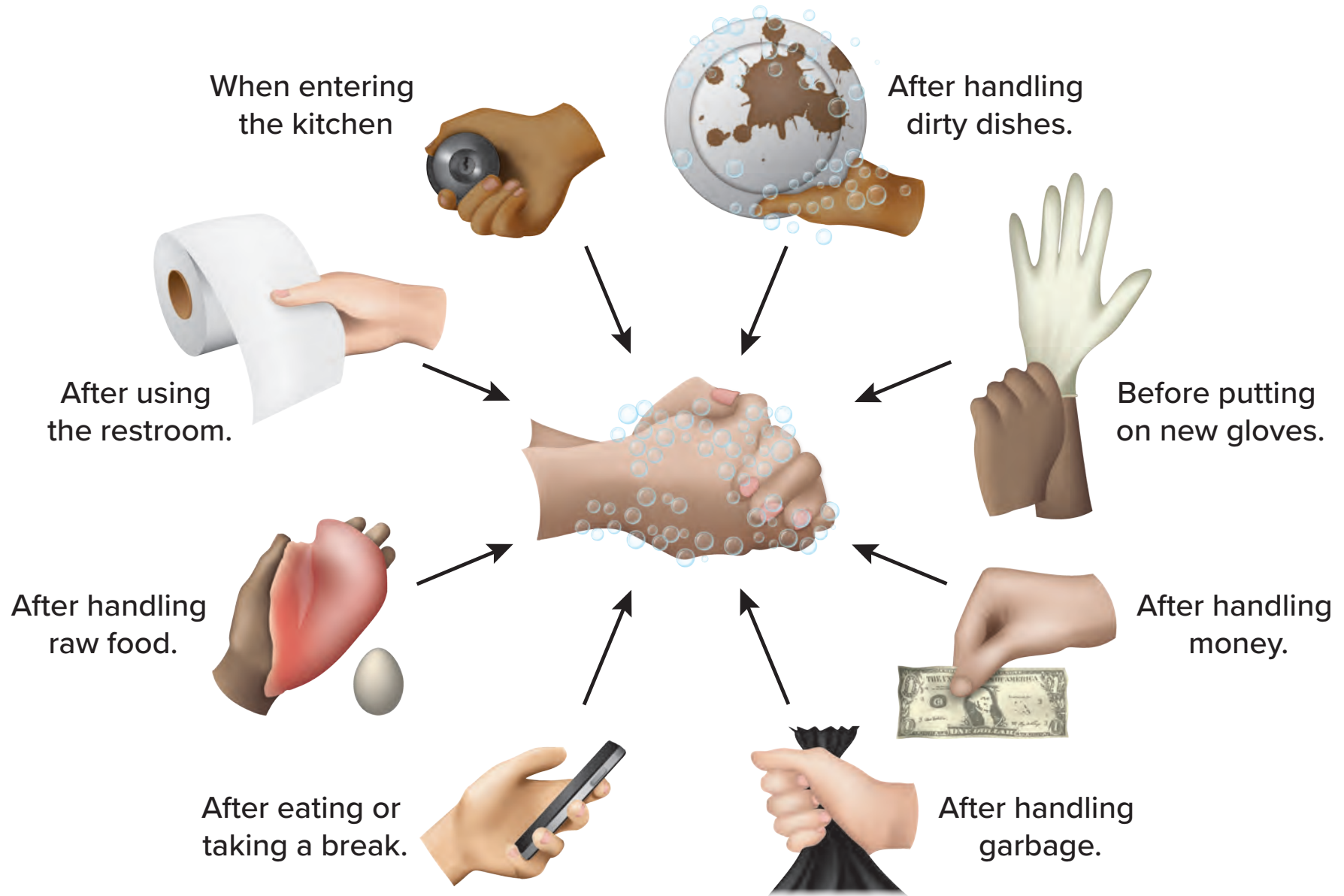


The PIC monitors other workers.

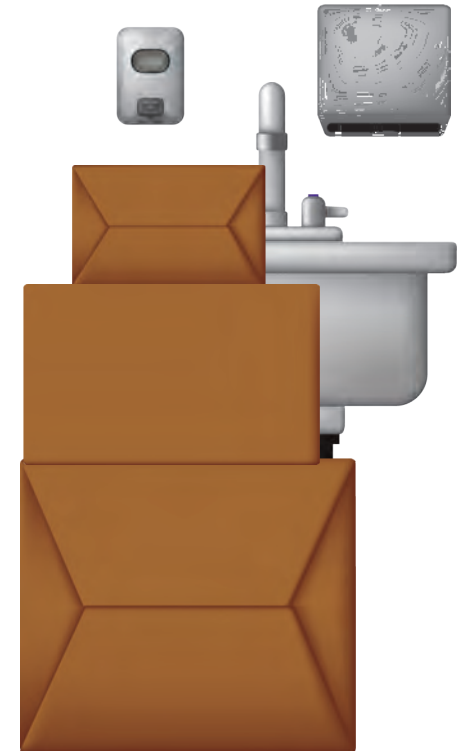
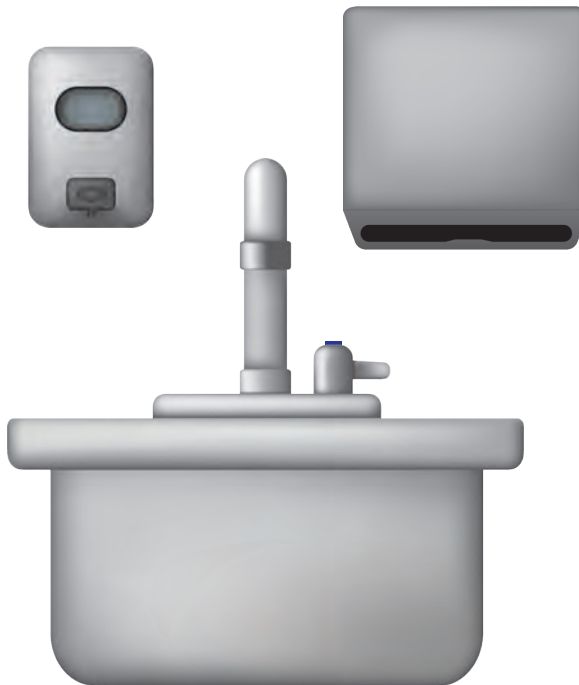
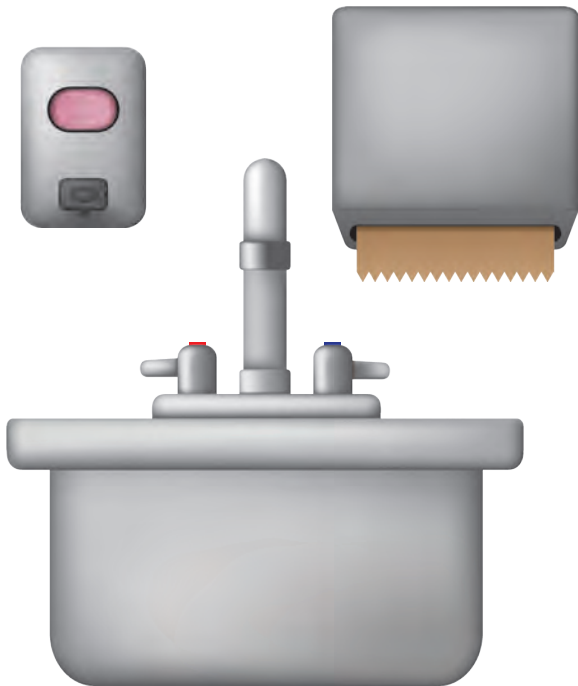


All workers must be knowledgeable about food safety.

