

"Start Smart" Package

Guidelines for Food Premises

Guidelines and information in this package:

- Introduction
- Link to E-copy file of Ontario Regulations 493 RRO., 1990 for Food Premises
- Suggested Equipment and Construction Guidelines
- Important Contacts
- Notice of Intent to Operate a Food Premises
- Information on the Safe Food Handling Course



Contact Lambton Public Health if you require this information in an alternative format.

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"Start Smart" Package for Food Premises

This information package has everything you will need to receive approval from the County of Lambton, Lambton Public Health for your proposed food premises. It is important to read **all** information and complete the application to make sure your opening runs smoothly and is on schedule.

Inside you will find the following:

1. Suggested Equipment and Construction Guidelines
2. Important Contacts
3. Notice of Intent to Operate a Food Premises
4. Information on the safe food handling course

Full text of the Ontario Regulation 493 R.R.O., 1990 for Food Premises is available online at <https://www.ontario.ca/laws/regulation/170493>.

To aid the approval process, include a detailed blueprint/scale drawing of the proposed floor plan for your food premises with the application. The drawing should include the following details:

- Location of all food preparation and food storage areas
- Location of all refrigeration and freezer units
- Location of washrooms
- Location of hand sinks, food preparation sink(s), and dishwashing sinks
- Indicate finishing materials for floors, walls, ceilings and food contact surfaces

The listed requirements are for Lambton Public Health approval **only**. Other regulatory agencies and departments will require action from you.

Forward information to Lambton Public Health before construction begins to make sure all requirements are met. A two-week notice is required to arrange a pre-opening inspection.

Information about the Food Handler Certification Program is also included. We encourage you to become a certified food handler to help make your new kitchen a safe kitchen.

If you have any questions or concerns with your proposal call Lambton Public Health at 519-383-8331 or toll free 1-800-667-1839.

Suggested Equipment & Construction Materials for Food Premises

All food premises in Ontario **must** comply with the Ontario Food Premises Regulation. Use the following information as a guideline to obtain approval for your proposed food premises.

Note: Before a food premises in Lambton County can be constructed or renovated, County of Lambton, Lambton Public Health **must** be notified. Contact a public health inspector, before starting construction, to ensure you have met all requirements related to the regulation. This is **not** a complete list, and all materials and equipment must be assessed on their own merit.

1) Floors

Floors coverings must be tight, smooth and non-absorbent.

Examples include:

- (A) Mechanically, steel-trowelled concrete with a hardener and a sealer applied to provide a tight, smooth and non-absorbent finish.
- (B) Commercial-grade vinyl floor coverings that cover the floor wall-to-wall.
- (C) Quarry tiles grouted to the same level as the tiles to create a smooth surface.

Floors should be coved in the corners and extend up to the wall a minimum of 15 cm (6 inches). Baseboards or mouldings can take the place of coving.

Carpeting is allowed in dining areas only, but is not recommended.

2) Walls

Walls must be built so they are easy-to-clean and maintain. In areas of high water use, (i.e. dishwashing areas) an easy-to-clean, waterproof backsplash should be installed, such as stainless steel or ceramic tile. Walls in the cooking area should be treated the same.

In order for walls to be readily cleaned and maintained in a sanitary condition, good quality paint, such as high-gloss, semi-gloss latex, or enamel paint is recommended. Paint used in food preparation areas, and walk-in refrigerators/freezers, should be white in colour, stand up to scrubbing and have mould and fungi inhibitors.

3) Ceilings

Painted drywall is recommended. If suspended ceilings are used, the tiles must be smooth and easily cleanable. Provide a sample of the tile prior to approval.

Ceiling tiles must be kept clean and replaced when broken. Where a decorated ceiling (i.e. wine glass holder at the bar) is installed, the original ceiling above must be smooth and painted.

4) **Pipes and Wires**

Plumbing pipes, electrical wires, and electrical panels must be enclosed to permit easy cleaning.

5) **Lighting**

Ensure enough bright light in the kitchen, preparation and storage areas to permit easy cleaning. Lighting in the food preparation area must meet the Ontario Building Code requirements enforced by the local building department.

All lighting fixtures should be covered and secured tightly to the ceilings to assist cleaning. Ensure there are shatter-proof coverings on all lights over food preparation and food storage areas.

6) **Sinks**

A separate hand sink(s) must be conveniently located in each food preparation area. The hand sink is to be used for hand washing purposes **only** and must be supplied with hot and cold running water, paper towel in a dispenser and liquid soap in a dispenser. The hand basin should be 3 inches away from food contact areas and food preparation sinks. A splash guard may be used if space is limited.

In bar areas, a hand basin, located in the cocktail unit or counter, must be located a proper distance from the ice and drink ingredient sink.

