Montgomery County Department of Health and Human Services
Licensure & Regulatory Services
2425 Reedie Drive, 9th Floor, Wheaton, Maryland 20902
Phone: 240-777-3986 / Fax: 240-777-3088 or 240-777-4531
www.montgomerycountymd.gov/licensure

MOBILE FOOD SERVICE FACILITY LICENSE- NEW

- ☐ APPLICATION
- ☐ A COPY OF THE WORKERS' COMPENSATION CERTIFICATE OF LIABILITY **or** CERTIFICATE OF COMPLIANCE
- ☐ COPY OF THE VEHICLE REGISTRATION
- ☐ COPY OF CERTIFIED FOOD MANAGER CARD- ***if applicable***
- ☐ COPY OF FOOD ALLERGEN TRAINING CERTIFICATE- ***if applicable***
- ☐ COMMISSARY OR BASE OF OPERATION AUTHORIZATION FORM
- ☐ COPY OF THE FOOD SERVICE FACILITY LICENSE OF THE COMMISSARY **or** BASE OF OPERATION
- ☐ PLAN REVIEW PACKET
- ☐ COPY OF FULL MENU
- ☐ HACCP PLAN
- ☐ COMPLETE FLOOR PLAN OF THE UNIT DRAWN TO SCALE
- ☐ PICTURES/FACTSHEET OF ALL EQUIPMENT NECESSARY FOR THE OPERATION OF THE UNIT
- ☐ PROVIDE PLUMBING SPECIFICATION OF ALL EQUIPMENT
- ☐ COPY OF THE PAYMENT RECEIPT FOR THE VENDOR'S PERMIT Obtained at the Department of Permitting Services (2425 Reedie Drive, 7th floor), the City of Gaithersburg, or the City of Rockville.
- ☐ COPY OF THE $55.00 PAYMENT RECEIPT FOR THE PLAN REVIEW FEE

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MOBILE FOOD SERVICE FACILITY GENERAL REQUIREMENTS

FOOD FOR A MOBILE FOOD SERVICE FACILITY MAY NOT BE PREPARED OR STORED IN A PRIVATE HOME

1. A mobile food facility must operate from an approved base of operation and report at least daily to the base for cleaning and servicing of the unit. A valid copy of the license from the base of operation, if located outside of Montgomery County, is required.
2. An original letter (on letterhead) from the approved base of operation must be submitted with the application. This letter will indicate approval of its facility use as the mobile unit's base of operation.
3. A mobile food facility must have all required equipment (hand sinks, utensil washing sinks, refrigerators, facilities to store equipment and supplies, etc.) located/contained within the unit
4. Purchase all raw ingredients or prepared foods from a licensed commercial source (such as a commissary, wholesale or retail food facility). No food from an unapproved source may be served or sold. Any food not prepared on the mobile unit must be prepared in a licensed kitchen located at the base of operation.
5. All equipment must meet the standards of the National Sanitation Foundation (NSF). Refer to COMAR 10.15.03 governing Food Service Facilities for specific information on these standards.
6. Maintain cold food at 41°F or below and frozen food at 0°F or below in approved equipment until cooked or served. Use of coolers with ice for storing potentially hazardous food is not allowed.
7. Cook food to the proper minimum internal temperature:
   a. Fruits and vegetables cooked for hot holding - 135° Fahrenheit.
   b. Seafood, meat not otherwise specified, and shell eggs for immediate service - 145° Fahrenheit.
   c. Ground pork, ground beef, and eggs not for immediate service - 155° Fahrenheit.
   d. Poultry, stuffed meats, and stuffed pasta - 165° Fahrenheit.
8. Rapidly reheat previously cooked food purchased from a licensed facility to a minimum of 165°F within 2 hours, using approved equipment. Do not use hot holding equipment such as steam tables, chafing dishes, or crock pots to reheat food. If food is cooked in advance at a licensed facility for cold transport, cool the food from 135°F to 70°F within 2 hours and from 70°F to 41°F within 4 hours.
9. Maintain hot food at 135°F or above. Pre-heat hot holding units before use.
10. Eliminate bare hand contact with ready-to-eat food by wearing disposable gloves or using foil, wax paper or clean and sanitized utensils. Wash hands before putting on the gloves. Change plastic gloves between tasks or when torn or soiled.
11. Only use ice from an approved potable water source and keep it separated from raw animal foods. Provide scoops or utensils with handles to properly dispense ice.
12. Store raw products below and away from ready-to-cat foods. Store all food, equipment, and supplies off the floor and away from chemicals.
13. Provide a metal stem probe thermometer with minimum 2°F increments for monitoring food temperatures. To check ambient temperatures, provide thermometers with minimum 2°F increments in all cold and hot food storage units.
14. All water must come from an approved potable source. A clean and sanitized holding tank that is adequately sized for the intended use must be provided to store the water.
15. Provide a hand sink with hot (minimum temperature of 100°F) and cold running water. Water must be dispensed through a faucet Provide soap and paper towels at the hand sink at all times. Wash hands after coughing or sneezing, using the restroom facilities, smoking, eating, handling raw animal foods, or after engaging in activities that could contaminate your hands.
16. Provide a three-compartment sink with integral drainboards for utensil washing. Each vat must be large enough to fit the largest piece of equipment to be washed on the mobile unit. Using containers such as bus or hotel pans is not allowed in lieu of providing a commercial three compartment sink. Provide dishwash detergent and an approved sanitizer for proper washing, rinsing, and sanitizing equipment. Provide appropriate test papers to check the sanitizer concentration.
17. Dispose of all wastewaters into a holding tank that is leak proof and provided with a drain plug. A wastewater tank that is larger than the size of the water supply tank is required. Drain the wastewater into an approved sanitary sewer system (not into a storm sewer or onto the ground).
18. Equipment used for cooking foods that may produce grease or steam must be adequately vented outside the mobile unit. Grease or steam may not be allowed to accumulate within the unit.