When to Wash Your Hands:



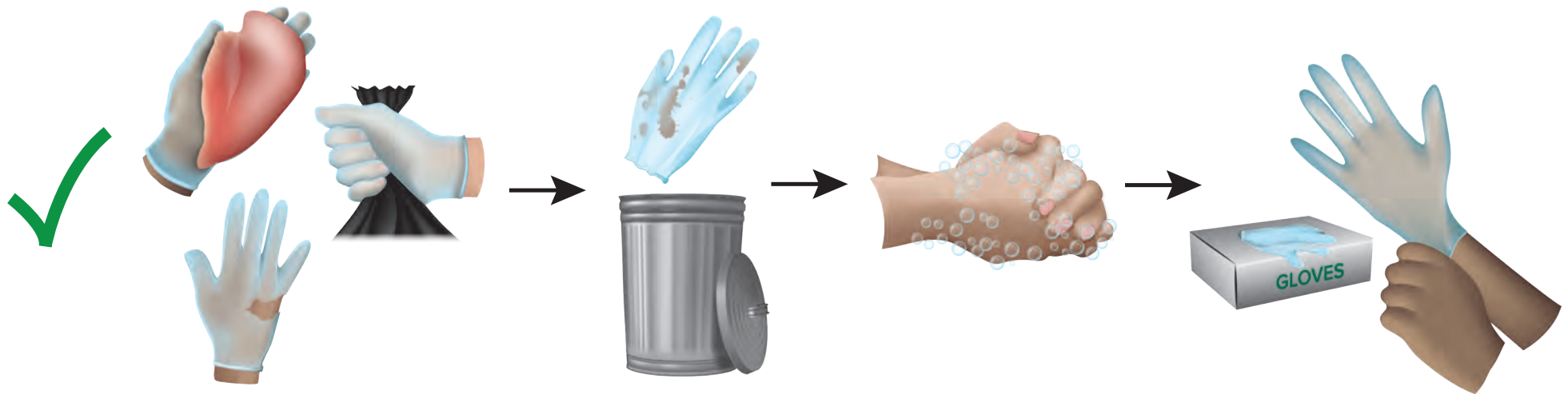
Keep Handwashing Station Clear and Stocked



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Good Glove Use

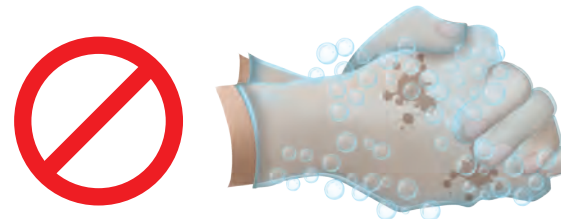
Change gloves after handling raw meat, touching unclean items, or if they become torn or damaged.
Wash hands when you change gloves.



Avoid using only one glove.



Do not wash and reuse gloves.
Gloves are single-use only.

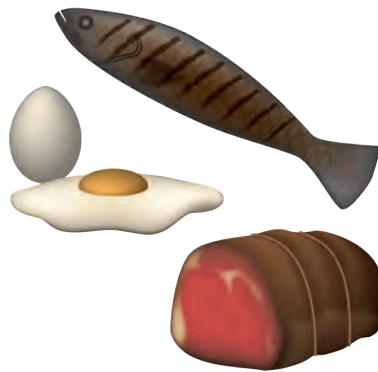


Potentially Hazardous Foods

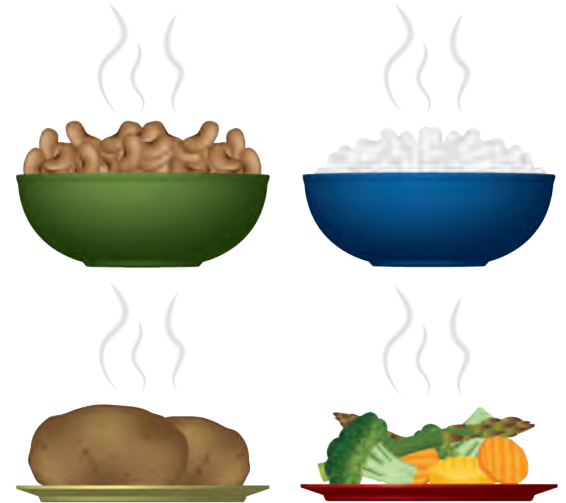
Dairy products.



Meat, seafood and eggs.



Cooked rice, cooked beans, cooked potatoes and cooked vegetables



Sprouts.



Cut melons.



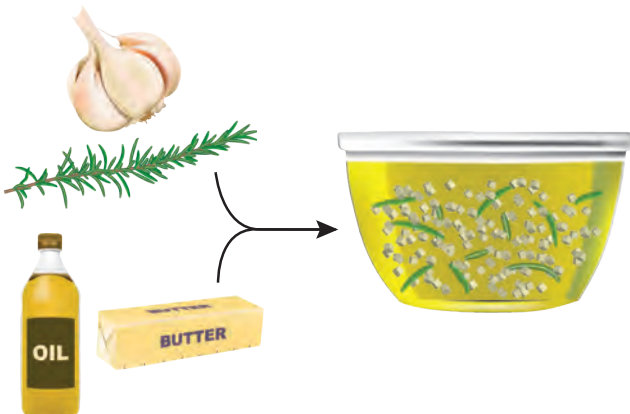
Cut leafy greens.



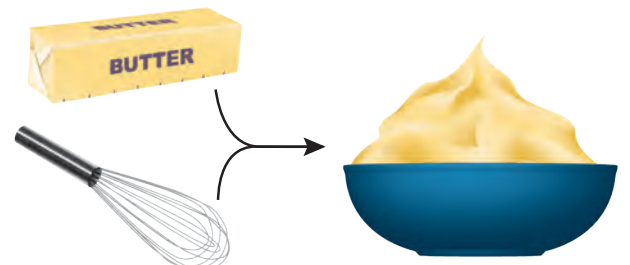
Cut tomatoes.



Garlic and fresh herbs in oil or butter.



Whipped butter.



