	STANDARD OPERATING PROCEDURE Consumer Health & Food Safety Building Safety & Sustainability		
Subject: Plan Reviews and Related Inspections		Number: 11-01	Effective Date: January 1, 2011
Approval:  Sherry Daniels, Director, Health Department  Carmine DeBonis, Director, Development Services Department			Page 1 of 7

1.0 PURPOSE:

This procedure establishes service expectations for plan reviews and preliminary construction inspections or preoperational final inspections regarding the construction of fixed food establishments, ice and beverage plants, public and semi-public pools and spas, mobile home parks, and hotels and motels.

All construction, including remodeling must comply with all applicable codes such as the building code; the Arizona Food Code; the Pima County Code of Ordinances Title 8, Chapters 8.04 and 8.08; and nationally recognized sanitary standards applicable to the project.

Note: Before submitting the initial plan for review, the Health Department highly recommends that food establishments being remodeled or new operators of a previously permitted food establishment receive consultation services to assure compliance with the Arizona Food Code and the Pima County Code of Ordinances Title 8, Chapters 8.04 and 8.08. Consultations are available for a fee and by appointment from the Health Department (243-7908). It is best to make the appointment at least 30 days before proposed lease or purchase date. The webpage link to the fee schedule is: <http://www.pimahealth.org/healthfood/documents/ConsumerHealthFees2009.pdf>

2.0 REVISION HISTORY:

New standard operating procedure

3.0 PERSONS AFFECTED:

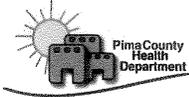
- Building Safety staff
- Consumer Health & Food Safety staff
- Clients receiving plan review and inspection services

4.0 ADMINISTRATIVE POLICY:

4.1 Plan Review

4.1.1 Pima County plan reviewers commit to:

- Providing a complete, accurate review of construction plans to promote the health, safety and sustainability of the community



STANDARD OPERATING PROCEDURE

Plan Reviews and Related Inspections

Number: 11-01



CONTINUATION SHEET

Page 2 of 7

- Plan review for **noncomplex** facilities in a maximum of five (5) business days from submission provided that the submittal packet is complete
 - Plan review timeframes are based on the Risk Categorization Table (Exhibit 2 attached)
 - For projects with shorter building plan review timeframes, it is recommended that plans be submitted for Health Department review 10 days prior to building plan submittal
- Avoiding additional comments on subsequent plan reviews (assuming no changes are made that violate sanitary standards or affect operation)
- Communicating plan review status no later than the posted due date
- Notification will be made at the time of plan submittal for a complex facility, along with the plan review due date
- Responding to inquires within two (2) business days
- Meeting with client(s) to resolve discrepancies if projects cannot be approved after a second review of a complete submittal packet

4.2 Inspections

4.2.1 In the process of building inspections, preliminary construction inspections or preoperational final inspections, staff will:

- Adhere to approved plans unless:
 - The review allowed a hazard that would harm life or safety of individuals
 - A critical violation of the sanitary food code is found
 - Field approval is granted for minor modifications as described in section 4.2.2 of this procedure.
- Document, in writing, on approved plans and forms each approved modification(s) granted during an inspection
- Accept all documented minor inspection modifications that meet code requirements granted by a prior inspector
- Require a plan review revision for modifications deemed major (anything not defined as minor in 4.2.2)

4.2.2 Approval may be granted for minor plan modification during an on-site inspection including but not limited to:

- Relocating portable equipment or appurtenances based on operational changes
- Exchanging equipment with approved alternatives
- Changes in wall, floor, or nonfood contact surfaces which meet code requirements. Verification of appropriate use and technical specification must be provided by the client to the inspector before approval is given.
- Changes in layout not resulting in plumbing fixture relocation



STANDARD OPERATING PROCEDURE

Plan Reviews and Related Inspections

Number: 11-01



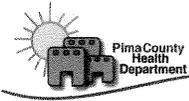
CONTINUATION SHEET

Page 3 of 7

4.2.3 Health Department inspections can be requested at anytime during the construction or remodeling of the food establishment. There is a fee for onsite field inspections and they must be scheduled at least 72 hours in advance.

