

APRIL 5, 2018

ARE YOU READY FOR YOUR INSPECTION?

EMAIL: [DHR.DISTRICT4@MYFLORIDALICENSE.COM](mailto:DHR.DISTRICT4@MYFLORIDALICENSE.COM) *With your file number*

**File #. 309087**

**CROWNMAN FL LLC**

10380 SW VILLAGE CENTER DR 310  
PORT ST LUCIE, FL 34987

Re: Division of Hotels and Restaurants Plan Review  
License Type: 2010 PERMANENT FOOD SERVICE  
Application No. 1079136  
**D408**

**Log No. HQ-18-4496**

Dear Plan Review Applicant:

Congratulations on your decision to operate a restaurant in Florida! I have approved the public food service establishment plans for CROWNMAN FL LLC, 515 SOUTH INDIAN RIVER DRIVE, FORT PIERCE, FL 34950, as of 04/05/2018, **with the following condition(s)**:

- 1) PROPER AND EFFECTIVE PROTECTION OF ALL DISPLAYED FOODS TO BE VERIFIED BY INSPECTOR.**
- 2) IF HAND WASHING VIOLATIONS ARE OBSERVED ADDITIONAL HAND WASH SINK(S) MAY BE REQUIRED.**
- 3) HANDWASH SINKS MUST BE EASILY ACCESSIBLE AT ALL TIMES. THEY MAY NOT BE BLOCKED BY STORAGE RACKS OR TABLES. THEY CANNOT BE USED FOR ANY OTHER PURPOSES. THEY MUST REMAIN FULLY STOCKED WITH A HAND WASH SIGN, SOAP, AND DRYING DEVICES AT ALL TIMES.**
- 4) IF ANIMAL PRODUCTS ARE OFFERED RAW OR UNDERCOOKED, A WRITTEN CONSUMER ADVISORY MUST BE PROVIDED.**
- 5) PLANS PROVIDED MUST ACCURATELY REFLECT ALL FOOD SERVICE EQUIPMENT AND ITS LOCATION IN THE ESTABLISHMENT. FAILURE TO PROVIDE ACCURATE PLANS COULD RESULT IN DELAY AT THE TIME OF THE LICENSING INSPECTION.**
- 6) FLOORS, WALLS, COVE BASE, AND CEILING FINISHES IN ALL FOOD PREPARATION, FOOD STORAGE, AND WARE WASHING AREAS MUST BE SMOOTH, NON-POROUS, AND EASILY CLEANABLE.**

Please have the above information or proof of compliance with the conditions ready for the inspector at your opening inspection. The conditions listed above are required to pass your opening inspection. Please include the file number and log number listed above on any documents submitted. Your plans are only approved as submitted to us *and* with the above conditions. Changes in proposed operational procedures may require additional equipment and certain changes may require a new plan review. If you decide to change the menu, equipment or operation, please notify us immediately.

Your plan approval is valid for one year from the date of this letter, so you must license the proposed establishment before then. If your plan approval expires after a year, you may have to complete the plan review process including fee payment again. If you are no longer in charge of this project, please forward this letter to the correct person or company.

When the construction is complete, please email [Dhr.district4@myfloridalicense.com](mailto:Dhr.district4@myfloridalicense.com) to request contact from an inspector to schedule an opening inspection. ***Be ready to provide the file number located at the top of this letter.*** Please allow 1-2 days for the inspector to contact you to schedule the inspection.

Good luck with your enterprise!

Sincerely,



Josh Phillips, Plan Review Manager  
[Josh.Phillips@myfloridalicense.com](mailto:Josh.Phillips@myfloridalicense.com)  
850.717.1129

ENCLOSURE(S)

LOG NUMBER		
HQ	18	4496
FILE NUMBER		
309087		

# PLAN REVIEW SPECIFICATION WORKSHEET

Establishment must meet all standards of Chapter 509, Part I, Florida Statutes, and Chapter 61C-1&4, Florida Administrative Code

<b>1</b>	<b>Establishment Name:</b> <b>CROWNMAN</b>
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<b>2</b>	<b>Review Type</b>	Current License Number: <b>PENDING INSPECTION</b>
<input checked="" type="checkbox"/> New/Conversion <input type="checkbox"/> Remodel <input type="checkbox"/> Closed at least one year <input type="checkbox"/> Change Owner with Remodel		Previous License Number and/or Name (if applicable):
		Previous Licensing Agency: <input type="checkbox"/> Department of Agriculture and Consumer Services <input type="checkbox"/> Department of Health <input type="checkbox"/> Division of Hotels & Restaurants

**WORKSHEET CODE KEY:** **S** = Satisfactory    **NA** = Not applicable  
**U** = Unsatisfactory – a plan cannot be approved with an item marked in this manner  
**C** = Caution – item is operationally based or cannot be determined by review and will be verified during onsite inspection

<b>3</b>	<b>Construction Finishes</b>			
	Floor	Wall	Cove Base	Ceiling
Food Preparation	<b>TILE</b>	<b>PAINTED DRYWALL</b>	<b>TILE</b>	<b>PAINTED DRYWALL</b>
Food Storage	<b>TILE</b>	<b>PAINTED DRYWALL</b>	<b>TILE</b>	<b>PAINTED DRYWALL</b>
Dishwash Area	<b>TILE</b>	<b>PAINTED DRYWALL</b>	<b>TILE</b>	<b>PAINTED DRYWALL</b>
Bathrooms	<b>TILE</b>	<b>PAINTED DRYWALL</b>	<b>TILE</b>	<b>PAINTED DRYWALL</b>
Dry Storage	<b>TILE</b>	<b>PAINTED DRYWALL</b>	<b>TILE</b>	<b>PAINTED DRYWALL</b>
Bar	<b>WOOD</b>	<b>PAINTED DRYWALL</b>	<b>WOOD</b>	<b>PAINTED DRYWALL</b>

**Note:** Finishes in areas of moisture must be smooth, nonabsorbent and easily cleanable; Studs, joists or rafters may not be exposed in areas of moisture; Curved and sealed cove bases are required at floor/wall junctures.

