



Waukesha County Department of Parks and Land Use
 Division of Environmental Health
 515 W Moreland Blvd., Room AC260 Waukesha, WI 53188
 Phone: 262-896-8300 Fax: 896-8298 Email: eh@waukeshacounty.gov

Retail Food Plan of Operation

Establishment Information:	
Name of Establishment:	Primary Contact:
Street Address:	Phone:
City/State/Zip:	Email:
Individual or Corporate Name:	Additional Contact:
Mailing Address:	Phone:
City/State/Zip:	Email:
Website:	

Water Supply

- Public
- Private

Sewage

- Public
- Private

Date of Planned Opening: _____

Estimated number of seats: Indoor: _____ Outdoor: _____

- Please submit a copy of your proposed **menu** or food you will be selling/serving.
- **Provide a brief description of the type of food business:**

Type of Establishment (check all that apply)	
<input type="checkbox"/> Full-Service Restaurant	<input type="checkbox"/> Coffee Shop
<input type="checkbox"/> Fast Food	<input type="checkbox"/> Catering Operation
<input type="checkbox"/> Deli	<input type="checkbox"/> Concession
<input type="checkbox"/> Market (Grocery)	<input type="checkbox"/> Meat Market
<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Manufacturer with Retail Sales
<input type="checkbox"/> Senior Dining	<input type="checkbox"/> School Food Program
<input type="checkbox"/> Bar	<input type="checkbox"/> Other:

Will you be serving food to any of the following Highly Susceptible Populations:

- Daycare Facilities
- Health Care Facilities
- Nursing Homes/Assisted Living
- Schools (with Preschool or Kindergarten aged children)
- None of the Above

Are you planning any off-site sale of your product?

- Yes
- No

If yes, then select all types that apply (note: these may require additional licenses):

- Special Events (farmers markets, flea markets, festivals, etc.)
- Mobile Food Truck
- Mobile Pushcart
- Wholesale (approximately what % of your total sales? _____)

Food Safety Training

Do you have a current Certified Food Safety Manager that is involved with the establishment as required? *

- Yes
- No

Do you have an employee illness policy that includes an employee reporting agreement and an exclusions and restrictions policy. *

- Yes
- No

Do you have diarrhea and vomiting cleanup procedures and materials? *

- Yes
- No

Approved Food Source

All food must be obtained from approved sources that comply with applicable food and labeling laws. Are all your proposed suppliers USDA or FDA licensed and inspected, or comply with applicable laws? (Please reach out to your inspector for help):

- Yes
- No
- Haven't selected suppliers.

Food Handling Practices

Which of the following will you be handling or cooking from raw?

- Fish, seafood, shellfish
- Meat (Beef, pork, poultry)
- Eggs
- Other
- None of the above

Will you be offering any food items raw or undercooked? (i.e. undercooked burgers, seared tuna, house made Caesar dressing)

- Yes
- No

How do you plan to thaw? (select all that apply):

- Not Applicable (no foods will be thawed)
- Under refrigeration
- As part of the cooking process
- Microwave
- Under cool running water
- Other: _____

How do you plan to rapidly cool foods from 135°F to 70°F within 2 hours and from 135°F to 41°F within 6 hours (select all that apply):

- Not Applicable (no foods will be cooled)
- In the refrigerator
- In shallow metal pans
- Cut or divide into smaller portions.
- Uncovered
- In the freezer
- Using ice wands and an ice bath (up to the level of the food product)
- Adding ice instead of water as an ingredient at the end
- In a blast chiller
- Other: _____

How do you plan to rapidly heat or reheat foods intending to be held hot to 165°F or greater within 2 hours (select all that apply):

- Not Applicable (no foods will be reheated)
- On the stove top
- In the microwave, stirring occasionally to ensure a uniform temperature.
- In a steam table unit that is designed to cook at high temperatures, stirring frequently.
- In an oven or steamer unit
- Other: _____

How will bare hand contact with ready-to-eat foods be prevented during preparation? *

- Gloves
- Utensils
- Deli paper
- Other: _____

Do you plan to conduct any of the following Special Processes or items that require approval? (select all that apply): *

- Reduced Oxygen Packaging (such as vacuum packaging, sous vide, or cook-chill (hot filling bags)
- Operating a molluscan life shellfish support system display tank (oysters, clams, mussels, scallops)
- Sprouting seeds or beans
- Using food additives or adding components such as vinegar as a method of food preservation. Acidifying or fermenting for preservation (such as making yogurt, canning, making sushi rice to leave out of temperature control), pickling, or fermenting (i.e. making kimchi)
- Smoking, or curing food as a method of preservation rather than as a method of flavor enhancement.
- Custom processing of animals that are for personal use as food.
- Non-Continuous Cooking (partially cooking a raw animal food, cooling it, then finishing cooking prior to service)
- Time as a Public Health Control (using time without temperature control for holding food)
- None of the above

*** For additional resources, signs, logs, and more information, go to:**

State of Wisconsin Food Code Fact Sheets

https://datcp.wi.gov/Pages/Programs_Services/FoodCodeFactSheets.aspx, or

Contact your inspector at Waukesha County Environmental Health at: (262) 896-8300

Signature: _____ Date: _____

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