5.0 DEFINITIONS:

- 5.1 “Complete Submittal Packet” means a compilation of documents required to initiate a plan review in accordance to Departmental policy or publication including but not limited to those items in Exhibit 1
- 5.2 “Complex Facilities” are facilities with:
- Risk type category of 3, 4 or 5 in accordance with Exhibit 2
 - Bathing places intended for public use, competitive swimming
 - Diving pools or splash ponds/pads/pools
- 5.3 “Consultation” means review and onsite inspection of a food establishment by the Health Department for a fee and by appointment to determine and recommend measures to bring the facility into compliance with the sanitary code.
- 5.4 “Critical Violation” means a regulation so noted in the Pima County Food Code or a violation that creates an unsanitary condition with an unacceptable risk to human health or safety
- 5.5 “Inspection, Building” means physical review of property as it proceeds under construction to ensure that each major component meets adopted building codes: foundation, plumbing, electrical wiring, roofing, materials
- 5.6 “Inspection, Preliminary Construction” means any on-site inspection conducted upon request or statutory authority that does not result in approving the facility to operate
- 5.7 “Inspection, Preoperational Final” means an on-site construction inspection to verify that the facility is constructed and equipped in accordance with the approved plans and approved plan modifications, has established standard operating procedures, and is in compliance with pertinent laws and codes in order to be approved to operate
- 5.8 “Sanitary Standards” means standards pertinent to the type of facility subject to the regulatory authority of the Health Department that are generally accepted for the construction or operation of that facility type, and include, but is not limited to, the Arizona Food Code and the Pima County Code of Ordinances Title 8
- 5.9 “Variance” means a food handling practice or procedure that must be approved by the Pima County Health Department as required in the Arizona Food Code § 8-201.13.



STANDARD OPERATING PROCEDURE

Plan Reviews and Related Inspections

Number: 11-01



CONTINUATION SHEET

Page 4 of 7

6.0 RESPONSIBILITIES:

6.1 Staff and clients shall adhere to the procedures described in this procedure

6.2 In order to uphold County commitments enumerated in 4.1.1, clients shall:

6.2.1 Plan Review

- Apply for plan review 30 days in advance before starting a construction project or entering into a contract for construction as required by Pima County Code §8.04.050.
- Provide a complete submittal packet as per published submittal criteria including available standard operating procedures and any subsequent request for information made by the plan reviewer
 - Incomplete submittal packets or failure to provide required information in the timeframe requests may result in rejection of plans. Incomplete submittal packets will be stamped “Incomplete” and returned to the client.
 - Plan reviews for food establishments must be reviewed and signed by a registered sanitarian. Clients must wait until completion of the plan review by the registered sanitarian before any changes to the plan are made or construction is started.

6.2.2. Inspections

- Ensure that approved health and building construction drawings are provided on-site before requesting an inspection and that the on-site construction including all equipment and plumbing fixtures reflect approved plans.
- Contact the Pima County Health Department before making changes to:
 - Facility operations such as menu changes
 - Facility construction or equipment layout
 - A major equipment or plumbing fixture
- Contact the Pima County Health Department for on-site field inspections during the construction or remodeling of a food establishment to ensure compliance with the Arizona Food Code and the Pima County Code of Ordinances. (These inspections must be scheduled at least 72 hours in advance and the fee must be paid before the inspection will be conducted.)

7.0 PROCEDURES:

7.1 Reference Documents

The following documents are available for download at
www.pimahealth.org/healthfood/index.asp

- Arizona Food Code
- Pima County Code
- Consumer Health & Food Safety Reviews
- Examples of Projects Requiring Approval from the Health Department
- Limited Food Manufacturing



STANDARD OPERATING PROCEDURE

Plan Reviews and Related Inspections

Number: 11-01



CONTINUATION SHEET

Page 5 of 7

- Catering Guidelines for Pima County
- Do-It-Yourself Edition - Starting a Food Business
- Change of Ownership
- Pima County Code for Public and Semi Public Pools and Spas
- Consumer Health & Food Safety Fee Schedule

7.2 Procedure Review

- Standard Operating Procedure 11-01 will be reviewed, and updated as necessary, annually