<b>Sinks and Warewashing</b>		
<b>4</b>	<b>S</b>	Manual washing, rinsing and sanitizing facilities provided: <input checked="" type="checkbox"/> 3-compartment sink <input type="checkbox"/> 4-compartment sink Location(s): <input checked="" type="checkbox"/> Kitchen <input type="checkbox"/> Bar <input type="checkbox"/> Dishwash area <input type="checkbox"/> Other
<b>5</b>	<b>S</b>	Mechanical washing, rinsing and sanitizing facilities provided: <input checked="" type="checkbox"/> Dishmachine <input type="checkbox"/> Glasswasher Dishmachine/glasswasher sanitizing method: <input type="checkbox"/> Chemical <input checked="" type="checkbox"/> Hot Final Rinse
<b>6</b>	<b>S</b>	Drainboards or shelving/table equivalent provided at each end of dishwashing facilities
<b>7</b>	<b>S</b>	Handwash sink(s) provided/accessible in food prep and food dispensing area(s)
<b>8</b>	<b>S</b>	Handwash sink provided/accessible in dishwashing area(s)
<b>9</b>	Total number of handwash sinks shown <b>2</b>	
<b>10</b>	Food prep sink(s): <input type="checkbox"/> 1-compartment <input type="checkbox"/> 2-compartment <input type="checkbox"/> 3-compartment	Number shown: <b>0</b>

<b>Comments:</b>

<b>Fire Safety</b>			
11	<b>S</b>	Hood automatic fire suppression shown over cooking equipment (grease laden vapors)	
12	<b>C</b>	Portable extinguisher(s) shown <b>PER AHJ</b>	
13		Public exit access does not go through kitchen / storage rooms / bathrooms / other high hazard areas <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
14		Number of exits: Public: <b>3</b>	Employee: <b>0</b> Total: <b>3</b>
15		Square footage of establishment: <b>1000</b>	
16		Building fire sprinkler system installed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Equipment and Storage</b>			
17	<b>S</b>	Ice machine installed in enclosed area with outer openings protected	
18	<b>C</b>	Displayed / exposed food effectively protected	
19	<b>S</b>	Food preparation area protected from environmental contamination	
20	<b>NA</b>	Running water dipper well installed for bulk ice cream service or equivalent handling <b>NOT ON PLAN</b>	
21	<b>S</b>	Equipment installed for cold holding potentially hazardous (time/temperature control for safety) food	
22	<b>S</b>	Equipment installed for hot holding potentially hazardous (time/temperature control for safety) food	
23	<b>C</b>	Dry storage area designated	
24	<b>C</b>	Maintenance and cleaning equipment storage area designated	
25	<b>C</b>	Employee personal article storage designated	
<b>Plumbing and Bathrooms</b>			
26	<b>C</b>	Plumbing system installed	
27	<b>S</b>	Mop/service sink; can wash - shown	Location(s): <b>KITCHEN</b>
28	<b>S</b>	Water heating device	Location: <b>OUTSIDE</b>
29		Establishment type: <input type="checkbox"/> Stand alone <input type="checkbox"/> Mall (strip/enclosed) <input type="checkbox"/> Incidental <input checked="" type="checkbox"/> Lodging associated <input type="checkbox"/> Theme park/entertainment complex	
30	<b>S</b>	Public bathroom installed	Type/Location Shown: <input type="checkbox"/> Bathroom for each sex <input checked="" type="checkbox"/> Unisex only <input type="checkbox"/> Public bathroom(s) on same level <input type="checkbox"/> Public bathrooms within 300 feet on same level
31	<b>S</b>	Public bathroom(s) accessible to customers without going through food preparation, food storage or warewashing areas	
32	<b>S</b>	Employee bathroom(s) provided	<input checked="" type="checkbox"/> Same as customer bathroom(s) <input type="checkbox"/> Separate from customer bathroom(s)
<b>Water Supply</b>			
33	<b>S</b>	Type of supply: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Onsite Well <input type="checkbox"/> Other	Public well permit number:
34		Provider name: <b>FORT PIERCE UTILITIES</b>	
35		Written approval/verification via: <input checked="" type="checkbox"/> Copy of bill <input type="checkbox"/> Approval form <input type="checkbox"/> Provider letter <input type="checkbox"/> Permit <input type="checkbox"/> Electronic account document <input type="checkbox"/> Verbal <input type="checkbox"/> Other	
<b>Wastewater Disposal</b>			
36	<b>S</b>	Type of system: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Septic Tank <input type="checkbox"/> Package Plant <input type="checkbox"/> Other	
37		Provider name: <b>FORT PIERCE UTILITIES</b>	
38		Written approval/verification via: <input checked="" type="checkbox"/> Copy of bill <input type="checkbox"/> Approval form <input type="checkbox"/> Provider letter <input type="checkbox"/> Permit <input type="checkbox"/> Electronic account document <input type="checkbox"/> Verbal <input type="checkbox"/> Other	
39		Septic tank system	Permit number: <input type="checkbox"/> Restrictions (see provisos)
		Tank size: _____ gallons	Drainfield: _____ square feet Grease trap: _____ gallons
40		Seating capacity per plan: <input type="checkbox"/> Inside seating <input type="checkbox"/> Outside seating <input checked="" type="checkbox"/> Total: <b>24</b> Projected number of seats contingent upon approval from local Authority Having Jurisdiction	

Comments:

Plan Results		
41	<input type="checkbox"/> Plans approved without provisos	43 <input type="checkbox"/> Plans denied (see provisos)
42	<input checked="" type="checkbox"/> Plans approved with provisos (see provisos below)	
<p><b>Provisos: 1) PROPER AND EFFECTIVE PROTECTION OF ALL DISPLAYED FOODS TO BE VERIFIED BY INSPECTOR.</b></p> <p><b>2) IF HAND WASHING VIOLATIONS ARE OBSERVED ADDITIONAL HAND WASH SINK(S) MAY BE REQUIRED.</b></p> <p><b>3) HANDWASH SINKS MUST BE EASILY ACCESSIBLE AT ALL TIMES. THEY MAY NOT BE BLOCKED BY STORAGE RACKS OR TABLES. THEY CANNOT BE USED FOR ANY OTHER PURPOSES. THEY MUST REMAIN FULLY STOCKED WITH A HAND WASH SIGN, SOAP, AND DRYING DEVICES AT ALL TIMES.</b></p> <p><b>4) IF ANIMAL PRODUCTS ARE OFFERED RAW OR UNDERCOOKED, A WRITTEN CONSUMER ADVISORY MUST BE PROVIDED.</b></p> <p><b>5) PLANS PROVIDED MUST ACCURATELY REFLECT ALL FOOD SERVICE EQUIPMENT AND ITS LOCATION IN THE ESTABLISHMENT. FAILURE TO PROVIDE ACCURATE PLANS COULD RESULT IN DELAY AT THE TIME OF THE LICENSING INSPECTION.</b></p> <p><b>6) FLOORS, WALLS, COVE BASE, AND CEILING FINISHES IN ALL FOOD PREPARATION, FOOD STORAGE, AND WARE WASHING AREAS MUST BE SMOOTH, NON-POROUS, AND EASILY CLEANABLE.</b></p>		
<input type="checkbox"/> Variance approved VW# _____ Date: _____ <input type="checkbox"/> Plans approved without provisos		
<input type="checkbox"/> Plans approved with noted provisos (see provisos above)		
<p><b>The following general provisos apply to all public food service establishments. ALL ITEMS WILL BE VERIFIED BY AN INSPECTOR AT THE TIME OF INSPECTION.</b></p>		
<b>Water / Backflow Prevention</b>		
44	Hot and cold water supplied to all sinks where required (e.g., three-compartment, handwash, mop/service sinks)	
45	If allowed by the local Authority Having Jurisdiction, warewashing sinks and machines may have a direct connection	
<b>Lighting</b>		
46	Light fixtures shielded / coated / covered where food is stored / prepared / displayed or where single-service items are open / exposed	
47	Illumination – 50 foot-candles in food preparation areas; 20 foot-candles in self-service areas, inside reach-in or under-counter refrigerators, handwashing and warewashing areas, equipment and utensil storage, toilet rooms; 10 foot-candles in walk-in refrigerators and freezers, dry food storage areas	
<b>Equipment Installation and Operation</b>		
48	Waste container (dumpster), grease receptacle, compactor, recycle bins on nonabsorbent surfaces (pad)	
49	Local exhaust ventilation installed over cooking units releasing steam / grease laden vapors / smoke	
50	Bathrooms ventilated / provided with windows; doors self-closing; doors / stalls constructed to insure privacy	
51	Equipment, mop/service sink/can wash/compactor area properly drained to sanitary sewer; refrigeration waste piping discharges indirectly into floor drain or other approved receptor; Laundry facilities protected	
52	Dishmachines have visual detergent and sanitizer delivery system or incorporate visual / audible alarm to signal if detergent and sanitizer are not delivered to the proper cycles	
53	All hose fittings protected by backflow device; back siphonage/backflow protection if no air gap/break	
54	Doors to exterior self-closing unless emergency exit	
<b>Fire Safety Information (Requirements and Compliance by Local fire Authority Having Jurisdiction)</b>		
55	No mesh filters in hood with automatic fire suppression systems installed	
56	All gas appliances have a nationally recognized testing laboratory seal such as AGA or UL	
57	Class K and other portable fire extinguisher installed as required by NFPA 10 and/or local fire authority	
58	Automatic sprinkler and fire alarm systems required for occupancies greater than 300	
59	Exit doors open outward for occupancy greater than 49	
60	Physical separation or vertical splash guard installed between fryer(s) and open flames of adjacent cooking equipment. Check with local fire authority for installment requirements	
<b>Plan Reviewer:</b> <b>JOSH PHILLIPS</b>		<b>Date:</b> <b>04.05.2018</b>
<b>Plans Returned via:</b> <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Email <input type="checkbox"/> Shipping		



## FIXED PUBLIC FOOD SERVICE OPENING/LICENSING INSPECTION CHECKLIST

Please read all documents that are returned to you when your plans are approved. The Plan Review Specification Worksheet and the approval letter will list all items that you **must** complete before your establishment is ready for inspection and licensing. **If you make any** changes to the approved plans during the construction permitting process or during the build-out, you must immediately notify the Plan Reviewer. If you have alcohol beverage papers, they can be signed in the local district office once your plans are approved.

Immediately after we received your plans, you were sent a letter advising you to mail your completed Application for Public Food Service License and correct license fee to Tallahassee. If you have not already done so, please attach a copy of the plan approval letter and send in your license application and fee at this time. Your application for license and license fee **must** be processed before an inspection can be scheduled.

When construction is complete and your establishment has received all approvals for a Certificate of Occupancy from the local municipality (if applicable), you are ready for an inspection. If you have not already been contacted by your inspector, call the Customer Contact Center at 850.487.1395 to request an "Opening Inspection". You will be asked for your name, contact phone number, establishment name and address, and the plan review file number.