19. Provide floors and walls (if appropriate) that are light in color, cleanable, durable, and non-absorbent. Screen or seal all outer openings to prevent the entrance of vermin. Maintain the interior of a mobile food facility in a clean and sanitary condition.
20. Provide a minimum of 50-foot candles of shielded light inside the mobile food facility.
21. No person who has a communicable disease, infected wound or boil, or is experiencing diarrhea, vomiting, or persistent coughing or sneezing is allowed to work on a mobile food facility. All staff must wear clean clothing, hair restraints, and no jewelry except a smooth wedding band. Employee drinks are permitted provided the containers have a lid with a straw to prevent mouth-to-hand contamination. Smoking and the use of other tobacco products are prohibited in the mobile food facility.
22. Provide an adequate number of covered trash containers. Dispose of grease into an approved receptacle (such as a grease barrel or WSSC approved disposal site).
23. Only items related to the operation of the mobile food facility are allowed in the unit.
24. Foods that are not commercially processed and served in their original, unopened container must have no more than **0.5 grams** of artificial trans-fat per serving (ingredients list indicates "partially hydrogenated" oil).
25. All mobile food service facilities that prepare or serve potentially hazardous foods or opened/unpackaged foods must complete and submit a HACCP plan.
26. A certified food service manager may be required for any mobile food service facility at the discretion of the Director.
27. Mobile units must operate independently and remain capable of being mobile at all times. Electrical, water or sewer connections to exterior facilities are not permitted.
28. No tables or chairs will be placed outside of a mobile unit for customers to sit down dining.