STANDARD OPERATING PROCEDURE

Plan Reviews and Related Inspections

Number: 11-01



CONTINUATION SHEET

Page 6 of 7

Exhibit 1: Complete Submittal Packet for Food Establishments

- Architectural plans prepared by a professional designer registered in the State of Arizona
- Site map of where the food establishment is located
- Intended menu listing all food items sold or served, including items that may be sold or served in the future, and a description of any non-traditional processes used in preparing menu item(s).
- Type of establishment, such as, grocery, restaurant, processing plant
- Layout of premises-water and sewer connections, garbage/compactor area, toilet rooms etc.
- Equipment layout-show where equipment will be installed, the make and model number, and specification sheets
- Plumbing layout-indicate sinks, floor sinks, drains, grease interceptor, hot and cold water lines, and if water/sewage are public or private
- Electrical-show breaker boxes and receptacles and outlets
- Lighting and reflected ceiling-indicate the type of lights and shielding, and ceiling finish, acoustical tile ceiling manufacturer, name or number of the tile
- Mechanical ventilation-include method, location, type of hood, type and location of exhaust fans
- Finish schedule-show type of construction; and finishing of floors, walls and ceilings in food preparation, utensil washing, toilet rooms, walk-ins, and wait stations areas
- Standard operating procedures established to prevent foodborne illnesses
- Other items that may be required for operations that do not meet adopted standards subsequent to the plan review
 - Risk Control Plan - a written plan that is part of the sanitation standard operational procedures developed by the food establishment to prevent foodborne illness by controlling food handling practices associated with the five risk factor categories identified by the Centers for Disease Control and Prevention: 1) inadequate cooking, 2) improper holding, 3) poor personal hygiene, 4) unapproved food source, and 5) contaminated equipment
 - Variance, if applicable to the project



Exhibit 2: Risk Categorization of Food Establishments¹

RISK TYPE	RISK TYPE CATEGORY DESCRIPTION	PLAN REVIEW TIMEFRAME
1	<ul style="list-style-type: none"> • Pre-packaged, non-potentially hazardous foods only. • Limited preparation of non potentially hazardous foods only. 	5 working days
2	<ul style="list-style-type: none"> • Limited menu (1 or 2 main items). • Pre-packaged, raw ingredients are cooked or prepared to order. • Retail food operations exclude deli or seafood operations departments. • Raw ingredients require minimal assembly. • Most products are cooked/prepared and served immediately. • Hot and cold holding of potentially hazardous foods is restricted to single meal service. • Preparation processes requiring cooking, cooling, and reheating are limited to 1 or 2 potentially hazardous foods. 	5 working days
3	<ul style="list-style-type: none"> • Extensive handling of raw ingredients. • Preparation process includes the cooking, cooling, and reheating of potentially hazardous foods. • A variety of processes require hot and cold holding of potentially hazardous food. • Advance preparation for next day-service is limited to 2 or 3 items. • Retail food operations include deli and seafood departments. • Establishments doing food processing at retail. 	10 working days
4	<ul style="list-style-type: none"> • Extensive handling of raw ingredients. • Preparation processes include the cooking, cooling, and reheating of potentially hazardous foods. • A variety of processes require hot and cold holding of potentially hazardous food. • Food processes include advanced preparation for next-day service. • Category would also include those facilities whose primary service population is immunocompromised. 	10 working days
5	<ul style="list-style-type: none"> • Extensive handling of raw ingredients. • Food processing at the retail level, e.g., smoking and curing, reduced oxygen packaging for extended shelf-life. 	10 working days

- “Advanced preparation” means preparing food one or more days before the food is served.
- “Potentially hazardous foods” means food that supports the growth of pathogenic bacteria, viruses or parasites, Clostridium Botulism, or Salmonella Enteritidis and that without proper controls, such as food temperature, will cause illness when ingested.
- “Pre-packaged items” means food that is packaged by a commercial processing food plant.

¹ FDA Report on the Occurrence of Foodborne Illness Risk Factors in Selected Institutional Foodservice, Restaurant, and Retail Food Store Facility Types (2004; updated 2009); Prepared by the FDA National Retail Food Team