



**Renewal Time is Almost at Hand:
DON'T FORGET!**

Applications for retail food license renewals for the period of April 1, 2011 – March 31, 2012 have been mailed to your establishments. Take the time to review and complete your applications. If your establishment does not receive an application by mail, please stop by the Health Department where you can be assisted with the application process. **Please take note that vending machine licenses must be renewed at the same time.

- New businesses that completed a 2010 retail food license in the last few months will still be required to renew for 2011 by March 31st.
- Establishments that are designated as non-profit (i.e. churches, etc.) are still required to submit your application form with tax exempt ID number.
- Late fees will be charged on all renewals received /postmarked after April 1st. Late fees: \$50.00 for licenses under \$200 -- OR -- \$100 for licenses \$200 and over.
- License renewals are subject to an additional penalty fee of 50% of the normal license fee whenever an establishment has received two (2) Conditional ratings in the previous licensing year.
- Re-inspection fees, in the amount of 25% of the normal license fee, will be assessed for any establishment that received a second or subsequent Conditional rating (upon re-inspection) or an Unsatisfactory rating in any licensing year.
- Pursuant to the City of Englewood Revised Health Code, it is unlawful to operate a retail food establishment without a current and valid license.
- Remember to post your retail food license in a place where the public can easily view it.

The Health Department will take legal action against those establishments that fail to renew their license.

TAKE THE TIME, TO AVIOD THE FINE...\$\$\$

Food and Kitchen Equipment: What's in "Store" for your Food Establishment?

Organization of foods and kitchen equipment is a vital part of any successful food service operation. It's a good idea to be organized because things become easier to find. Space is used efficiently and it looks neater. More importantly, contamination of properly placed items will be minimized.

Food

Storage rooms

The floor, walls, and ceiling of any storage room should be kept clean, in good repair, and moisture free. Avoid storing cleaning agents and other chemicals in the same area where food is kept. Shelf and rack surfaces must be dry, easily cleanable and free of dirt, dust, food debris, etc. Never store foods directly on the floor. All foods should be elevated at least 6 inches off the ground. Utilize space effectively by organizing products. If you find yourself struggling to find space, consider installing more shelving or incorporating another storage area. Keep storage rooms well lit.



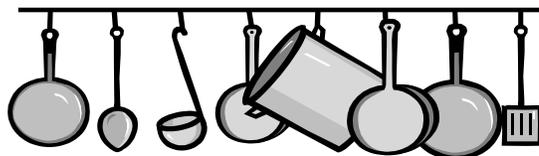
Walk-in boxes, refrigerator & freezer units

Requirements for dry good storage also apply to walk-ins, refrigerator, and freezer units. Additionally, raw meats, poultry, and seafood should be stored separately from the ready-to-eat foods, such as fruits and vegetables, in order to avoid cross-contamination. If this is not possible due to space constraints, place raw foods on the shelves below other foods. All refrigeration and freezer units are to be equipped with thermometers.



Equipment and Utensils

Kitchenware should be stored in similar fashion as food. All washed kitchen equipment and utensils are to be stored in a clean, dry environment (racks, shelves, hooks, storage bins, etc) to be air dried. Washed equipment should be properly drained before storing it away. Invert pots, pans, and dishes upside down to avoid contamination of the food contact surfaces. Storage space must be at least 6 inches off the ground and be protected from agents such as dirt, grease, and food residue. Keep the same idea in mind when finding a home for single service articles such as disposable plates, napkins, and plastic forks and spoons.



****FOOD AND EQUIPMENT STORAGE IN RESTROOMS IS PROHIBITED!**

Wash, Rinse, and Sanitize



Often, employees in a food establishment utilize the three compartment sink improperly. It's important to realize that each compartment should have its own designation.

- **First Compartment:** This is where the washing of kitchen cookware and utensils takes place. Care must be taken to remove all organic matter and residue as this may

interfere with the sanitizing process later.

- **Second Compartment:** Is used for RINSING. Only clean water should be used in this section. Be sure to eliminate all traces of detergent.
- **Third Compartment:** STRICTLY FOR SANITIZING. This can be achieved in two ways:
 - Immersion of the cleaned equipment for 30 seconds in a hot water bath (at least 170°F)

- OR -

- Immersion in a solution of water and an approved sanitizing agent for one minute. The following sanitizing agents may be used:

| | Chlorine (Bleach) | Iodine | Quaternary Ammonia |
|---|----------------------------|----------------|--|
| Minimum Concentration | 50 parts per million (ppm) | 12.5 ppm | 200 ppm |
| Temperature of Water | 75°F | 75°F | 75°F |
| Length of Immersion Time | 1 minute | 1 minute | 1 minute (some products may take longer) |
| Response to Organic Matter & Residue | Quickly inactivated | Less effective | Not easily affected |

NOTE: Please be aware that when using a sanitizing agent, you are responsible for having the corresponding test strips for measuring and maintaining proper sanitization.