**Do not call to schedule an opening inspection unless you are absolutely ready. If all required items are complete, your inspection and licensing can proceed more quickly. Have the following at the time of inspection:**

- Your copy of the division approved and stamped drawing (blue print) and specification worksheet
- Three-compartment sink installed and working properly. Drainboards provided (or equivalent shelving installed).
- All hot and cold holding units working correctly and provided with thermometers; stem thermometer, properly scaled (0 - 220°F) available to measure food temperature
- Portable and/or hood fire extinguishers provided with a current, valid tag; properly sized/mounted.
- Dumpster/grease barrel located on a nonabsorbent surface; drain plugs installed; tight-fitting lids.
- LP-gas/natural gas tanks properly installed and protected (if applicable); CO<sub>2</sub> and helium tanks secured in place.
- Soap/paper towels/handwashing signs at handwash sinks; hot/cold water provided/functioning at all sinks.
- Consumer Advisory provided (serving raw/undercooked animal foods); oyster warning sign (serving raw shellfish)
- No bare hand contact with ready-to-eat food without an approved Alternative Operating Procedure.
- Backflow devices (vacuum breaker) installed on all threaded faucets; no utility lines installed horizontally on floor.
- Lights installed and functioning; light shields installed; no extension cords used.
- Chemical test kit provided (for manual sanitizing or wiping cloth containers), if applicable
- All floors, walls and ceilings smooth, nonabsorbent and easily cleanable; weather stripping installed (as necessary) around exterior doors; all raw wood sealed
- Exterior/bathroom doors self-closing; covered waste container in women's restroom
- Choking poster/information provided in area visible to employees

# Safe Restaurant Operations

Important Information About Protecting Your Customers and Operating Safely and Legally

## Consumer Advisory

Any establishment that offers raw or undercooked animal foods must provide a consumer advisory. The advisory may be in the form of brochures, menu advisories, table tents, placards or other effective written means.

Common foods offered raw or undercooked which require a consumer advisory include hamburgers, steak, sushi and eggs. It is especially important to provide a consumer advisory when raw or undercooked animal foods are used as ingredients in other foods (e.g., raw eggs in Caesar salad or homemade mayonnaise).

Typical advisory language is a statement such as "Consuming raw or undercooked meats, poultry, seafood or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions." Complete requirements are included in Chapter 3-603.11, 2001 Food Code, at: <http://www.cfsan.fda.gov/~dms/fc01-3.html#3-6>.

## Shellfish Consumer Advisory

Any establishment that offers raw or undercooked shellfish must provide a consumer advisory. Unlike the general raw animal food consumer advisory, you must specifically word this advisory per the requirements of Section 64D-3.040(8), Florida Administrative Code. You may download a shellfish warning sign in English or Spanish at our Web site under Forms/Signs and Charts. This advisory



may also be in the form of brochures, menu advisories, table tents, placards or other effective written means. If you also offer other animal foods raw or undercooked, you may add the notice concerning these foods to the end of the shellfish advisory.

## Parasite Destruction

Fish (other than Molluscan shellfish or exempt tuna species) that is offered raw, undercooked, or raw- or partially cooked-marinated must be frozen to the required times and temperatures prior to service. Common examples of fish in this category include salmon, squid, octopus and mackerel. Operators must provide proof that the required freezing has occurred. Often a statement about freezing will be present on the delivery invoice from the supplier. The freezing times and temperatures required are:

- ✓ Frozen and stored at a temperature of -4°F or below for seven days in a freezer; **or**
- ✓ Frozen at -31°F or below until solid and stored at -31°F for 15 hours.



### Division of Hotels and Restaurants

1940 North Monroe Street  
Tallahassee FL 32399-1011

Phone: 850-487-1395

FAX: 850-488-1514

<http://www.MyFloridaLicense.com/dbpr/hr>



The Florida Department of Business and Professional Regulation's Division of Hotels and Restaurants licenses, inspects and regulates public lodging and food service establishments in Florida under Chapter 509, Florida Statutes. The mission of the Division is to protect the health and safety of the public by providing the industry with quality inspections and fair regulation.

Last fiscal year, the Division conducted more than 140,000 public food service and lodging establishment inspections and cited more than 850,000 violations of sanitary standards in public food service and lodging establishments. The following is important information about protecting your customers and operating safely and legally.



### Food Manager Certification

At least one certified manager is required for every public food service establishment. Each manager has 30 days from the date of hire to become properly certified and must recertify every five years. The accredited examination programs are:

- ✓ Prometric
- ✓ National Restaurant Association Education Foundation/Florida Restaurant and Lodging Association ServSafe®
- ✓ National Registry of Food Safety Professionals.

### Food Service Employee Training

Florida requires training on proper food handling and hygienic practices for all food service employees who are respon-

sible for the storage, preparation, display or service of food. Employees must receive training within 60 days of hire and be recertified every three years. The Division-contracted food safety training provider is the Florida Restaurant & Lodging Association (FRLA). Training can also be provided by an approved in-house program or by utilizing a third-party provider.

Because only Division-approved training programs are accepted as meeting the training requirement, all approved training programs are listed on the Division's Web site at: <http://www.myflorida.com/dbpr/hr/food-lodging/employee-training.html>.

Additional information on both manager certification and food worker training may be found at: <http://www.myflorida.com/dbpr/hr/FoodandLodging.html>.

### Hand Washing - The right way

Keeping hands clean is one of the most important ways to prevent the spread of infection and illness to others. Hand washing is simple and effective if done properly. The basic rule for food service employees is to wash hands before engaging in food preparation and whenever necessary - especially:

- ✓ After touching bare human body parts other than clean hands or clean, exposed portions of the arms
- ✓ After using the bathroom;
- ✓ After caring for or handling service or aquatic animals;
- ✓ After coughing, sneezing, using a handkerchief or disposable tissues, using tobacco, eating or drinking;
- ✓ After handling soiled equipment or utensils;
- ✓ During food preparation as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
- ✓ When switching between working with raw food and working with ready-to-eat food;
- ✓ Before donning gloves for working with food; and
- ✓ After engaging in other activities that contaminate the hands.

### Time as a Public Health Control

If necessary, disease-causing organisms can be controlled by time, rather than temperature, in a working supply of potentially hazardous food. In order to have potentially hazardous food out from under temperature control, a written plan must be available for review by the inspector. This plan must cover the items

below to ensure the food is maintained in a safe manner.

For an easy to complete guide, please visit <http://www.myflorida.com/dbpr/hr/forms/hr-publications.html>.