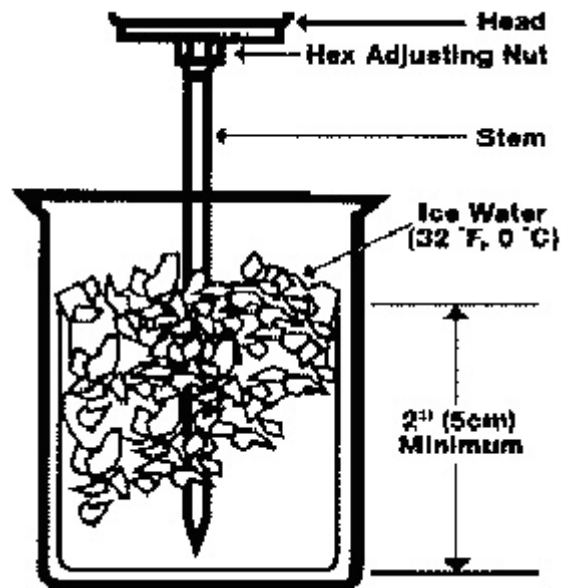
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Calibrating Your Thermometer

Thermometers get bumped and jarred frequently, even if they are used correctly. This causes them to get out of adjustment. Calibrating thermometers needs to be done frequently to maintain accuracy. The Ice Point Method is described below:

Once a week, or after a thermometer is dropped:

1. Fill a glass with half ice and half water.
2. Place the thermometer in the glass and stir.
3. Allow the thermometer to stabilize (about 3 minutes).
4. If the thermometer reads between 30°F and 32°F it is okay to use.

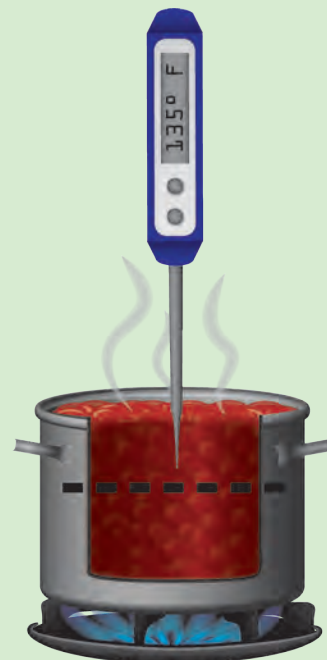
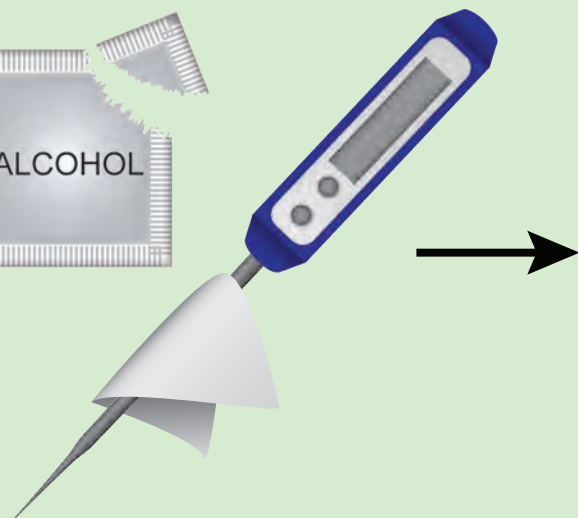
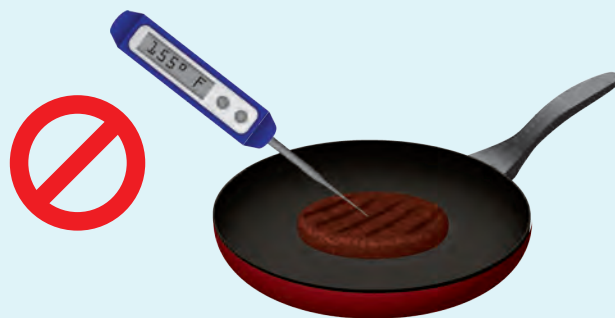
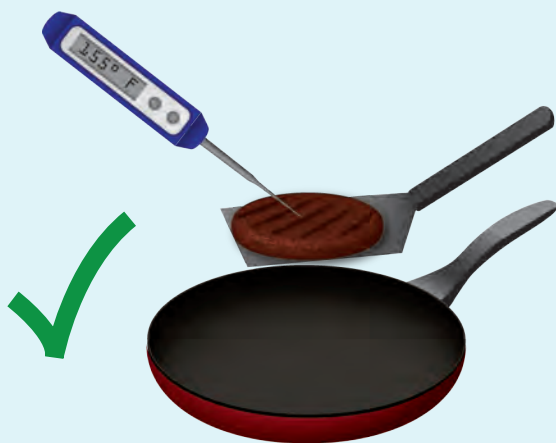


5. If it doesn't, and has an adjustment nut (found on dial thermometers):
 - leave the stem in the ice water and use pliers or a wrench to turn the nut until the needle on the dial points to 32°F;
 - wait 3 minutes and see if it still reads 32°F;
 - if it does not, adjust the nut until it does.
6. If the thermometer cannot be adjusted and does not read 32°F, it should be thrown away and replaced.

Consult the manufacturer's directions for thermometers with digital readouts and thermocouples. A thermometer which reads 0° - 220°F is recommended.

How to Use a Thermometer

Use a tip-sensitive digital thermometer.



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Cooking

Cook to this temperature or hotter:

- Eggs 145° F
- Fish 145° F
- Ground beef 155° F
- Pork 145° F
- Poultry 165° F
- Stuffed Meat 165° F
- Traditional Wild Game Meat 165° F

Microwave Cooking:

- Cover and cook (stir or rotate) to 165°F or hotter - then let food stand (with cover on) for 2 minutes.

Thawing

Keep frozen foods in a frozen state until ready for preparation. There are 4 safe ways to thaw food:

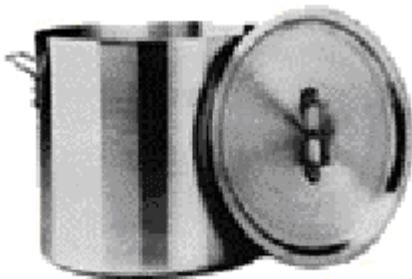
1. In a refrigerator, at 41°F or below.



2. Under clean running water at a temperature of 70°F or lower, while being monitored.



3. As part of a cooking procedure, until food reaches its final temperature.



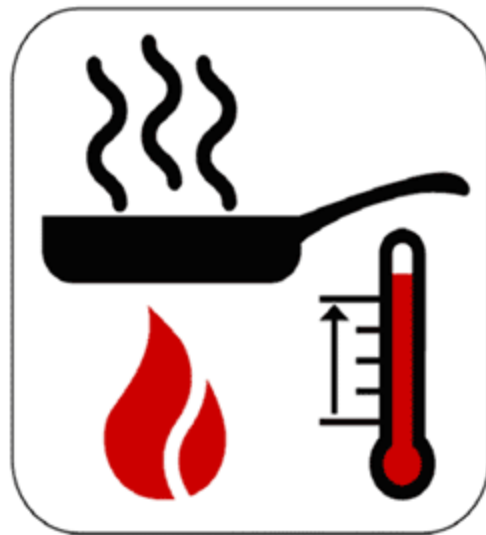
4. In a microwave oven, if the food will be cooked immediately after thawing.



