Joplin Health Department
321 E 4th Street
Joplin, MO 64801
417-623-6122
417-624-6453 (Fax)

Food Establishment
Plan Review Guide

New or Remodeled Food Facilities:

Any operations that will involve construction must consult with the City of Joplin's Building Department to determine what the requirements will be for obtaining a building permit prior to any construction taking place. 8-201.11 of the Joplin Food Code requires permit applicants or permit holders to submit plans for review prior to conducting any construction or remodeling activities for a food establishment.

A predevelopment meeting can be scheduled to discuss the scope of the project with multiple City departments (Building, Fire, Health, Planning/Zoning, Engineering). The Building Department can be reached at (417) 624-0820 ext. 1509 to schedule a predevelopment meeting.

Architectural plans will be submitted to the City's Building Department, who will then provide the Health Department a copy of the plans for review. The Health Department will review the plans and input any comments or deficiencies into the plan review software utilized by the Building Department.

Joplin Departments of Interest:

- Finance: 417-624-0820, ext. 1242
- Building: 417-624-0820, ext. 1521
- Planning and Zoning: 417-624-0820, ext. 1542
- Fire: 417-623-0403
- Liquor Control, Police (if needed): 417-623-3131, ext. 1449 or 1432
- Health Department: 417-623-6122

Required Content and Format of Plans and Specifications:

Plans must comply with the Joplin Building Department plan submission policy. Contact the Building Department for assistance with this if needed. If the Building Department does not require plans, the Health Department will still require them. The plans must be professionally drawn or to a scale of ¼ inch equals one foot on 11 x 14 paper with details included as specified below:

- The location of all food equipment must be clearly shown. Each piece of equipment must be clearly labeled on the plan with the common name of the equipment. Submit drawings of self-service hot and cold holding units with sneeze guards. Include location of dumpsters in drawings. Equipment shall be designed and constructed to be durable and easily cleanable such as ANSI certified equipment.
- Label and locate all sinks and toilet fixtures throughout the facility.
- Include and provide specifications for:
    - Entrances, exits, loading docks;

  - Complete finish schedules for each room including floors, walls, ceilings and coved juncture bases;
  - Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste water lines, hot water generating equipment with capacity, backflow prevention, and wastewater line connections;
  - Lighting schedule with protectors: Lighting must be adequate as specified by code;
  - Location for storing toxic chemicals;
  - Dressing rooms, locker areas, employee rest areas;
- Include a proposed menu including seasonal, off-site and banquet menus.
- Include manufacturer specification sheets for each piece of equipment shown if available.

Health Permits:

All food establishments must acquire a health permit prior to vending food to consumers. The following are the general steps to take to acquire a health permit:

1. Apply for a health permit and a business license at the City's Finance Department
2. Schedule preopening inspections with appropriate departments:
   - Health - (417) 623-6122
   - Fire – (417) 623-0403
   - Building – (417) 624-0820
3. The Health Department preopening inspection will verify that construction and remodeling of the food facility has been completed and meets the requirements of the Joplin Food Code.
4. After preopening inspections have been passed, pay permit fees, and acquire printed health permit and business license at the Finance Department.

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- **Note:** The following identifies many of the most relevant code sections of the Joplin Food Code for the construction and operation of food establishments. Please note that this list is not intended to be comprehensive. A copy of the Joplin Food Code can be found on the Health Department's web site.

Food Establishment Design Guidelines

3-305.11 Food shall be protected from contamination by storing the food:
- in a clean, dry location
- where it is not exposed to splash, dust, or other contamination
- at least 6 inches above the floor

3-305.12 Prohibited storage areas include:
- locker rooms
- toilet rooms
- dressing rooms
- garbage rooms
- mechanical rooms
- under sewer lines that are not shielded
- under leaking water lines, including auto fire sprinkler heads or under lines on which water has condensed
- under open stairwells
- under other sources of contamination

3-306.11 Food on display shall be protected from contamination by the use of packaging, counter, service line, or salad bar food guards, display cases, or other effective means.

4.101.11 Material construction for utensils and food-contact surfaces of equipment shall be a safe, durable, smooth and easily cleanable material.

4-204.112 A temperature measuring device shall be located in all refrigerated or hot food storage units. The measuring device shall be located to allow easy viewing, easily readable, and shall have a numerical scale in increments no greater than 1°C or 2°F in the intended range.