- ✓ Identification of specific food items the plan pertains to (e.g., pizza by the slice).
- ✓ Location the identified foods will be held under time control (e.g., display cabinet).
- ✓ Point at which time control will begin (e.g., when pizza is removed from oven).
- ✓ Statement that time control is limited to a maximum of four hours.
- ✓ Identified food items must be clearly marked to indicate the specific time the four-hour time limit expires (e.g., 2 p.m.).
- ✓ Unmarked food, or foods that are beyond the four-hour limit, must be discarded. The food may **not** be returned to temperature control once time control has begun.
- ✓ All potentially hazardous foods must be handled correctly prior to being removed from temperature control.

### Alternative Operating Procedures

Food employees may not have bare hand contact with ready-to-eat food unless the operator has submitted a written Alternative Operating Procedure (AOP) to his or her inspector for review and approval. For an easy-to-complete AOP guide and additional information, please visit <http://www.myflorida.com/dbpr/hr/information/aop.html>.



## DIVISION OF HOTELS AND RESTAURANTS

# Food Manager Certification



Florida law requires food managers to complete training and pass a certification exam within 30 days of employment. Private entities provide the training and testing. Food manager certification must be completed through one of the accredited examination programs listed below. Florida law requires all public food service establishments to provide the division with proof of food manager certification upon request, including but not limited to when the division inspects the establishment.

Accredited Examination Providers		
Prometric Services	866.776.6387	<a href="http://www.prometric.com">www.prometric.com</a>
National Restaurant Association Educational Foundation	800.765.2122	<a href="http://www.nraef.org">www.nraef.org</a>
National Registry of Food Safety Professionals	800.446.0257	<a href="http://www.nrfsp.com">www.nrfsp.com</a>
360training.com (Learn2Serve)	888.360.8764	<a href="http://www.360training.com">www.360training.com</a>
AboveTraining/StateFoodSafety	801.494.1416	<a href="http://www.statefoodsafety.com">www.statefoodsafety.com</a>

More information is available on the division website at:  
<http://www.myfloridalicense.com/dbpr/hr/food-lodging/ManagerCertification.html>

DBPR Form HR 5030-080

2017 April

## DIVISION OF HOTELS AND RESTAURANTS

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National Registry of Food Safety Professionals	800.446.0257	<a href="http://www.nrfsp.com">www.nrfsp.com</a>
360training.com (Learn2Serve)	888.360.8764	<a href="http://www.360training.com">www.360training.com</a>
AboveTraining/StateFoodSafety	801.494.1416	<a href="http://www.statefoodsafety.com">www.statefoodsafety.com</a>

More information is available on the division website at:  
<http://www.myfloridalicense.com/dbpr/hr/food-lodging/ManagerCertification.html>

DBPR Form HR 5030-080

2017 April

## DIVISION OF HOTELS AND RESTAURANTS

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National Registry of Food Safety Professionals	800.446.0257	<a href="http://www.nrfsp.com">www.nrfsp.com</a>
360training.com (Learn2Serve)	888.360.8764	<a href="http://www.360training.com">www.360training.com</a>
AboveTraining/StateFoodSafety	801.494.1416	<a href="http://www.statefoodsafety.com">www.statefoodsafety.com</a>

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DBPR Form HR 5030-080

2017 April

# EMPLOYEE HEALTH RESPONSIBILITIES

Some illnesses can be easily passed from an ill food worker to a customer through food. These illnesses are called foodborne illnesses. In order to reduce the risk of foodborne illness for customers and co-workers, employees and managers must be held to strict standards regarding their health.

Employees (and applicants offered employment) in a public food service establishment must report the illnesses / symptoms listed in the charts below when they occur along with the date that symptoms began (or date of diagnosis) to the manager or person in charge. In addition, employees must report if they have been exposed to the illnesses within the timeframes specified in the "Monitor Closely" chart below.

This reporting requirement is in compliance with the Americans with Disabilities Act of 1990 (ADA). Under the ADA, the Centers for Disease Control and Prevention (CDC) is required to publish a list of infectious and communicable diseases. The ADA has special rules for food workers who have diseases on the CDC list that can be passed along through food.

Managers and those in charge of a public food service establishment are required to monitor the health of their employees in order to help prevent foodborne illnesses from being spread to customers. Managers must know the proper actions to take once notified of an employee illness / symptom or when recognizing symptoms through routine employee monitoring.

## REPORT TO THE HEALTH DEPARTMENT

If an employee is jaundiced or diagnosed with one of the following illnesses, **notify** the State Department of Health or local County Health Department.

- |                      |   |
|----------------------|---|
| ◆ <b>Hepatitis A</b> | ◆ <b>Salmonella Typhi</b> (typhoid fever) |
| ◆ <b>Shigella</b>    | ◆ Shiga toxin-producing <b>E. coli</b>    |
| ◆ <b>Norovirus</b>   | ◆ <b>Jaundice</b>                         |

## \*EXCLUDE = NOT PRESENT

If an employee exhibits the following symptoms or is diagnosed with the following illnesses, **exclude** the employee. The employee may not work at the food service establishment in any capacity until the employee provides a doctor's note clearing them to work as a food employee and/or approval is granted from the Department of Health. Employees with diarrhea or vomiting may not return to work until they have not experienced these symptoms for at least 24 hours (48 hours is recommended).

Employees with a chronic, noninfectious condition (such as Crohn's disease, irritable bowel syndrome or ulcerative colitis) may provide a doctor's note stating symptoms are caused by such illness and be allowed to return to work.

\*If your establishment serves a Highly Susceptible Population (elderly, children, immunocompromised, etc.), please contact the Department of Health for further guidance as there may be more stringent requirements due to the vulnerability of those served.