Reheating

Temperature:

- Rapidly reheat food to **165°F** or hotter.
- Stir food frequently to distribute the heat.
- Use a thermometer to verify the temperature.



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Time:

- Heat to **165°F** in 2 hour or less.

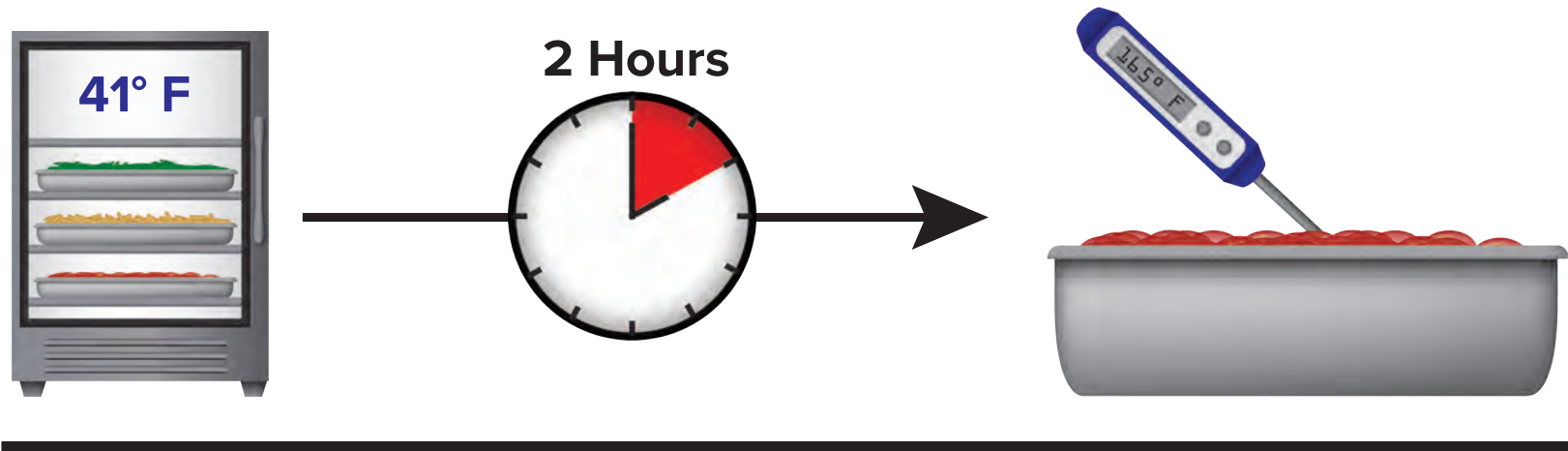
Reheating equipment:

- Stove top, steam cooker, microwave, and ovens.

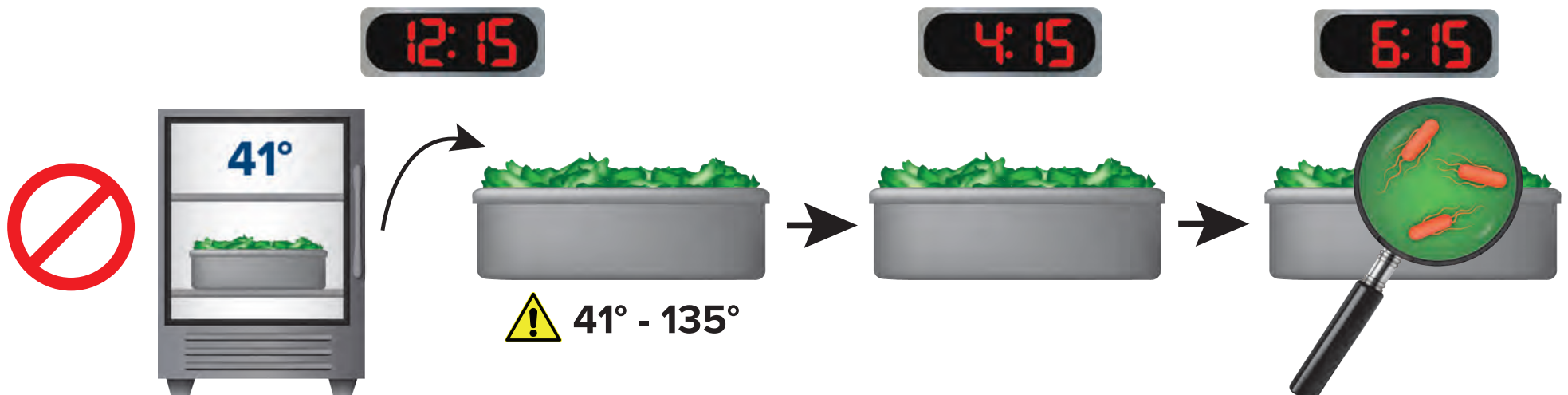
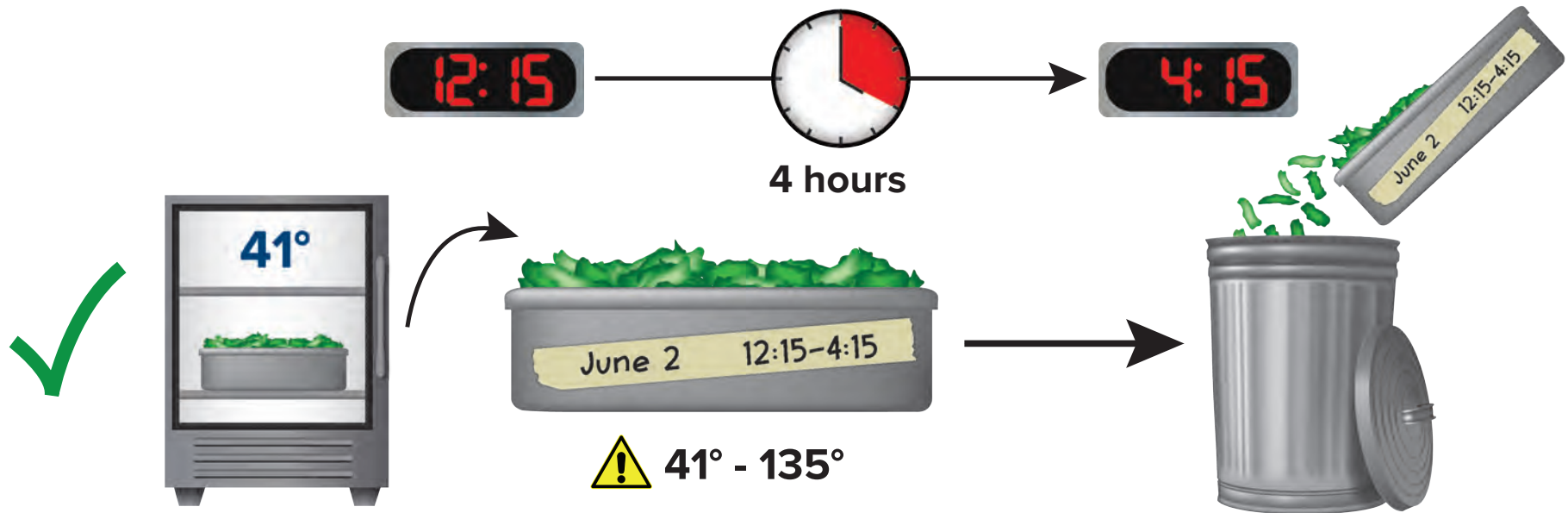
Hot holding equipment:

- Preheat to **135°F or hotter** before adding food.
- Do not use hot holding equipment to reheat food.

Reheat Food to 165° F Within 2 Hours



Time as a Control



Food Code Section 3-501.17

Ready-to-Eat, Time/Temperature Control for Safety Food, Date Marking

Section 3-501.17 specifies ready-to-eat, time/temperature control for safety (TCS) food prepared in a food establishment and held longer than a 24 hour period shall be marked to indicate the date or day by which the food is to be consumed on the premises, sold, or discarded when held at a temperature of 5°C (41°F) or less for a maximum of 7 days. These time/temperature parameters are intended to help control for growth of *Listeria monocytogenes*.

The FDA Food Code does not specify a particular date marking label, nor does it specify that the time the food was prepared be captured on the label. However, section 3-501.17 provides parameters to work within and allows for flexibility in creating a system that works for each food establishment. An establishment can choose to be as precise as needed in date marking as long as the parameters set forth within section 3-501.17 are met. A date marking system may use calendar dates, days of the week, color-coded marks, or other effective means in order to comply with section 3-501.17. Examples of the date or day by which the food should be consumed, sold, or discarded based on the type of datemarking system used can be found below:

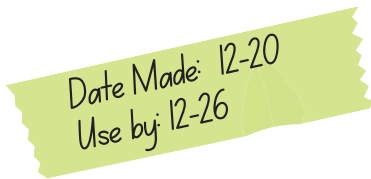
| | Sunday March 25 | Monday March 26 | Tuesday March 27 | Wednesday March 28 | Thursday March 29 | Friday March 30 | Saturday March 31 | Sunday April 1 |
|---|--------------------|--------------------|---------------------|-----------------------|----------------------|--------------------|---|--|
| Date Only | | | | | | | | |
| Food is labeled: March 31 | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Discard by midnight on Saturday, March 31 Day 7 | |
| Day Only | | | | | | | | |
| Food is labeled: Saturday | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Discard by midnight on Saturday Day 7 | |
| Date and Time | | | | | | | | |
| Food is labeled: April 1, 2018 10:00 pm | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Discard by 10pm on Sunday, April 1, 2018 Day 7 |

Date Marking Ready-to-Eat (RTE) and Potentially Hazardous Food

Goal: To reduce foodborne illness from *Listeria monocytogenes*

- Train all foodservice employees to use the same method for date marking and storage of foods: Refrigerate all RTE or potentially hazardous foods at 41 degrees F or below.
- Serve or Discard all RTE or potentially hazardous foods within 7 days of preparing or opening the food and storing in the refrigerator (day of preparing/opening food PLUS 6 days).
- Use a separate label for the date prepared, the date frozen, and the date thawed for foods that will be frozen and later thawed - multiple labels will appear on the food if food is prepared, refrigerated and frozen Determine the 7 day time period by including the date prepared and then refrigerated.
- Example: A lasagna that was cooked then properly cooled on 12/20/2019 can be stored in the refrigerator and consumed until 12/26/2019.

- Date Marking Label Examples:

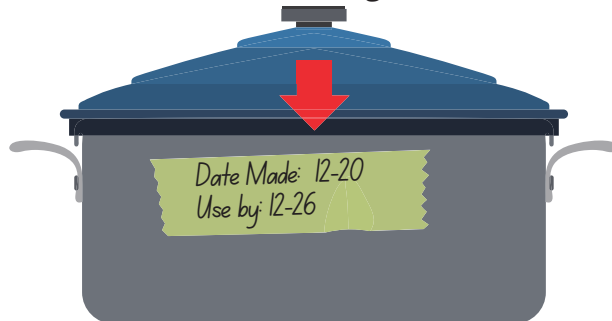


| | | | |
|--------|--------|----|----|
| Item | Intls: | | DN |
| Date | Time | AM | PM |
| Use By | Time | AM | PM |

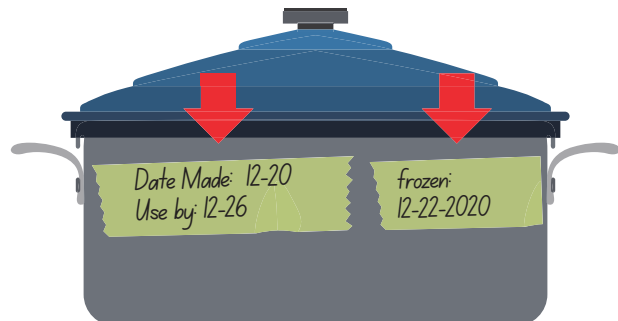
| | |
|----------------|---|
| WED | |
| Mardi Mercredi | |
| Item: | Q |
| Date: | |
| Use By: | |
| Temp: | |

| | | | |
|-----|-----|-----|-----|
| MON | TUE | WED | THU |
| FRI | SAT | SUN | |

**Beef Lasagna Cooked and Properly Cooled,
Stored in Refrigerator**

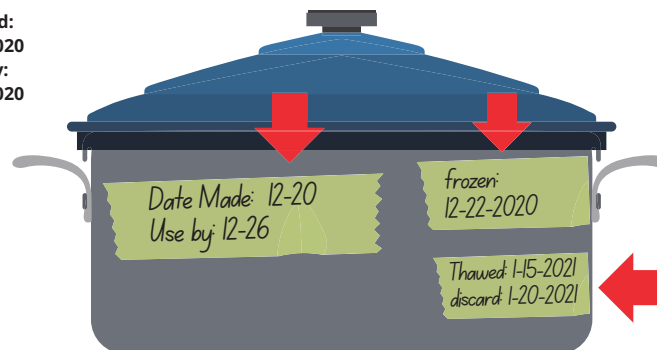


**Beef Lasagna Cooked, Cooled and
Frozen**



Beef Lasagna Pulled Out of Freezer and Thawed 01/15/2020

Thawed:
01/15/2020
Use By:
01/20/2020

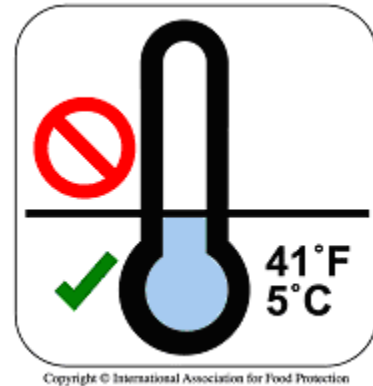


Note: Check foods stored in the refrigerator daily for date marking. Foods that are not date marked or exceed the 7-day time period shall be discarded.