PLEASE KEEP THIS DOCUMENT FOR REFERENCE

Please continue to complete the Mobile Food Service Facility License Application – New

Montgomery County Department of Health and Human Services
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MOBILE FOOD SERVICE FACILITY LICENSE APPLICATION - NEW

(UNITS OPERATING AT A SITE-SPECIFIC LOCATION MUST MOVE FROM LOCATION DAILY)

Today's Date:

ONE YEAR LICENSE: ☐ **New** ☐ **Renewal** ☐ **Reciprocity** **SEASONAL 90 DAY LICENSE:** ☐ **New** ☐ **Renewal**

Name of Facility:

MOBILE FOOD ESTABLISHMENT TYPE: ☐ **Trailer** ☐ **Motor Vehicle** ☐ **Pushcart**

TYPE OF FOOD SOLD: ☐ **Pre-Packaged Only** ☐ **Open or Potentially Hazardous**

Mobile Tag #: **State:**

VIN #: **Federal Tax ID #:**

Owner/Corporation Name: **Telephone #:**

OWNER/CORPORATION ADDRESS:

Street #: Street Name: Suite #:

City: State: Zip Code:

MONTHS OF OPERATION (Check all that Apply):

☐ **January**	☐ **February**	☐ **March**	☐ **April**	☐ **May**	☐ **June**
☐ **July**	☐ **August**	☐ **September**	☐ **October**	☐ **November**	☐ **December**

DAYS AND HOURS OPEN FOR BUSINESS:

MONDAY:	From	To
TUESDAY:	From	To
WEDNESDAY:	From	To
THURSDAY:	From	To
FRIDAY:	From	To
SATURDAY:	From	To
SUNDAY:	From	To

Please continue to complete Page 2 of the Mobile Food Service Facility License Application - New

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WORKERS' COMPENSATION INSURANCE (Required every renewal):

Company Name: _____ **Policy/Binder #:** _____

☐ **Check here if sole proprietor.** The business is a sole proprietorship with no employees. Members of a partnership or LLC must apply for a Certificate of Compliance from the Worker's Compensation Commission (410-864-5100 or 800-492-0479).

If you do not have Worker's Compensation Insurance, you must submit a copy of the Certificate of Compliance issued by the Worker's Compensation Commission (410-864-5100 or 800-492-0479).

When requesting a Mobile Reciprocity License, the following documentation must be attached to this application:

- Your Maryland "County of Origin" Mobile Food License **and** Inspection Report.
- Menu **and** Approved HACCP Plan.
- Commissary or Base of Operation Authorization Form **and** copy of Commissary or Base of Operation Food Service Facility License.
- Montgomery County Certified Food Manager Card **and** Food Allergen Training Certificate.
- Copy of Vehicle Registration.
- Copy of vendors license payment receipt (obtained from Department of Permitting Services at 2425 Reedie Drive, 7th Floor or City of Gaithersburg/Rockville).

I hereby certify that the above information is accurate and complete:

Name of Applicant: _____ **Title:** _____

Signature of Applicant: _____ **Date:** _____

FEES

Type of License	Fee
Low Priority (Facilities that serve commercially packaged potentially hazardous foods directly to the consumer or non-potentially hazardous foods that are cut, assembled, or packaged on the premises, such as candy, popcorn, and baked goods; or hand dipped ice cream)	$200.00
Moderate Priority (Facilities that serve potentially hazardous food that is prepared require the food to pass through the temperature danger zone, 41° F to 135° F, one time before service such as cooking, hot holding, and then serving; or facilities that cut, assemble, or package on the premises, such as meats)	$375.00
High Priority (Facilities that serve potentially hazardous food that is prepared a day or more in advance of service; or using food preparation methods that require the food to pass through the temperature danger zone, 41° F to 135° F, two of more times before service, such as cooking, cooling, and then reheating)	$525.00
Mobile Facilities, Event Series, or Seasonal or Pool Snack Bars that operate for more than 14 days but less than 90 days with operating dates printed on the licenses:	$175.00
Mobile Reciprocity License	$300.00
Plan Review (one time)	$55.00
Food License-Late Fee	$100

LICENSES ARE NOT TRANSFERABLE FROM PERSON TO PERSON

PAYMENT METHOD

Submit completed application and fee to: **Licensure & Regulatory Services,** 2425 Reedie Drive, 9th Floor, Wheaton, Maryland 20902.

Checks/Money Orders payable to "Montgomery County, Maryland" or pay by Mastercard, VISA or checking card.