- |   |  |
|---|--|
| ◆ <b>Hepatitis A</b>                      | ◆ <b>Vomiting</b>                                      |
| ◆ <b>Salmonella Typhi</b> (typhoid fever) | ◆ <b>Diarrhea</b>                                      |
|   | ◆ <b>Jaundice</b> (if appeared within the last 7 days) |

## \*RESTRICT = LIMIT DUTIES

If an employee exhibits the following symptoms or is diagnosed with the following illnesses, **restrict** the employee. This means the employee may not work with food; clean equipment, utensils, or linens; or unwrapped single-service items until the employee provides a doctor's note clearing them to work as a food employee and/or approval is granted from the Department of Health.

\*If your establishment serves a Highly Susceptible Population (elderly, children, immunocompromised, etc.), please contact the Department of Health for further guidance as there may be more stringent requirements due to the vulnerability of those served.

- ◆ **Norovirus**
- ◆ **Shigella**
- ◆ **Lesion containing pus or an open/draining infected wound on the hand or wrist** (unless the lesion or wound is covered by an impermeable cover and a single-use glove)
- ◆ **Lesion containing pus or an open/draining infected wound on an exposed portion of the arm** (unless the lesion or wound is covered by an impermeable cover)
- ◆ **Lesion containing pus or an open/draining infected wound on any other exposed portion of the body** (unless the lesion or wound is covered by a dry, tight-fitting cover)
- ◆ **Sore throat with fever**
- ◆ Shiga toxin-producing **E. coli**

## MONITOR CLOSELY

For the following illnesses, **monitor** the employee if they have been exposed to the illness within the timeframe specified. If the employee develops symptoms or is diagnosed with the illness, follow the exclusions and/or restrictions listed above.

Exposure includes attending or working in a location where there is a confirmed foodborne outbreak, living in the same house as a person who attends or works in a location where there is a confirmed foodborne outbreak, or living in the same house as a person diagnosed with one of the following illnesses.

- ◆ **Norovirus** within the past 48 hours
- ◆ Shiga toxin-producing **E. coli** within the past 3 days
- ◆ **Shigella** within the past 3 days
- ◆ **Salmonella Typhi** (typhoid fever) within the past 14 days
- ◆ **Hepatitis A** within the past 30 days

Approximately 48 million people suffer from foodborne illness in the United States each year. Of those ill, 128,000 will be hospitalized and 3,000 will die. Do your part – report illnesses and encourage others to do the same.

The information in this handout is based upon the 2009 Food and Drug Administration Food Code.

# INDUSTRY BULLETIN

for Florida's Food Service Industries



**SUBJECT: REVIEW OF 2009 FDA FOOD CODE CHANGES**

Bulletin 2013-01

July 17, 2013

Effective January 01, 2013, the Division of Hotels and Restaurants adopted major portions of the 2009 Food and Drug Administration (FDA) Food Code (FC), which establishes practical, science-based guidance and enforceable provisions for reducing risk factors known to cause or contribute to foodborne illness. Food service operators licensed by the division should carefully review these changes to ensure they are in compliance. To view the 2009 Food Code in its entirety, please visit our website at [www.myfloridalicense.com/foodcode](http://www.myfloridalicense.com/foodcode).

A few major changes are discussed below.

**Children's Menu** – raw or undercooked comminuted meat, such as hamburgers, may not be served from a children's menu, even if ordered for an adult. Other raw or undercooked animal foods, such as eggs, may still be served from a children's menu provided a consumer advisory is in place.

**Parasite Destruction** – fish that are served raw or undercooked require parasite destruction (unless exempt). Parasite destruction is achieved by freezing the fish to a specific temperature and holding the fish at that temperature for a specified period of time (3-402.11, FC). Operators who choose to conduct parasite destruction onsite must have an electronic time/temperature monitoring device in order to produce the records necessary to ensure the time/temperature parameters have been met.

**Definition of Time/Temperature Control for Safety (TCS) Foods** (previously potentially hazardous foods) – cut leafy greens and cut tomatoes are now considered TCS foods. Cut leafy greens include iceberg lettuce, romaine lettuce, leaf lettuce, butter lettuce, escarole, endive, spring mix, spinach, cabbage, kale, arugula, chard, collard greens, mustard greens and turnip greens. (Herbs, such as cilantro and parsley, are not considered leafy greens.) In addition, the points at which pH and/or water activity may render a food nonTCS have changed – see Table A and Table B in the 2009 FDA Food Code definition of potentially hazardous (time/temperature control for safety) food. The change in definition affects cold holding, hot holding, cooling, cooking, and reheating for hot holding of foods that previously had no time or temperature requirements. These items must also be date marked if held for more than 24 hours and must be served or discarded within seven days. Operators may need to prepare smaller batches of product more often and/or change the methods they use to hold, cool and reheat these newly affected foods. Examples:

- Salsa, lettuce, coleslaw, and garnishes (such as kale) must now be cooled from room temperature to 41°F within 4 hours (if prepared onsite) and held cold at 41°F or below (unless time as a public health control is used).
- Homemade marinara, pizza sauce and spaghetti sauce must now be cooled from 135°F to 70°F within two hours and 135°F to 41°F within a total of six hours; reheated for hot holding to 165°F within two hours; and held hot at 135°F or above (unless time as a public health control is used).

**Date Marking** – date marking is required for ready-to-eat, time/temperature control for safety foods that will be held for more than 24 hours after opening (if commercially processed) or preparation (if prepared from fresh ingredients onsite). Due to the low risk of *Listeria Monocytogenes*, the following commercially processed items are exempt from date marking: hard and semi-soft cheeses, preserved fish, deli salads, yogurt, sour cream, buttermilk, dry fermented sausages, and salt-cured products (such as prosciutto and Parma ham).

**Storage of Frozen Foods** – foods that are received frozen in commercially sealed packages to prevent leakage, and remain frozen in the original unopened packages are exempt from the requirements to separate raw and ready-to-eat foods. All frozen, unopened, commercially packaged foods may be stored together.

Other important changes occurred relative to food allergen awareness, employee health, time as a public health control and partially cooking raw animal foods (non-continuous cooking). Detailed information on these subjects is available on our website at <http://www.myfloridalicense.com/dbpr/hr/forms/hr-publications.html>.

