



# *Town of Kearny*

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## **RETAIL FOOD ESTABLISHMENT PLAN REVIEW REQUIREMENTS**

This document is a review guide and is in no way all-encompassing of the New Jersey Retail Food Code mentioned nor is it meant to encompass all that is reviewed during a plan review by the Health Department. Final approvals are based on the volume and capacity presented by the retail food establishment.

**PLEASE NOTE THAT WE WILL REVIEW PLANS WITHIN 30 DAYS. PLANS WILL NOT BE REVIEWED WITHOUT THE FOLLOWING:**

- Bound architectural drawings of premises and remote sites including layout with floor plan and equipment schedules, plumbing diagrams, elevations, and finish schedules.
- Manufacturer specification sheets for all equipment including locations, dimensions, performance capacities, and model numbers.
- Food menu with anticipated risk type (see next page for definitions).
- Written business plan including nature of the business and hours of operation, volume of food prepared, sold, or served, anticipated plate count, and procedures for operating a retail food establishment.

## **GUIDELINES FOR PLANS**

1. Must comply with the entirety of N.J.A.C. 8:24 “Sanitation in Retail Food Establishments and Food and Beverage Vending Machines”
2. Handwashing sinks in every food prep and dishwashing area, their locations shall be conveniently and reasonably located, they shall only be used for handwashing, and employees shall not need to leave their immediate workstation to wash their hands
3. A three-compartment sink shall be installed on the premises, sink must have adequately-sized compartments to submerge largest piece of equipment, and area to air dry dishware shall be established
4. Sufficient number of food prep sinks shall be installed on premises, and handwashing sinks and 3-compartment sinks shall not be used for food preparation
5. Air gap or check valve for three-compartment sinks, food prep sinks, ice machines, etc. shall be installed
6. Mop utility sink or curbed floor drain area should be located on main floor, and it shall not be located nearby food preparation areas
7. Rapid cooling equipment may be required depending on the menu and refrigeration space
8. Dressing area shall be provided if employees routinely change their clothes in establishment, and storage area for employees’ belongings shall be located in a suitable area
9. Waste details including containers, storage, removal, and schedule shall be established
10. Source of hot water and the type of water heated shall be indicated on plans
11. Sneeze guards or other protective shielding shall be installed for foods on display
12. Floor-wall junctures shall be covered and sealed

13. HACCP plan shall be submitted for any specialized processing activity or other method determined by the health authority that requires prior approval
14. Contact information of management to conduct a business plan review and establish food safety requirements including Food Protection Management Certification, Food Defense Plans, and obtaining food from approved suppliers and shippers

### **N.J.A.C. 8:24 – RETAIL FOOD ESTABLISHMENT RISK TYPE DEFINITIONS**

**“Risk type 1 food establishment”** means any retail food establishment that:

1. Serves or sells only pre-packaged, non-potentially hazardous foods;
2. Prepares only non-potentially hazardous foods; or
3. Heats only commercially processed, potentially hazardous foods for hot holding and does not cool potentially hazardous foods. Such retail establishments may include, but are not limited to, convenience store operations, hot dog carts, and coffee shops.

**“Risk type 2 food establishment”** means any retail food establishment that has a limited menu; and:

1. Prepares, cooks, and serves most products immediately;
2. Exercises hot and cold holding of potentially hazardous foods after preparation or cooking; or
3. Limits the complex preparation of potentially hazardous foods, including the cooking, cooling, and reheating for hot holding, to two or fewer items. Such retail establishments may include, but are not limited to, retail store operations, schools that do not serve a highly susceptible population, and quick service operations, depending on the menu and preparation procedures.

**“Risk type 3 food establishment”** means any retail food establishment that:

1. Has an extensive menu which requires the handling of raw ingredients; and is involved in the complex preparation of menu items that includes the cooking, cooling, and reheating of at least three or more potentially hazardous foods; or
2. Prepares and serves potentially hazardous foods including the extensive handling of raw ingredients; and whose primary service population is a highly susceptible population. Such establishments may include, but are not limited to, full service restaurants, diners, commissaries, and catering operations; or hospitals, nursing homes, and preschools preparing and serving potentially hazardous foods.

**“Risk type 4 food establishment”** means a retail food establishment that conducts specialized processes such as smoking, curing, canning, bottling, acidification designed to control pathogen proliferation, or any reduced oxygen packaging intended for extended shelf-life where such activities may require the assistance of a trained food technologist. Such establishments include those establishments conducting specialized processing at retail.