Holding

Cold Holding

- Keep food at 41°F or colder at all times.
- Discard food that has been held between 41-135°F for longer than 4 hours.
- Cover foods to maintain temperature.



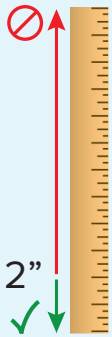
Hot Holding

- Keep food at 135°F or hotter.
- Preheat equipment to 135°F or hotter before adding food.
- Check food temperatures with a thermometer.
- Stir frequently to evenly distribute the temperature.



How to Cool Food

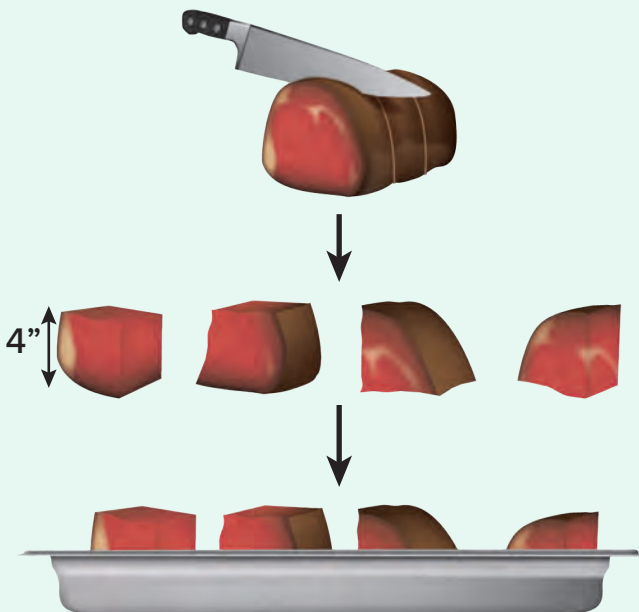
Food must be under 2 inches thick.



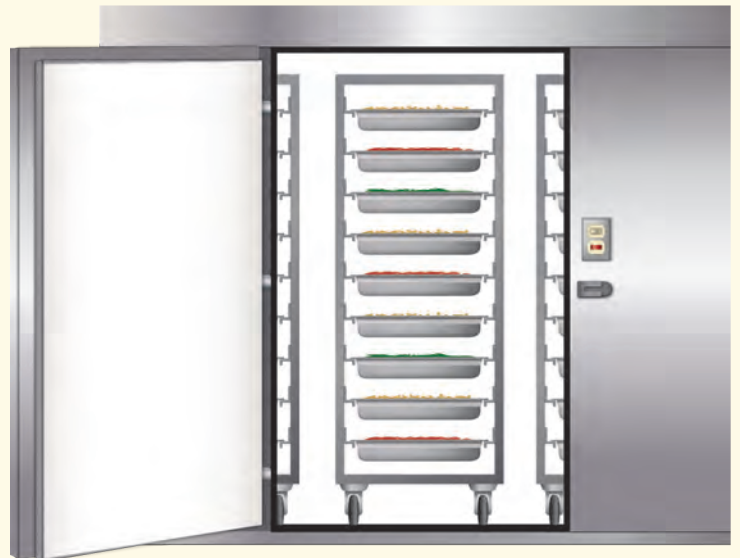
Do not cover food.



Cut meat into 4 inch pieces.



Cool food in a walk-in cooler.



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Cooling Hot Foods

Use a thermometer to check that foods are cooled:

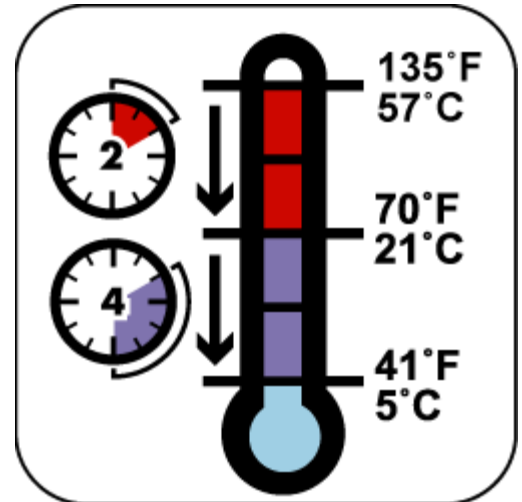
- From 135° F to 70° F within 2 hours; then –
- From 70° F to 41° F within 4 more hours.
- Pre-chill salad ingredients (such as tuna, mayonnaise, etc.) OR cool from room temperature to 41° F within 4 hours.

Methods:

Reduce the size of poultry, fish and meat roasts.

Shallow pans (soups, sauces, gravies, etc.):

1. Put a 2-inch layer of food in a shallow pan.
2. Do not cover.
3. Put the pan in the cooler where cold air can blow across it.
4. Stir to help release heat.
5. Cover the food after it has cooled.
6. Can also be used for small to medium sized pieces of meat.



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Ice bath:

1. Put the food container into an ice water bath.
2. Stir the food every 30 minutes - more often if possible.

Chilling wands or paddles (for large containers):

1. Place the clean, frozen wand in the food and stir.
2. May be used in combination with another rapid cooling method - such as ice bath, or pouring into shallow pans to finish.

Adding ice instead of water (soups, stews, etc.):

1. Add only half of the water before cooking.
2. After cooking, add the other half as ice.

2-Zone Cooling & Cooling from Room Temperature (RT)

Correct cooling is critical to control the growth of microbes in food. Improperly cooled foods will increase the number of spore-forming and toxin-producing microbes in the food.

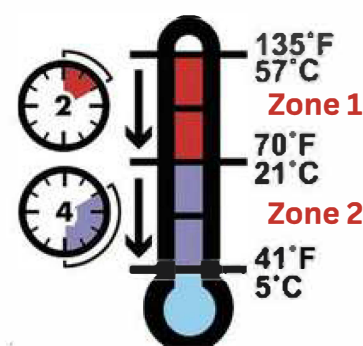
Time and Temperature Controlled for Safety Foods (TCS) must be cooled completely in a total of **6 hours**.*

AMC 16.60.140.A.2 (3.501.14.A)

Once foods reach **135°F**, they must cool to **70°F** within **2 hours (Zone 1)**. Foods then need to cool to **41°F** within an additional **4 hours (Zone 2)**.