Operators may call the Customer Contact Center at 850.487.1395 or contact local District Offices for questions or additional information. Locate your District Office at <http://www.myfloridalicense.com/dbpr/hr/contact.html>.

## FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Rick Scott, *Governor*

Division of Hotels and Restaurants

Ken Lawson, *Secretary*



# **INDUSTRY BULLETIN**

## **for Florida's Food Service Industry**

**SUBJECT: EMERGENCY RECOVERY GUIDELINES – 2011**

Bulletin 2011-01 / 2011 June 17

### **HURRICANES AND OTHER DISASTERS**

The Division of Hotels and Restaurants urges all state food service operators to take special measures during power or water outages and other emergency conditions. All public food service establishments must take action after these events to offset the effects of loss of electricity, flooding, compromised potable water supplies or damage sufficient to contaminate stored food.

### **FOOD SAFETY AND PROTECTION**

Food poses the greatest threat of causing a foodborne illness if it has warmed due to lack of refrigeration or has been contaminated by floodwater, storm debris or other contaminants. When these circumstances occur, public food service establishments must consider the following precautions:

- ♦ Add bags of ice or dry ice to refrigerators and freezers prior to the emergency if notice is given and loss of power for an extended time is expected.
- ♦ Do not operate if your establishment has no safe water supply or electrical power (or generators) to run essential equipment.
- ♦ Do not operate if your establishment has no roof or is not structurally sound.
- ♦ **While power is off**, keep the doors to freezers and coolers closed in order to maintain temperature as long as possible.
- ♦ **When power is restored, identify** all potentially hazardous foods (PHF) that may have been above 41°F or below 135°F for more than four hours. PHF foods that have been out of temperature for more than 4 hours must be properly discarded.
- ♦ You can safely re-freeze thawed foods that still contain ice crystals and are 41°F or less.
- ♦ Discard any food that has been contaminated or come in contact with floodwater, sewage, smoke, fumes, chemicals, or other liquid contaminants
- ♦ Discard vulnerable containers of food such as those containing peel-off covers, scored pop tops, waxed cardboard, cork or screw tops or paraffin seals such as glass or plastic containers of catsup, dressing, milk, mayonnaise, soda, beer, sauces, etc. if the containers have been exposed to contamination.
- ♦ Discard foods packaged in soft, porous containers like cardboard boxes, paper, foil, plastic and cellophane such as boxes or bags of food, cereal, flour, sugar, rice, salt, etc. if the packages have been exposed to contamination.
- ♦ Discard shell eggs exposed to any contamination – the shell is porous; and do not use swollen, leaking or damaged canned goods.
- ♦ Smoke damage to food is difficult to assess. Insoluble tars and plastics and their byproducts suspended in smoke is a major concern. Discard all foods exposed to smoke.
- ♦ Undamaged, commercially prepared foods in all-metal cans can be saved if you remove labels that can come off, thoroughly wash the cans, rinse them, and then disinfect them with a sanitizing solution consisting of 1 tablespoon of bleach per gallon of potable water. Finally, re-label the containers with a marker.
- ♦ Maintain hot foods at temperatures of 135°F or above and cold foods at temperatures of 41°F or below.
- ♦ Use single-service articles whenever possible. Discard single-service items such as paper or plastic plates, cups, plastic utensils, lids, straws, etc. if the items have been exposed to contamination.
- ♦ Keep food covered and protected from dust, dirt, insects, vermin and other contaminants.
- ♦ Minimize handling of foods before, during and after preparation. Wash hands with potable or boiled water.
- ♦ **WHEN IN DOUBT, THROW IT OUT.**

### **FOOD EQUIPMENT**

- ♦ If the establishment was exposed to contamination, clean and sanitize all equipment and food-contact surfaces with potable or boiled water. Do not operate until the entire establishment has been thoroughly cleaned and sanitized or disinfected.
- ♦ All water filters on equipment should be removed and replaced if not designed to be cleaned in place.

### **BOIL WATER NOTICE**

If a Boil Water Notice is issued by the local health authorities, it means that the water supply may have been contaminated. Do not serve water in any form. Disconnect or turn off water vending machines, drinking fountains, misters, ice-making units and post-mix beverage machines and prevent their use until **advised by the local County Health Department directly or through the news media that the BOIL WATER NOTICE has been rescinded (lifted).** **AFTER the BOIL WATER NOTICE is lifted, allow water to run for five minutes at each tap to flush the lines with safe water.** Refer to the Boil Water Notice for more information concerning proper equipment decontamination and water purification.

**5 Keys for Safer Food in Areas Hit by Disasters:** 1) Keep hands, food and equipment clean; 2) Separate raw and cooked food; 3) Cook foods thoroughly; 4) Keep foods at safe temperatures; and 5) Use only safe water and food.

## **FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

Rick Scott, *Governor*

Division of Hotels and Restaurants

Ken Lawson, *Secretary*

[www.MyFloridaLicense.com/dbpr](http://www.MyFloridaLicense.com/dbpr) • Phone: 850.487.1395



## INDUSTRY BULLETIN for Florida's Food Industry



Florida Department of  
Business & Professional  
Regulation

**SUBJECT: BOIL WATER NOTICE GUIDELINES**

June, 2014

### **BOIL WATER NOTICE, By Authority of Section 381.006 and 403.855-857, Florida Statutes**

These procedures **must** be observed while a “BOIL WATER NOTICE” is in effect:

#### **TAP WATER**

- ◆ Do not serve water from faucets until local health authorities advise the water is safe for consumption. Use only bottled water from an approved source and/or boiled tap water. Boil water at a rolling boil for one minute to kill infectious organisms.
- ◆ An alternative method for areas without power is to mix 8 drops (1/8 teaspoon) of unscented household bleach per gallon of water and allow to stand for 30 minutes. If the water is cloudy in appearance, add 16 drops (1/4 teaspoon) and let stand for 30 minutes. (Water will not be toxic, but may have a chlorine odor and taste.) Note: Using bleach will not kill parasites that may be present, however boiling will kill parasites.