TEMPERATURES

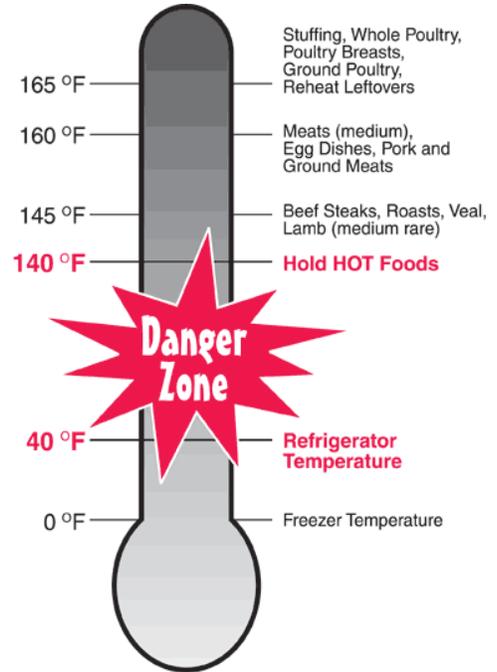
- Harmful bacteria prefer moderate temperature
- Refrigeration slows growth
- Freezing stops growth but does not kill

The **DANGER ZONE** is 41°F to 135°F
“Temperature where germs grow rapidly, and where food is most likely to become unsafe”

Safe Cooking Temperatures

Unless SPECIFICALLY ordered by the request of the customer (raw, medium raw, medium, etc.), all parts of the food must be cooked to the below temperatures:

- 165°F – Poultry and poultry stuffings, reheated foods
- 155°F – Ground beef, Hamburgers
- 145°F – Fish and pork products. Eggs and egg containing foods. All other potentially hazardous foods
- Foods must reach above temperatures and hold for at least 15 seconds



Safe “Holding” Temperatures

- 135°F or above – Holding temperature for all HOT foods
- 41°F or below – Holding temperature for all COLD foods
- 0°F – Holding temperature for FROZEN foods





Employee Hygiene: *Break Your Dirty Habits*

Sometimes, food borne illness can be attributed to poor personal hygiene. Things such as not washing hands, personal cleanliness, improper glove use, and unsanitary behaviors may lead to a serious outbreak which can affect your business and reputation. Learn to spot and correct these deficiencies and protect public health.

Hand washing is a simple but important duty in any food preparation routine. A good thorough lathering, scrubbing, and rinsing for at least 20 seconds will eliminate the contamination of food through handling. Hand washing facilities should be fully stocked with soap, paper towels and hot water at all times as well as kept clear, is convenient for access, and unobstructed. The hand washing station's single function is for hand washing purposes ONLY. Hands should be washed after the following actions:

- Anytime when entering the kitchen
- Before handling or preparing foods
- Handling money
- After touching parts of the body (face, hair, nose,
- After using the restroom
- Smoking
- Eating



etc.)



Eating, chewing gum or tobacco, and smoking are prohibited within the food preparation area. These actions can possibly contaminate food products by accident by way of smoke and ash, food particles, or the gum itself. In addition, saliva on the fingers of smokers and gum chewers can introduce huge numbers of bacteria into a food product or on food preparation equipment.

Clean attire is a must for any food service operation. For instance, a dirty uniform or apron can spread pathogens to an employee's hand. In addition, an untidy appearance may make patrons think twice about eating in your establishment. Whenever work attire becomes heavily soiled, have a fresh set on hand.



Also remember... Employees that are visibly sick (coughing or sneezing) or have open wounds should refrain from working with food. It can unnecessarily expose food to bacteria. Instead, assign the worker(s) in question to other tasks. They can resume their regular responsibilities when they have fully recovered from their condition.

REMINDERS



2010 Food Licenses expire on March 31, 2011. Renewals have been sent out already – contact the Health Department if you have not received your renewal notice. Please renew **ON TIME** to avoid a summons.



Wash, Rinse, and Sanitize



Organization of foods and kitchen equipment is a vital part of any successful food service operation. It's a good idea to be organized because things become easier to find and space is used efficiently!



Make sure kitchen staff are properly using food thermometers. Food products must be cooked to and held at certain temperatures. All staff should use and know how to use food thermometers.

Sources: New Jersey Department of Health and Senior Service – Chapter 24 of the New Jersey State Sanitary Code;

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FOOD FOR THOUGHT is a quarterly publication issued by the Englewood Health Department for food establishments in Englewood. This issue was compiled by Kristina Bonanni, Sr. REHS.

Spring 2011 Issue