CASH IS NOT ACCEPTED

Please continue to complete Page 3 of the Mobile Food Service Facility License Application – New

SELECT TYPE OF PAYMENT METHOD BELOW

☐ **Check** ☐ **Money Order** ☐ **Mastercard** ☐ **VISA**

CREDIT CARD PAYMENT SECTION

Cardholder's Name: _____ **Credit Card #:** _____

Exp Date: _____ **3-Digit Security Code:** _____ **Amount:** _____

I agree to pay the above total amount according to the card issuer agreement:

Cardholder's Signature: _____

OFFICE USE ONLY

Receipt #: _____ **Date Received:** _____ **Staff Initials:** _____

Amount Paid: _____ **Check/Money Order #:** _____

Credit Card Approval Code: _____

Please continue to complete the Commissary or Base of Operation Authorization Form

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www.montgomerycountymd.gov/licensure

Annual Renewal Required

Year: _____

COMMISSARY OR BASE OF OPERATION AUTHORIZATION FORM

I, _____ (owner/agent) of the food facility noted below, will allow my facility to serve as a commissary for the mobile food establishment noted below. I understand that as a commissary for the mobile food establishment, I must allow the mobile food establishment to return for servicing daily. I understand that by signing this form my facility will be inspected to ensure the requirements are met.

Attach a copy of the Food Service Facility License to this application.

Name of Commissary or Base of Operation:

ADDRESS OF COMMISSARY OR BASE OF OPERATION:

Street #: Street Name: Suite #:

City: State: Zip Code:

Name of Owner/Licensee:

DAYS AND HOURS OPEN FOR BUSINESS:

MONDAY:	From	To
TUESDAY:	From	To
WEDNESDAY:	From	To
THURSDAY:	From	To
FRIDAY:	From	To
SATURDAY:	From	To
SUNDAY:	From	To

Daytime Phone #: **Email Address:**

WATER SUPPLY: ☐ Public ☐ Private **SEWAGE DISPOSAL:** ☐ Public ☐ Private

Name of Mobile Food Establishment:

Name of Mobile Food Establishment Owner/Corporation:

Please continue to complete Page 2 of the Commissary or Base of Operation Authorization Form

The following services are provided for the Mobile Food Establishment by my food facility serving as commissary.

Note: If you answer 'No' to any of the below please explain.

1. **Adequate space for storage for food, utensils, and other supplies. Storage area shall be separated from the commissary's food, utensils, & other items. Storage areas for the mobile establishment will be clearly marked.**

☐ **Yes** ☐ **No**

If No, Please Explain:

2. **Potable (drinking) water for filling water tanks.** ☐ **Yes** ☐ **No**

If No, Please Explain:

3. **A three-compartment sink for sanitizing utensils.** ☐ **Yes** ☐ **No**

If No, Please Explain:

4. **Hot and cold potable water under pressure for cleaning.** ☐ **Yes** ☐ **No**

If No, Please Explain:

5. **A food preparation area for mobile food establishments that conduct food preparation. Food preparation area shall be separated from that of commissary or preparation will be completed at alternate time of day.**

☐ **Yes** ☐ **No**

If Yes, describe:

If No, Please Explain:

6. **Sanitary disposal of wastewater and grease.** ☐ **Yes** ☐ **No**

If No, Please Explain:

7. **Disposal of garbage and refuse.** ☐ **Yes** ☐ **No**

If No, Please Explain:

8. **Storage of vehicle/cart.** ☐ **Yes** ☐ **No**

If No, Please Explain:

Continue to complete Page 3 of the Commissary or Base of Operation Authorization Form

I, _____ (owner/agent) of the mobile food establishment noted above agree to use this food facility as a commissary for servicing daily. I will use the commissary for the requirements noted above. If I do not use the commissary, my Montgomery County Mobile Food Service License may be revoked, and I must stop operating until I obtain another commissary and provide a new commissary authorization document to the Montgomery County Department of Health and Human Services.