#### **ICE, ICE-MAKING, BEVERAGE & WATER VENDING**

- ◆ Ice bagged or made prior to the issuance of the boil water notice may be used.
- ◆ Ice produced in ice machines after the issuance of a boil water notice must be discarded and machines not restarted until the water supply is deemed safe by local health authority. Sanitize the interior of the ice machine, ice trays and built-in ice-makers with two teaspoons (100+ ppm) of household bleach in one gallon of water prior to restarting the ice machine or ice-maker.
- ◆ Disconnect or turn off water vending machines, drinking fountains, misters, ice-making units and soda machines and prevent their use.
- ◆ Filters in water lines should be replaced if the water supplier detected bacteria in the water samples or if debris accumulation is observed in the filter(s). Information regarding the presence of bacteria will be provided by your water supplier or through the news media.

#### **HANDWASHING**

- ◆ Do not use tap water for handwashing. Use only bottled water from an approved source and/or boiled (and safely cooled) tap water. After proper handwashing, use a sanitizing solution on the hands. This may be accomplished by using a commercial hand sanitizing lotion that requires no rinse or a chlorine bleach solution of two teaspoons of household bleach in one gallon of water. Single-use gloves may be used to provide additional protection after proper handwashing.
- ◆ No bare hand contact with ready-to-eat food is allowed while boil water notice is in effect.

#### **COOKING & CLEANING**

- ◆ Food equipment and utensils and food-contact surfaces that must be cleaned in place (does not fit into a three-compartment sink), may be cleaned with steam with no additives, a sanitizing mix of bottled or boiled water and bleach (50-100 ppm) or other approved sanitizing solution.
- ◆ Do not use tap water for food processing or food preparation until the BOIL WATER NOTICE is lifted by local authorities. Use only bottled water from an approved source and/or boiled tap water for these purposes.

#### **DISHWASHING/WAREWASHING**

- ◆ Manually wash, rinse and sanitize dishes, food equipment and utensils with bottled water from an approved source and/or boiled tap water utilizing a three-compartment sink in the approved manner. Use single-service articles when possible.
- ◆ Mechanical dishwashers may be used only to remove food residue and debris, if followed by a manual wash, rinse, and sanitization as described above.

#### **RESCINDING THE BOIL WATER NOTICE**

- ◆ You will be advised by the local Health Department directly or through the news media when a “BOIL WATER NOTICE” has been rescinded (lifted). AFTER the “BOIL WATER NOTICE” is lifted, allow water to run for five minutes at each tap to flush the lines with safe water. Remember to include misters, drinking fountains, ice makers (discard the first binful), soda machines, etc., when flushing the lines.

If you require further information, please contact your local water supplier. If you have questions about the Boil Water Notice Guidelines, please contact your licensing agency.

**Florida Department of Agriculture and Consumer Services: 850.245.5520**

**Florida Department of Business and Professional Regulation: 850.487.1395**

**Florida Department of Health: Local County Health Department**

**Rick Scott, Governor**

# INDUSTRY BULLETIN

## for Florida's Food Service Industry



**SUBJECT: Emerging Issues and Trends – Truth in Menu**

Bulletin 2016\_01

July 1, 2016

*This bulletin is provided to aid in compliance with Florida law, and is not intended to be legal advice. While care has been taken to ensure its accuracy, in the event of conflict the actual statute or administrative rule will prevail.*

Consumers are embracing the concept of eating foods marketed as “local”, “organic”, or “farm to table”. Recent published studies have highlighted how the misrepresentation of food or the describing of food in a way that misleads or misinforms consumers can be a public health risk and financial fraud. Florida law prohibits the misrepresentation of food. This includes the false or misleading description of food or food product, serving or selling food or food product under the name of another food or food product, misleading or misinforming the consumer about food, and misrepresenting the appearance, color, or quality of a food. Instances of these prohibited activities have risen along with the increased consumer demand for “local”, “organic”, and “farm to table” food.

Menus or any other manner used to promote or advertise items for sale must be accurate and truthful. Particular attention should be focused on food descriptions placed on menus, blackboards or specials flyers, including specific ingredients and where ingredients are originally sourced. Establishments that serve these types of foods are especially vulnerable to violations due to the seasonal availability of many of these items or availability of items from particular sources. It is important for operators to inform customers if the establishment runs out of an item ordered by the customer, and what, if any, food item is substituted.

Failure to accurately and truthfully identify food items for sale, such as substituting tomatoes grown out of the country as tomatoes from a nearby farm, is a violation of Florida law. Violators are subject to fines of up to \$1000 per occurrence, license suspension, or license revocation. DBPR sanitation and safety inspectors actively enforce the following provisions of Florida law:

### **Chapter 509.292, F.S. – Misrepresenting food or food product; penalty,**

(1) An operator may not knowingly and willfully misrepresent the identity of any food or food product to any of the patrons of such establishment. The identity of food or a food product is misrepresented if:

- (a) The description of the food or food product is false or misleading in any particular;
- (b) The food or food product is served, sold, or distributed under the name of another food or food product; or
- (c) The food or food product purports to be or is represented as a food or food product that does not conform to a definition of identity and standard of quality if such definition of identity and standard of quality has been established by custom and usage.

### **Section 3-601.12, Food Code (2009) – Honestly Presented**

- (A) Food shall be offered for human consumption in a way that does not mislead or misinform the consumer.
- (B) Food or color additives, colored overwraps, or lights may not be used to misrepresent the true appearance, color, or quality of a food.

Consumers who wish to file a complaint against public food service establishments engaged in misrepresentation, misbranding, or false or misleading presentation of food or food products may do so via the Customer Contact Center at 850.487.1395 or at [www.myfloridalicense.com/dbpr/hr](http://www.myfloridalicense.com/dbpr/hr).

## **FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

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