

CHAMPAIGN COUNTY
RETAIL FOOD STORE
SANITATION RULES & REGULATIONS

KEEP IT

HOT

140°F. OR HIGHER

KEEP IT

COLD

41°F. OR LOWER

KEEP IT

CLEAN



Champaign County Public Health Department
Environmental Health
815 N. Randolph
Champaign, IL 61820
217/363-3269

ENFORCEMENT PROVISIONS

PERMIT FEES - The annual fee for a Health Department permit to operate a food service establishment in the jurisdiction of the Champaign County Public Health Department is as follows:

CATEGORY 1 (PRIORITY) - \$400

CATEGORY 2 (PRIORITY) - \$300

CATEGORY 3 (PRIORITY) - \$150

TEMPORARY EVENTS - ONE (1) DAY - \$50

TEMPORARY EVENTS - TWO (2) TO FOURTEEN CONSECUTIVE (14) DAYS - \$75

SEASONAL - UP TO SIX (6) MONTHS - \$125

PERMIT REINSTATEMENT FEE - \$50

LATE FEE - \$25

REINSPECTION FEE - \$25 PER HOUR (minimum charge one (1) hour:

Subsequent time in increments of one quarter (1/4) hour.

Charges will be calculated from the beginning of actual

Inspection, to the completion of the computerized report.

Reinspections shall be conducted when a food service establishment's adjusted score is thirty-five percent (35%) or when Critical, Major, or Repeat Violations have not been remedied.

Reinspections will NOT include the following:

- 1) Routine operational inspections,
- 2) inspections requested by the facility management,
- 3) educational visits,
- 4) operational equipment checks (e.g., temperatures, food storage temperatures)
- 5) equipment consultations (e.g., placement, type, approval)
- 6) construction surveys,
- 7) disaster inspections (e.g., fire, flood, power outage),
- 8) foodborne illness investigations, or
- 9) complaint-based investigations.

INSPECTION OF FOOD SERVICE ESTABLISHMENTS OR RETAIL FOOD STORES

Category 1 (Priority) food service establishment(s) or retail food store(s) located in Champaign County shall be inspected at least three times per year. One of the inspections of a Category 1 (Priority) food service may be substituted by an approved educational contact. Category 2 (Priority) food service establishments, or retail food stores located in Champaign County shall be inspected at least one time per year. Category 3 (Priority) food service establishments, or retail food stores located in Champaign County shall be inspected at least once every two years. Food service establishments or retail food stores located in Champaign County may request a nonrecorded inspection. This inspection would not be the basis for any proceedings. Category (Priority) ratings for all food service facilities will be re-evaluated each year. Each facility will be informed of any changes in its rating.

(1) All violations of 1 or 2-point weighted items shall be corrected as soon as possible, but in any event, by the time of the next routine inspection.

(2)* CRITICAL VIOLATIONS #'S 1,3,4,7,11,12,20,27, and 28 shall be corrected prior to the end of the inspection. The violation will be noted on the inspection report as "corrected during inspection" or "cdi." Critical violations are to be given a further debit weight of five percent (5%). Debits will be maintained. *See #5, ADJUSTED SCORES.

(3)* MAJOR VIOLATIONS #'s 30,31,35,41 and 45 may be corrected prior to the end of the inspection, and if corrected will be noted on the inspection report as "corrected during inspection" or "cdi." Major violations are to be given a further debit weight of five percent (5%). Debits will be maintained. If the violation cannot be remedied in this manner, a "Major Violation Correction Form" (MVCF) will be left with the manager/operator at the time of the inspection. A written method of correction for each of the "Major Violations" shall be made on this form by the manager/operator and returned to the Health Authority within ten (10) days. *SEE #5, ADJUSTED SCORES.

The MVCF shall be reviewed and initialed by the inspector that conducted the inspection. A log to record and follow the MVCF will be maintained. The log will contain a) the permit number of the food service or the retail food store, b) the date the MVCF was left, c) the name of the facility, and d) the date the MVCF was returned. If the MVCF is found to be satisfactorily completed, it will be filed in the facility folder. If the MVCF is not complete or is improper, the facility will be contacted within twenty-four (24) hours to ensure compliance.