4-204.113 A warewashing machine, if used, shall be provided with a data plate affixed to the machine indicating the operating specifications for temperatures of washing, rinsing, and sanitizing. Specifications for pressure at fresh water sanitizing rinse must also be included on machine.

4-204.115 A warewashing machine shall be equipped with a temperature measuring device for each wash and rinse tank.
4-204.117 A warewashing machine that uses a chemical for sanitization installed after August 1, 2000 shall be equipped with a sanitizer level indicator.

4-204.118 Warewashing machines that provide a fresh hot water sanitizing rinse shall be equipped with a flow measuring device up stream at the fresh hot water sanitizing rinse control valve.

4-301.11 Equipment for cooling and heating food, and holding cold and hot food, shall be sufficient in

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number and capacity to provide proper food temperatures.

4-301.12 A manual warewashing machine shall have at least 3 compartments to provide for wash-rinse- sanitize, sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils, drainboards, utensil racks or tables must be large enough to accommodate all soiled and cleaned items.

4-302.12 A food temperature measuring device shall be provided and accessible. The measuring device shall be accurate to +/- 1°C or +/- 2°F as stated in 4-203.11.

4-302.14 Sanitizing solutions, testing devices shall be provided (test strips)

4-402.11 Fixed equipment spacing shall be spaced to allow for cleaning or seal to adjoining equipment, floors, or walls.

4-501.11 Equipment shall be maintained in a state of good repair and proper adjustment.

4-502.11 Utensils shall be maintained in proper repair or condition as specified in section 4-1. Food temperature measuring devices shall be calibrated as necessary to ensure their accuracy and maintained in good repair.

5-101.11 Drinking water shall be from an approved source that is a public water system or a non-public water system that is operation according to the law.

5-103 Water shall be provided to all fixtures and equipment as required. There shall be sufficient capacity for both cold and hot to meet peak water demands throughout the food establishment.

5-201.11 All plumbing shall be constructed and repaired according to law.

5-203.11 Handwashing facilities shall be provided. Facilities shall be located to allow convenient use by employees in food preparation, food dispensing, warewashing and in/or immediately adjacent to toilet rooms (5-204-11). The handwashing lavatory shall be equipped with water at a temperature of at least 100°F through a mixing valve or combination faucet (5-202.12). Each handwashing lavatory shall have hand cleanser, hand drying provision, handwashing signage, and a waste receptacle shall be provided for disposable towels (6-301).

5-203.12 At least one (l) toilet and not fewer than the toilets required by law shall be required. Refer to Section 404 of the 2006 International Plumbing Code for requirements. For questions, contact the Joplin Building Department. Toilet rooms shall be completely enclosed and provided with a tight-fitting, self-closing door (6-202.14). Toilet rooms used by females shall have a covered trashcan or a sanitary napkin receptacle in each room (5-501.17) and be equipped with mechanical ventilation (6-304.11).

5-203.13 At least one (1) conveniently located mop sink with hot and cold running water shall be provided. Mop and broom hangers shall be installed (6-501.16).

5-203.14 A plumbing system shall be installed to preclude the backflow of a solid, liquid, or gas contaminant into the water supply at each point of use. Examples of backflow protection would include a hose bibb, air gap, or an indirect drain. 5-402.11 of the Food Code and Section 803.1.1 of the

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International Plumbing Code requires an indirect drain line on all equipment and fixtures used for the storage, preparation, or handling of food. A dishwashing machine does not require an indirect drain line if plumbed correctly according to International Plumbing Code.

5-501.11 Outdoor refuse area must be constructed of a nonabsorbent material, sloped and curbed to drain to dispose of liquid waste (6-202.110). Outdoor receptacle must have drain plug and have tight fitting lid.

6-201.11 Floors, walls, and ceilings shall be designed, constructed, and installed so they are smooth and easily cleanable.

6-201.12 Utility service lines and pipes may not be unnecessarily exposed. If exposed, they shall be installed so as not to obstruct or prevent cleaning of the floors, walls, or ceilings.

6-201.13 Floor-wall junctions shall be coved. If water flush cleaning method is used, the floor shall be provided with drains and be graded to drain. The wall-floor juncture shall be coved and sealed.

6-201.14 Carpeting or similar material not allowed in food prep areas, food storage areas, toilet room areas, or where floor is subject to moisture.