AMC 16.60.140.A (3.501.14.A)

Checking temperatures during the cooling process, using accurate thermometers, is necessary to control the growth of spore-forming and toxin-producing micro-organisms.



Formulas for 2-Zone Cooling:

Zone 1 Formula:

$$135^{\circ}\text{F} - 70^{\circ}\text{F} = 65^{\circ}\text{F}$$

$$65^{\circ}\text{F} \div 120 \text{ minutes (2hrs)} = .54^{\circ}\text{F/min (BASE RATE)}$$

| FOOD | | TEMPERATURE | TIME |
|------------------------------|-----------|-------------|--------|
| Eggplant and Chicken Lasagna | 1ST TEMP. | 185°F | 3:45PM |
| | 2ND TEMP. | 167°F | 4:15PM |
| | | -18°F | 30 min |

$18^{\circ}\text{F} \div 30 \text{ minutes} = 0.60^{\circ}\text{F}$ drop per minute cooling rate. If greater than **.54°F**, cooling will meet requirements.

Zone 2 Formula:

$$70^{\circ}\text{F} - 41^{\circ}\text{F} = 29^{\circ}\text{F}$$

$$29^{\circ}\text{F} \div 240 \text{ mins (4hrs)} = .12^{\circ}\text{F/min (BASE RATE)}$$

| FOOD | | TEMPERATURE | TIME |
|------------------------------|-----------|-------------|--------|
| Eggplant and Chicken Lasagna | 1ST TEMP. | 113°F | 5:45PM |
| | 2ND TEMP. | 99°F | 6:15PM |
| | | -14°F | 30 min |

$14^{\circ}\text{F} \div 30 \text{ minutes} = 0.46^{\circ}\text{F}$ drop per minute cooling rate. If greater than **.12°F**, cooling will meet requirements.

CORRECTIVE ACTION

Foods may be reheated to **165°F** and the cooling process re-started using a different cooling method if the food has:

Cooled at or below **70°F** in **2 hours** or less; **and**

Cooled at or below **41°F** in **6 hours** or less.

DISCARD IMMEDIATELY IF FOOD IS:

- Above **70°F** and more than **2 hours** into the cooling process.
- Above **41°F** and more than **6 hours** into the cooling process.
- *Above **41°F** for more than **4 hours** when cooling from **RT**.

Formula to Cool from Room Temperature (RT):

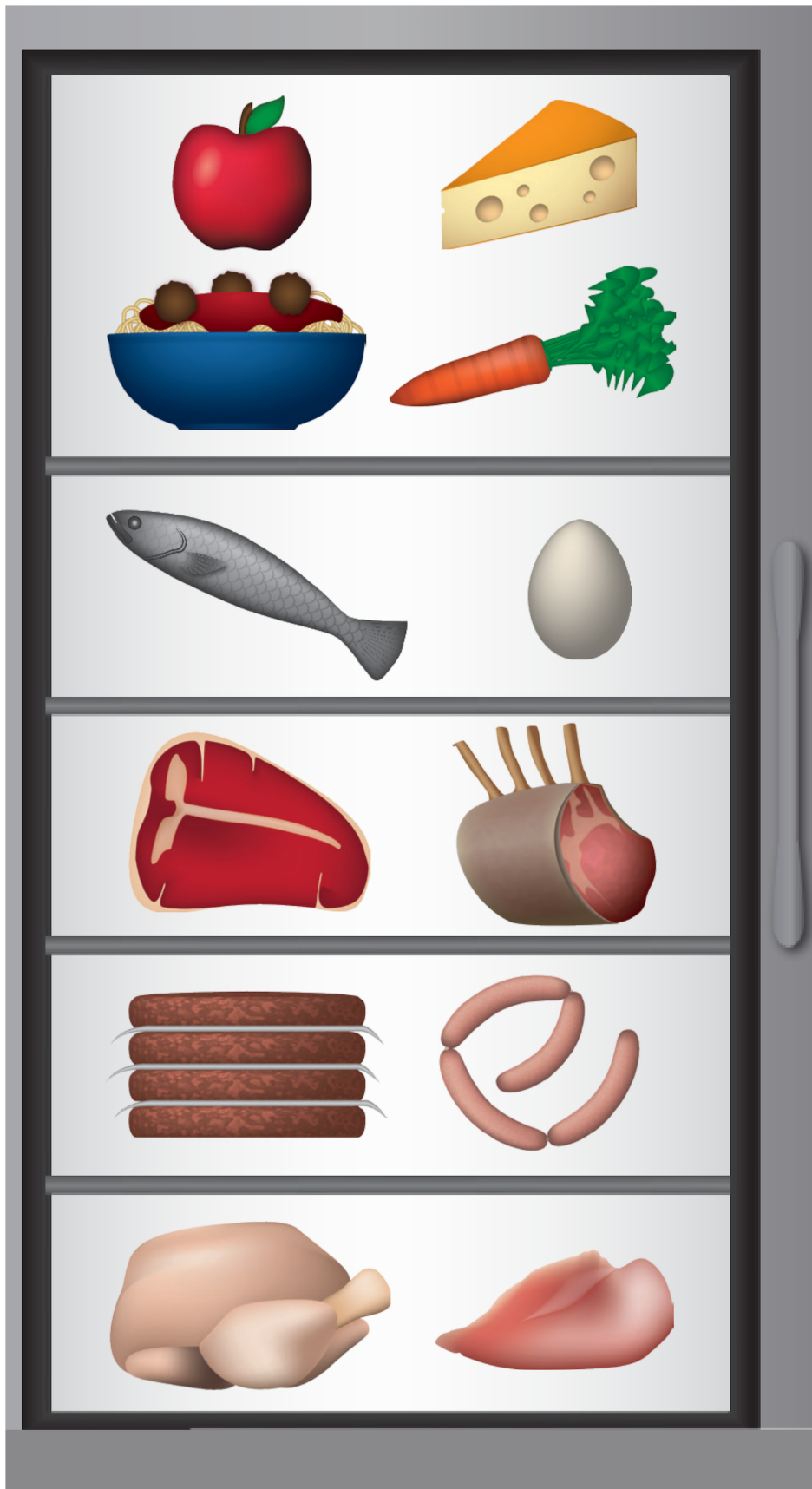
$$78^{\circ}\text{F (RT)} - 41^{\circ}\text{F} = 37^{\circ}\text{F}$$

$$37^{\circ}\text{F} \div 240 \text{ mins (4hrs)} = .15^{\circ}\text{F/min (BASE RATE)}$$

| FOOD | | TEMPERATURE | TIME |
|--------------------------|-----------|-------------|---------|
| Mediterranean Tuna Salad | 1ST TEMP. | 78°F | 9:45AM |
| | 2ND TEMP. | 69°F | 10:15AM |
| | | -9°F | 30 min |

*Cooling from **RT** must be completed in **4hrs. or less**.
AMC 16.60.140 (3.501.14.B)

$9^{\circ}\text{F} \div 30 \text{ minutes} = 0.3^{\circ}\text{F}$ drop per minute cooling rate. If greater than **.15°F**, cooling will meet requirements.