A 3-compartment sink is required for cleaning and sanitizing multi-use utensils and dishware using the 3-sink method. Dishwashing sinks must be large enough to easily contain the utensils or equipment being cleaned. A 2-compartment sink may be used in food premises where only single-service utensils and dishes are provided for the service and sale of food. A 2-compartment sink may also be acceptable if an approved commercial dishwasher is provided in the food premises.

Dishwashing sinks are to be used for no other purpose than dishwashing. If fruits, vegetables, etc. are to be cleaned in the premises, there must be a separate sink(s) for this purpose.

A separate janitor's sink is recommended for disposal of cleaning wastes. If a hose is used in connection with any sink, ensure a back flow preventer is installed to prevent the possible contamination of the potable water supply.

EQUIPMENT

Any article or piece of equipment that is used for the manufacture, distribution, sale or offering of sale, preparation, processing, handling, transportation, storage or display of food shall be tightly constructed, kept in good repair, and made of such shape and material that it can be readily cleaned and sanitized.

- 1) **Shelving** – Stainless steel or pre-finished shelves are recommended for dry food storage area. Properly sealed, wood shelves are satisfactory. Ensure shelves are at least 15 cm (6 in) off the floor.
- 2) **Food Contact Surfaces** – Polyethylene (plastic) is the recommended material for cutting boards, blocks, bowls, etc. All food contact surfaces must be free from cracks, crevices and open seams. They must be non-absorbent and easy to maintain and keep clean.
- 3) **Dipper Wells** – Dipper wells, with a constant supply of potable water, are to be used where ice cream, frozen confections or desserts are served.
- 4) **Natural Gas Cooking Equipment** – Gas ranges, fryers, woks, grills, etc., shall be equipped with wheels and flex-connectors (and protective chains) to allow cleaning and sanitizing of walls and floors around the equipment. Contact local gas company for details.
- 5) **Refrigerators/Freezers** – All cold-holding units must be equipped with accurate, visible-indicating thermometers so staff can monitor temperatures. Fridges must be maintained at 4°C (40°F) or less. Freezers must be maintained at -18°C (0°F)
- 6) **Dishwashers** – Domestic dishwashers are **not** permitted. Dishwashers **must** be commercial machines and must have thermometers to show wash and rinse temperatures. It must use an approved disinfection method. For machines utilizing chemical disinfection, a 3-cycle machine is recommended to permit the use of a rinse agent.
- 7) **Sneeze Guards** – Sneeze guards are required in **all** self-serve areas where food items are not individually packaged (i.e. salad bars, steam tables, etc.)

Sneeze guards shall be transparent to allow an unobstructed view of food items, no more than 45 cm (18 in) in height and overlap the table by 7.5 cm (3 in).
- 8) **Ventilation** – Ventilation canopies are required over **all** cooking and high-temperature dishwashing equipment that produce heat, steam, condensation, odor, smoke or fumes. Please contact the fire department for further information.
- 9) **Garbage Storage** – Garbage storage areas should be constructed of metal, treated wood, concrete or similar material that can be easily cleaned and prevent entry of insects and rodents.

Important Contacts

Lambton Public Health

Telephone: 519-383-8331

Toll free: 1-800-667-1839

www.lambtonpublichealth.ca

Alcohol and Gaming Commission of Ontario

Telephone: 519-258-1365

Toll free: 1-800-522-2876

www.agco.on.ca

Smart Serve Ontario Responsible Alcohol Beverage Service Training

Toll free: 1-877-620-6082

www.smartserve.org

County of Lambton Building Services Department

Plumbing, Building, Septic Permits & Woodlot Removal

Telephone: 519-845-5420

Toll free: 1-800-324-6912

Business Registration

Toll free: 1-800-361-3223

www.serviceontario.ca

Fire Prevention Services

Contact your local fire department.

NOTICE OF INTENT TO OPERATE A FOOD PREMISES

PLEASE PRINT

BUSINESS INFORMATION

BUSINESS NAME:		MAILING ADDRESS:	
FAX #:	PROPOSED OPENING DATE:	HOURS OF OPERATION:	
BUS. PHONE #:			
EMAIL ADDRESS:			
PLEASE CHECK APPROPRIATE BOXES:		SEASONAL: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> EXISTING BUSINESS?		OPERATING DATES (if Yes) _____	
<input type="checkbox"/> NEW BUSINESS			

OWNERSHIP INFORMATION

OPERATOR/OWNER NAME:	EMAIL:	FAX #:
ADDRESS:	HOME PHONE #:	
	BUSINESS PHONE #: (IF AVAILABLE)	