Printed Name of Commissary Owner or Agent:		**Date:**	
Signature of Commissary Owner or Agent :			

Please continue to the Mobile Food Establishment Plan Review Packet Information

Montgomery County Department of Health and Human Services
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MOBILE FOOD ESTABLISHMENT PLAN REVIEW PACKET ($55.00)

Maryland Health-General Code Annotated, §21-321 and Annotated Code of Maryland (COMAR) 10.15.03.33, requires that properly prepared plans be submitted and approved, before a person constructs a food establishment, remodels or alters a food establishment, or converts or remodels an existing building for use as a food establishment. A plan review is required to:

- Ensure food establishments are built or renovated according to current rules and regulations.
- Enhance food safety and sanitation by promoting efficient layout and flow of food based on the menu and food preparation processes.
- Help prevent code violations by addressing potential layout and design issues prior to construction.

This Mobile Food Establishment Plan Review Application Packet is intended to help you through the plan review process and to ensure that your mobile unit or pushcart meets the requirements of COMAR 10.15.03.25 Special Food Service Facilities. This document should be completed as part of the plan review process and subsequent food service permit issuance. The plan review helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

This packet consists of the following information:

- Mobile Food Establishment Plan Review Worksheet
- Commissary or Base of Operations Authorization Form

Please complete the attached documents and submit with the required plan review application and fees to the Montgomery County Department of Health and Human Services. Approval must be obtained prior to construction or purchasing a unit.

MOBILE FOOD SERVICE FACILITY LICENSE – REQUIREMENTS

The following must be submitted at a minimum of fourteen (14) business days prior to operation with your completed application and fees to expedite review and approval or your permit request:

1. Application
2. Copy of Vehicle Registration.
3. Certified Food Managers Card **and** Food Allergen Training Certificate.
4. Dates of operation and location where you will be operating.
5. Information relating to your base of operation, including approximate dates of use.
6. Letter of agreement for proposed Commissary Base of Operation that is signed by owner of facility (**Base of Operations Authorization Form**). Potable (drinking) water and wastewater disposal is required for all mobile food establishments unless your unit is serving only prepackaged foods and bottled/canned drinks.

Note: Montgomery County will evaluate the proposed fill and dump site to ensure the design of the septic system can handle the proposed volume and strength of the wastewater from your pushcart or mobile unit. This will be based on your menu and an evaluation of the potential daily volume of wastewater.

7. A copy of the Food Service Facility License of commissary or base of operation.
8. Copy of vendors license/proof of payment (obtained at DPS, 2425 Reedie Drive 7th floor or City of Gaithersburg or Rockville).
9. Mobile Food Establishment Plan Review Packet (***for new truck only***)
10. Full menu—***Note: the available equipment may dictate restrictions on the type of food prepared.***
11. HACCP Plan detailing food procedures (***every 5 years***).
12. Complete floor plans of the unit drawn to scale, including placement of all equipment.
13. List of all equipment necessary for the operation of the unit i.e. Cut sheets, manufacturer's specifications or photos of the unit and all equipment. *Note: All equipment must meet the requirements of* COMAR 10.15.03.15.
14. Provide plumbing specifications of all equipment including ware washing sinks.
15. A description of the construction materials used on the unit, including surface finishes for floors, walls, ceilings, lighting, and countertops (as applicable).

Applicants are responsible for obtaining any required approvals from other agencies, such as zoning/planning, business license, building, city or county authorities, and the Motor Vehicle Administration registration/license as applicable.

Please continue to the Mobile Food Establishment Plan Review Worksheet

Montgomery County Department of Health and Human Services
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MOBILE FOOD ESTABLISHMENT PLAN REVIEW WORKSHEET

Mobile food establishments must comply with the applicable requirements in the Maryland Food Regulations. These regulations may be obtained at: http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=10.15.03

Applicants are responsible for obtaining any required approvals from other agencies, such as zoning/planning, business license, building, city or county authorities, and the Motor Vehicle Administration registration/license as applicable.

Please complete the questions on this worksheet in their entirety **that apply to your type of mobile food establishment**. Be as specific as possible. Incomplete responses will delay the review process.