If the MVCF is not returned to the Health Authority in the ten (10) working days allocated, a letter, with another MVCF, will be sent to the facility. The letter will allow forty-eight (48) hours to return the second MVCF. Failure to return the MVCF the second time will result in an informal hearing regarding the suspension of the facility's permit to operate.

(4)* REPEAT VIOLATIONS - Repeat violations are to be given a further debit weight of two percent (2%). If documentation indicates that the item has not been corrected properly

in a period of two (2) years, the violations will be reclassified as a MAJOR VIOLATION. SEE #5, ADJUSTED SCORES.

(5) ADJUSTED SCORES - All facility ratings shall be determined by using the Score minus the debits created by CRITICAL, MAJOR, and REPEAT violations. This score will be referred to as the ADJUSTED SCORE. The adjusted score shall be determined by using the following method:

a) Multiply the total number of CRITICAL and MAJOR Violations times five (5); (SEE #2 & #3)

b) Multiply the total number of REPEAT Violations times two (2), (SEE #4)

c) subtract a+b from the Score (e.g.: $\text{Score} - (a+b) = \text{ADJUSTED SCORE}$)

(6) In the case of temporary food service establishments or temporary retail food stores, violations must be corrected within a specified period of time not to exceed twenty-four (24) hours. Failure to comply with such notice shall result in immediate suspension of the permit.

(7) Failure to comply with any notice regarding any violation or repeat violations issued in accordance with the provisions of this ordinance may result in the immediate suspension of the permit.

(8) State that an opportunity for appeal from any notice or inspection findings will be provided if a written request for a hearing is filed with the health authority within the period of time established in the notice for correction.

(9) VOLUNTARY CLOSURE - A facility having an adjusted score of zero to 35 percent (0%-35%) shall be counseled by the inspecting officer to voluntarily cease food service operations until such a time that the facility is in general compliance with the applicable Rules and Regulations.

(10) IMMEDIATE CLOSURE - Facilities that have an adjusted score of less than zero percent (0%) shall be classified as an imminent danger to the public's health and their permit to operate shall be suspended immediately. A hearing shall be scheduled as per Champaign County Health Ordinances.

FOOD SERVICE ESTABLISHMENTS OR RETAIL FOOD STORES OUTSIDE JURISDICTION OF THE HEALTH AUTHORITY - Food from food service establishments or retail food stores outside the jurisdiction of the health authority may be sold within Champaign County if such food service establishments or retail food stores conform to the provisions of this ordinance or to substantially equivalent provisions. To determine the extent of compliance with such provisions, the health authority may accept reports from responsible authorities in other jurisdictions where such food service establishments or retail food stores are located.

(1) PLAN REVIEW FEES - Plan review fees will be charged as follows:

(a) NEW CONSTRUCTION OR CONVERSION OF EXISTING STRUCTURES:

100 TO 1,000 SQUARE FEET - \$200
OVER 1,000 TO 10,000 SQUARE FEET - \$300
OVER 10,000 TO 50,000 SQUARE FEET - \$400
OVER 50,000 SQUARE FEET AND UP - \$500

(b) EXTENSIVE REMODEL OR CHANGE OF OWNER:

75% OR GREATER OF (a)

100 TO 1,000 SQUARE FEET - \$150
OVER 1,000 TO 10,000 SQUARE FEET - \$225
OVER 10,000 TO 50,000 SQUARE FEET - \$300
OVER 50,000 SQUARE FEET AND UP - \$375

(c) MINOR REMODEL:

LESS THAN 75% OF (a)

100 TO 1,000 SQUARE FEET - \$100
OVER 1,000 TO 10,000 SQUARE FEET - \$150
OVER 10,000 TO 50,000 SQUARE FEET - \$200
OVER 50,000 SQUARE FEET AND UP - \$250

* FROM PAGE 2 - MAJOR AND CRITICAL VIOLATIONS ARE ITEMS THAT REQUIRE IMMEDIATE ATTENTION DUE TO THEIR POTENTIAL FOR CREATING FOOD RELATED ILLNESS OR HAZARD.

ENFORCEMENT PROVISIONS APPROVED, OCTOBER 1998 BOARD OF HEALTH MEETING.