Ready to eat foods



Raw fish and eggs



Raw steaks, roasts,
and pork



Raw ground meat/
tenderized meat



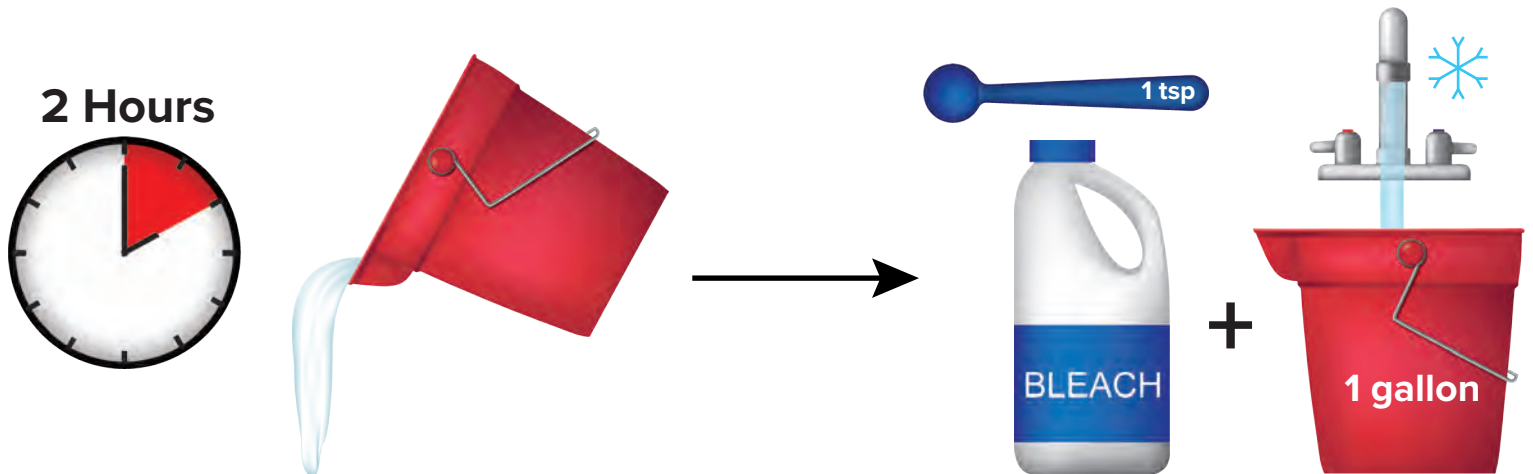
Raw poultry

Modified from 'Raw Over Ready'
by Tacoma-Pierce County Health
Department / CC BY-NC 4.0.



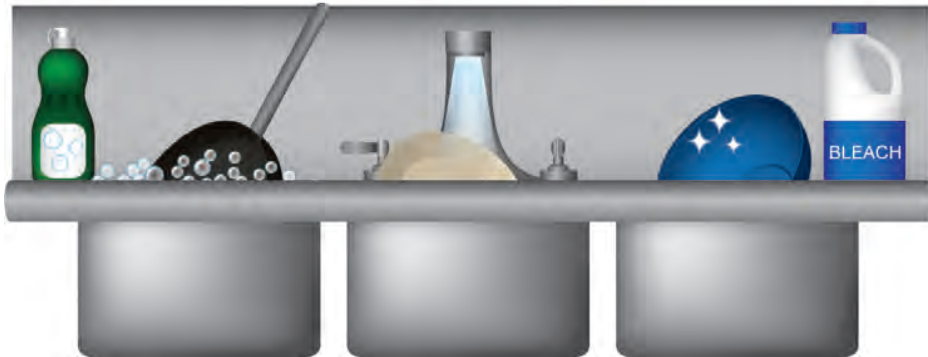
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How to Use Sanitizer



No food in three-compartment sink.

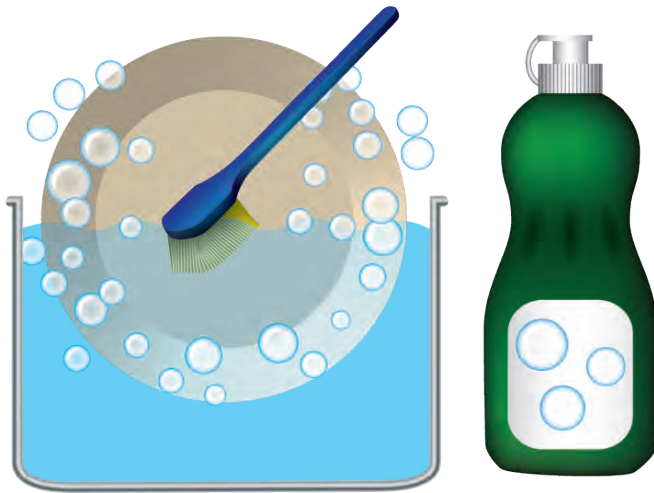
No dishes in food prep sink.



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Wash, Rinse, Sanitize and Air Dry All Food Contact Surfaces

1. Wash



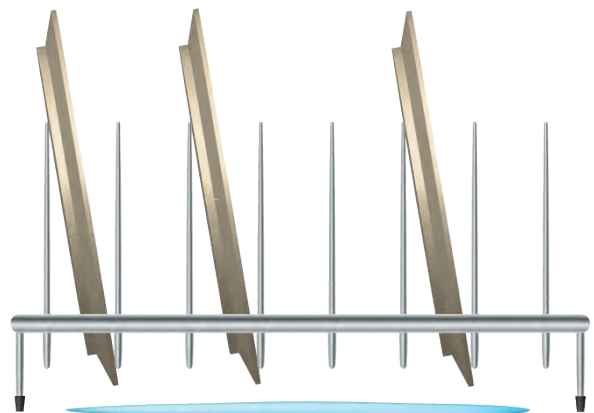
2. Rinse



3. Sanitize



4. Air dry



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Insect / Rodent Control

Follow these guidelines to keep your establishment free from insects, rodents and other pests.

- Eliminate all openings into your building where insects or rodents can enter, such as:
 - open doors
 - holes in outside walls



- Inspect products at receiving for insects or rodent damage.
- Store pesticides in their original packaging.
- Hire a Certified Pest Control Operator to apply pesticides if needed.
- Store pesticides separate from food, utensils, packaging material and food-contact surfaces.
- Apply pesticides only in accordance with the label.
- Do not allow pets or animals in the establishment.
- Fish aquariums, and service animals for the disabled are allowed in the customer areas only.