6-202.11 Light bulbs shall be shielded, coated, or otherwise shatter resistant in areas where exposed to food, clean equipment, utensils, and linens, or unwrapped single-service and single-use articles.

6-202.15 All other openings shall be protected against entry of insects and rodents by self-closing, tight-fitting doors, closed tight-fitting windows, filling or closing holes, gaps in walls, floors, or ceilings, screens, air curtains, or other effective means.

6-202.111 A private home shall not be used for conducting food establishment operation.

6-202-112 A living or sleeping area located on the premises of a food establishment shall be separated from rooms and areas used for food establishments by a complete partition and solid self-closing doors.

6-304.11 Mechanical ventilation shall be provided of sufficient capacity to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes.
6-304.11 Exhaust hood systems in food preparation areas and warewashing areas shall be designed to prevent grease, or condensation from draining or dripping onto food or food contact articles. For specifications, see section 609 for hoods and section 904 for fire suppression systems of the 2006 International Fire Code. Contact the Joplin Fire Department to discuss specific requirements.

6-305.11 Dressing rooms or dressing areas shall be designated for employees if, routine clothes changing occurs. Lockers or other suitable facilities shall be provided for employees personal belongings.

6-403.11 Area designated for employees to eat, drink, use tobacco shall be located so that food, equipment, linens and single service and single use articles are protected from contamination.

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7.201-11 Poisonous or toxic items shall be stored in an area so that they cannot contaminate food, equipment, or food contact articles.

Food Establishment Operational Guidelines

2-102.11 The Person In Charge (PIC) shall be able to demonstrate knowledge of foodborne disease prevention, HACCP, and requirements of the Joplin Food Code. A PIC shall be present during all hours of operation (2-101.11).

2-201.11 The Person In Charge (PIC) shall require applicants and food employees to report information about their health and activities as they relate to diseases that are transmissible through food. This is to be understood at the time of job application.

2-201.12 and 2-201.13 The Person In Charge (PIC) shall exclude or restrict an employee based on the information given by the employee as discussed above in 2-201.11.

2-301.14 – 2-403.11 An employee shall wash hands prior to engaging in food preparation or handling equipment, utensils or prior to use of gloves. Water for handwashing must be at least 100ºF. No artificial nails or fingernail polish are allowed during food preparation unless intact gloves are worn. A plain wedding band is the only jewelry allowed on arms or hands while preparing food. Employees are allowed to drink in food preparation areas if the beverage containers have lids and the container is used in a manner that will not contaminate hands, container, equipment, utensils, or exposed food. Hair restraints of some type must be used except for some non-food preparation duties such as hostesses, wait staff or where duties pose a minimal risk of contaminating food, equipment, or utensils.

3-201.11 Food shall be obtained from sources that comply with all laws; relating to food, food labeling, and marketing. For special circumstances, consult the Joplin Food Code. No home canned or home prepared items permitted.

3-202.11 Refrigerated potentially hazardous food shall be at a temperature of 41°F or below when received except for a few special distinct laws that govern milk, shellfish, shell eggs, etc. Hot potentially hazardous foods shall be received at 135ºF.
3-202.15 Food packages shall be in good condition and protect the integrity of the contents.

3-301.11 Employees may not contact exposed, ready-to-eat food with their bare hands and shall use a suitable utensil such as tongs, deli tissue, spatulas, single use gloves or dispensing equipment.
3-301.12 A food employee shall not use a utensil more than once to taste food that is to be sold or served.

3-302.11 Raw animal foods shall be protected from cross contamination by separating species during storage, preparation, holding and display form even in freezer packing, covered containers, or wrapping can meet these requirements.

3-302.12 Food storage containers shall be identified with common name of food after removal from the original container.

3-304.12 Dispensing utensils storage during pauses in preparation or dispensing may be in the food

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with their handles above the top of the food and container, on a clean portion of the food preparation table or cooking equipment as long as contact surface and utensils are cleaned and sanitized at an interval in accordance with 4-602.11 of the Code (maximum of 4 hours above 55ºF), in clean running water, or in a container of water at 135ºF or greater. If the food is not potentially hazardous the utensil may be stored inside the container provided the container has a closed lid and the handle is stored out of the product or in a clean, protected area.

