Plan Review
Food Service Operation/ Retail Food Establishment

TOLEDO-LUCAS COUNTY HEALTH DEPARTMENT
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Original Effective Date:	Review / Revision Date:	Environmental Health Procedure:
July 28, 2017		2017.07.054

Maintenance Steward: Supervisor(s) of the Food Safety Division

History: ☒ New ☐ Revised ☐ Archived

Organizational Scope:

☐ Full Agency ☐ Administration ☐ Community Services ☒ Environmental Health ☐ Health Services

Frequency of Review:

☐ Annually ☐ Biennially ☒ 5 Years ☒ As Needed ☐ Other:

Location:

G-Drive: G: → Users → Common → Policies & Procedures

Website: www.lucascountyhealth.com/employee-login/

Hardcopy: A manual with compilation of policies and SOP will be maintained and available by supervisor.

Archived Version(s): NA

Requisite Signatures

☒ Health Commissioner   *Date*   05 08 17

☒ Director of Environmental Health & Community Services   *Date*   7-28-2017

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I. Scope

This procedure applies to all Food Safety Sanitarians, specifically the plan reviewer, in the Environmental Health Division of the Toledo-Lucas County Health Department (TLCHD).

II. Purpose

The purpose of this procedure is to provide the plan reviewer and the food safety sanitarians with an outline of the requirements needed to conduct plan reviews of all new and extensively remodeled food service operations (FSOs) and retail food establishments (RFEs) within Lucas County.

III. Background

In accordance to the Ohio Administrative Code (OAC) Chapter 3701-21-03 and Chapter 901:3-4-07, "No person, firm, association, organization, or government operation shall construct, install, provide, equip, or extensively alter a food service operation until the facility layout and equipment specifications have been submitted to and approved in writing by the licensor. When the facility layout and equipment specifications have been submitted to the licensor, they shall be acted upon within thirty days after date of receipt. The licensor shall use the facility layout and equipment specification criteria set forth in the rules adopted pursuant to section 3717.05 of the Revised Code to approve or disapprove facility layout and equipment specification."

Any new food service operations and retail food establishments are required to submit a completed plan review application with a full set of plans and the applicable fee. A completed plan review application for a mobile FSO and RFE are also required to be submitted to the health department with a full set of plans but no fees can be charged for such plan review.

If an operation has closed for more than six (6) months, extensively change their menu, or are in the process of a transfer of ownership, a plan review may also be required.

IV. Procedure

A. Receipt of Plans:

1. Clerks receives plans and application;

2. Plans and applications are date stamped;

3. Clerks collect fees, enter the information into Healthspace (If resubmittal, enter information onto plan review log sheet);

4. File is made and provided to the plan reviewer;

5. If assistance is needed to determine the proper fee for submittal with the plan review application, contact the assigned Sanitarian of the Day;

   - The only thing the assigned sanitarian of the day will need to do is determine the risk category of the proposed FSO/RFE. They are not required to review the entire set of plans with the applicant.

6. The clerk will send a courtesy email to both the plan reviewer and the sanitarian whose district the pending FSO/RFE will be located;

7. Calendar Legend:
   - New Appointment – Yellow (Clerk's entry)
   - Blocked off times- Purple
   - Pre-License Appointments (Out of Office) – Green
   - In-House meetings, office times, etc. – Red

B. Appointments:

1. Appointments are made on Plan Reviewer's gmail calendar

2. Log the appointment for a one hour time slot

3. Change the color of the appointment to YELLOW in the calendar.

C. Sanitarian:

1. As plans come in for a new FSO/RFE, the sanitarian whose district that the pending operation will be located will be notified via email from the clerk;

2. The sanitarian should contact the plan reviewer to set up a time to do the cursory review of the plans. All correspondence regarding plans coming in should be done via email;

3. If the sanitarian receives an email and the pending operation is not located in their district, email the plan reviewer, the clerk, and the correct sanitarian to inform them of the

correction. The correct sanitarian should then contact the plan reviewer to conduct reviews of the plans;

4. The sanitarian should handle all communication with the plan reviewer via email;

5. If a disapproval letter is needed, it will be done at this time;

6. This process should be completed in a timely manner (within a week of receipt if possible).

D. Plan Reviewer:

1. Once plans are submitted, they must be reviewed and acted on within 30 days.

2. All plans should be reviewed in accordance to the Ohio Administrative Code (OAC) 3701-21; 901:3-4; and the Ohio Uniform Food safety Code (OAC 3717-1).

V   Maintenance

A. Review

1. The Plan Review SOP is to be reviewed every five (5) years to ensure compliance with both agency and accreditation standards.

2. If Sections of the Ohio Administrative Code (OAC) Chapter 3701-21-03 and Chapter 901:3-4-07are revised, the Plan Review SOP will be reviewed and modified to comply with any required changes.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.

2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change
(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By