IF CORPORATE OWNER

CORPORATE NAME/NUMBER:	CORPORATE TELEPHONE #:	FAX #:
CORPORATE ADDRESS:		
EMAIL:	NAME OF PRINCIPAL OFFICER:	

TYPE OF FOOD PREMISES

RESTAURANT (FULL SEATING) _____ TAKE-OUT _____ BUFFET _____ HOME CATERING _____	
FOOD PROCESSING _____ BAKERY _____ BUTCHER SHOP _____ FOOD WAREHOUSE _____	
HOT DOG CART _____ MOBILE FOOD PREMISES _____ FOOD STORE (RETAIL) _____	
OTHER (please specify) _____	
LIQUOR LICENSE REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	TOBACCO PRODUCTS SOLD? <input type="checkbox"/> Yes <input type="checkbox"/> No

TYPE OF MENU _____ (Attach sample menu if available)

FOOD SAFETY CERTIFIED FOOD HANDLERS

STAFF PER SHIFT _____
 # MANAGEMENT _____
 CERTIFICATION AGENCY _____

EQUIPMENT AND FACILITIES

WATER SUPPLY/SEWAGE _____
(Municipal, Private, Communal)

PEST CONTROL (YES/NO) _____ GARBAGE DISPOSAL _____
(Storage room, bulk bin, storage shed)

DISHWASHING EQUIPMENT/CHEMICALS TO BE USED:

MECHANICAL (COMMERCIAL) DISHWASHER: Yes OR No

IF YES, HIGH TEMPERATURE _____ **OR** CHEMICAL SANITIZER _____
(Chlorine, Quat, Iodine?)

2 OR 3 COMPARTMENT SINK: _____ TYPE _____
OF _____

DISHES: DISPOSABLE _____ RE-USABLE _____

TYPE OF SANITIZER USED FOR FOOD CONTACT SURFACES:

CHLORINE BLEACH _____

QUATERNARY AMMONIUM: _____ IODINE _____

NUMBER OF HAND SINKS IN FOOD PREPARATION AREA(S): _____

NUMBER OF FOOD PREPARATION SINK(S): _____

WASHROOM FACILITIES:

MALE _____ # FEMALE _____

PLEASE NOTE THE FOLLOWING:

1. Section 16(2) of Ontario Health Protection and Promotion Act requires that every person who intends to commence to operate a food premises shall give notice of his intention to the medical officer of health of the health department in which the food premises will be located.
2. Detailed plans/drawings of the operation must be approved by health department **prior** to construction or renovation to ensure compliance with Food Premises Regulations 493 R.R.O. 1990.
3. This form must be submitted to the health department together with the proposed food premises plans.
4. It is the obligation of the operator to ensure that food handling staff is adequately trained. Contact the County of Lambton, Lambton Public Health for a list of training dates.
5. The personal information on this form is collected under authority of the Health Protection and Promotion Act, R.S.O.1990, Ch.H.7. It will be used for ownership identification and enforcement of the pertinent regulations under this Act. Please direct any questions about the collection of this information to the manager of Environmental Health and Prevention Services.

Signature of Operator: _____ Date: _____

Signature of Public Health Inspector: _____ Date: _____



Lambton
Public Health

160 Exmouth Street,
Point Edward, ON N7T 7Z6
519-383-8331 |
1-800-667-1839
www.lambtonpublichealth.ca

Food Handler Certification Program

What is it?

The goal of the Food Handler Certification Program is to teach food handlers the general principles of safe food handling. The course provides the food handler with the basic knowledge to identify risk factors linked with food-borne illnesses, and food handling skills to prevent illness from occurring.



The course is based on the Principles of Sanitary Food Service, and Hazard Analysis Critical Control Point (HACCP) procedures.

After successfully completing the course, a Lambton Public Health Food Handler Certificate will be issued. The certificate states that the holder has met mandatory food safety training requirements. The certificate is recognized by health units in Ontario.

Course outline:

- Lambton Public Health role
- Public Health Inspector role
- Public Health legislation
- Food microbiology
- Food-borne illness
- Hand washing and hygiene
- Receiving and storing food
- Food protection and preparation
- Serving and dispensing
- Cleaning and sanitizing
- Pest control
- Food allergies
- Structural and general items
- Introduction to HACCP

Course information:

Location: Lambton Public Health, 160 Exmouth St., Point Edward

Cost: \$40/person (\$37.38 plus GST \$2.62). Includes instruction manual, workbook, probe thermometer, refreshments, exam, certificate. GST# 119065878 RT0001

Class size is limited. Payment must be received at time of registration. Register online or at Lambton Public Health. Call 519-383-8331 or toll free 1-800-667-1839 for more information.

Home Study Option

Study on your own time, at your own pace. Do workbook exercises to test yourself. Ask questions during exam review. Choose when you want to write the exam.



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