3-304.14 Wiping cloths shall be stored in sanitizer water at the proper concentration when not in use. Wiping cloths used for raw animal foods shall be kept separate and in separate sanitizer buckets from cloths used for any other purpose.

3-304.15 Single use gloves shall be used for only one task and discarded when they become soiled, damaged or when gaps in time occur during food processing operations.

3-304.16 Tableware and single service items soiled by the customer may not be used for refills.

3-304.17 Take home containers returned to a food establishment may not be refilled with a potentially hazardous food.

3-305.11 Food shall be stored at least 6″ above floor in a clean, dry location.

3-306.11 Food on display, except for nuts still in the shell and raw fruits and vegetables, shall be protected from contamination by use of packaging, food guards, display cases, or other effective means.

3-306.13 Raw, unpackaged animal food may not be offered for consumer self-service. Consumer self-service operations shall be provided with suitable dispensing utensils that protect the food for contamination. Trained employees shall monitor self-service operations such as salad bars and buffets.

3-401.11 Raw animal foods shall be cooked to heat all parts of the food to 145°F or above for 15 seconds, except for the following: comminuted (ground and reformed) and injected meats must be heated to 155°F; poultry and stuffed meats must be heated to 165°F. Fruits and vegetables that are cooked for hot holding shall be cooked to a temperature of 135ºF or above.

3-401.12 Food cooked with a microwave has to be rotated or stirred, covered, heated to 165°F throughout, and allowed to stand uncovered for two minutes after cooking.
3-403.10 Cooked and refrigerated food that is prepared for immediate service in response to an order, such as roast beef Au Jus, may be served at any temperature.

3-403.11 Potentially hazardous food that is cooked, cooled, and reheated for hot holding shall be reheated to 165°F throughout within two hours. Ready to eat food taken from intact packaging, produced at a commercial processing plant shall be heated to a temperature of at least 135°F for hot holding within two hours.

3-501.11 Stored frozen foods shall be maintained frozen.

3-501.13 Potentially hazardous foods shall be thawed by the following methods: under refrigeration at 41ºF, completely submerged under running water at 70ºF or less with sufficient velocity to agitate and

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float off loose particles in an overflow providing that the thawed portions are not above 41ºF for greater than 4 hours, as part of the cooking process, or in a microwave if transferred immediately to cooking process.

3-501.14 Cooked potentially hazardous food shall be cooled to 70ºF in 2 hours and down to 41ºF or less within 4 hours. PHF prepared from ingredients at room temperature such as powered gravy or canned tuna shall be cooled to 41ºF or less within 4 hours.

3-501.16 Potentially hazardous food shall be held at 135ºF or greater for hot holding and 41ºF or less for cold holding. If refrigeration unit is found to exceed 45ºF for three consecutive inspections the unit shall be brought into compliance or replaced.

3-501.17 Refrigerated, ready-to-eat PHFs, if held for more than 24 hours, shall be clearly marked at the time of preparation to indicate the time the food shall be consumed which is, including the day of preparation:

- Food held at 41ºF or less may be held a maximum of 7 days.
- When a PHF is frozen the food shall be marked to indicate the length of time that the food is held refrigerated before freezing. When the food is thawed, the product must be marked as to the remaining time the food can be stored using the above time-temperature specifications or 24 hours which ever is less. The day of preparation shall be included.

3-501.18 Ready-to-eat, Potentially Hazardous Foods shall be discarded:

- after the holding period has been exceeded
- if the container or package does not have a date mark

3-501.19 Time can be used as a public health control instead of temperature if foods are labeled with appropriate removal time for action or destruction. Contact JHD for more details.

3-601-12 Food shall be offered in a way that does not mislead consumers such as the use of food or color additives, colored overwraps, or lights.

3-603.11 If a raw or undercooked animal food is offered in a ready to eat form, the operator shall inform the consumer that the food has not been processed to eliminate pathogens.

3-701.11 A food that is unsafe, adulterated, or not honestly presented shall be reconditioned or discarded. Food that is not from an approved source, has been contaminated by a restricted or excluded employee, or contaminated by bare hand contact, bodily discharges, or other means by employees, consumers, or other means shall also be discarded.

3-801.11 Special food and re-service restrictions apply to food establishments that serve a susceptible population such as the substitution of pasteurized eggs for raw in certain preparations, the service of raw or partially cooked animal foods, raw seed sprouts, and re-service of unopened original packaged.

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