Date:

MOBILE FOOD ESTABLISHMENT TYPE: ☐ **Trailer** ☐ **Motor Vehicle** ☐ **Pushcart**

FOOD SOLD: ☐ **Pre-Packaged Only** ☐ **Open or Potentially Hazardous**

UNIT IS: ☐ **New** ☐ **Remodeled** **REQUESTING RECIPROCITY:** ☐ **YES** ☐ **No**

Name of Facility:

Owner/Corporation Name:

OWNER/CORPORATION ADDRESS:

Street #: Street Name: Suite #:

City: State: Zip Code:

Owner/Corporation Telephone #: **Owner/Corporation Cell Phone #:**

Owner/Corporation Email Address:

Projected Food Operation Start Date: **Months of Operation (e.g.: May–Sept.):**

Signature of Owner or Agent: **Date:**

NOTE: If proposed commissary or base of operations is on private well and septic system, obtain written well and septic approval for use from the Montgomery County Department of Permitting Services (DPS), Division of Well and Septic. DPS will evaluate the proposed commissary or base of operation dump site to ensure the design of the septic system can handle the proposed volume and strength of the wastewater from your unit. This will be based on your menu and an evaluation of the potential daily volume of wastewater generated. Additionally, if on a private well, a potable water test result must be submitted with this application.

Please continue to complete Page 2 of the Mobile Food Establishment Plan Review Worksheet

1. **What is the source of potable (drinking) water for use on the unit? Describe methods of filling and refilling potable (drinking) water tanks. Note: If the water is from a private source, water sample results must be submitted for approval.**

2. **What is the size of the potable (drinking) water storage tank?**

3. **Is a potable drinking water food grade water hose available for filling potable drinking water tank?** ☐ **Yes** ☐ **No**

If yes, where will the water hose be stored?

4. **How will your water supply hose, water pipes and water storage tank(s) be disinfected? Describe the method and frequency of disinfection.**

5. **How will wastewater be removed from the unit? Describe how wastewater will be transported from the unit to the approved wastewater disposal location.**

6. **What is the size of your wastewater storage tank? Note: The wastewater tank must be larger than potable water tank.**

7. **Obtain written agreement, signed by owner, of the proposed commissary for discharging liquid or solid wastes (see Commissary or Base of Operations Authorization Form).**

8. **List all menu items (including all beverages and condiments), attach a menu if needed. Additionally, provide a Hazard Analysis Critical Control Point Plan (HACCP).**

9. **List sources for all foods. All food items must come from approved sources.**

10. **How will you prevent cross contamination of equipment and between raw and ready-to-eat (RTE) foods during operation with the limited space available on the Mobile Food Unit?**

11. **Identify where all food items will be prepared (including foods requiring advance preparation).**

12. **Describe how foods will be transported to and from the unit.**

13. **Indicate construction materials (quarry tile, stainless steel, plastic covered wall board, linoleum, etc.) that will be used in the unit in the following areas (as applicable):**

Floor: **Walls:**

Ceiling: **Countertops:**

Please continue to complete Page 3 of the Mobile Food Establishment Plan Review Worksheet

14. **Provide complete plans of the unit drawn to scale, including placement of all equipment.**

15. **List all equipment on unit (i.e. refrigerators, freezers, grills, stoves, fryers, etc.) Provide cut sheets, manufacturer's specifications or photos of the unit and all equipment.**

16. **What is the power source for the mobile unit? Mobile units must operate independently and remain capable of always being mobile.**

17. **How will the water for handwashing achieve and be maintained at a minimum of 100^0 F on the unit?**

NOTE: ALL HANDSINKS MUST BE SUPPLIED WITH HAND SOAP, PAPER TOWELS, AND A WASTE RECEPTACLE AT ALL TIMES.

18. **Describe methods of preventing no bare hand contact with ready-to-eat foods (i.e. utensils, gloves, etc.).**

19. **Describe ware washing procedures. How and where will dishes and utensils be washed, rinsed, and sanitized?**

20. **What type of chemical sanitizer will be used? At what concentration? Proper test strips must be available.**

Type: **Concentration:**

21. **Describe how garbage will be stored and where it will be disposed. Additionally, if applicable, describe where cooking grease will be stored and disposed.**

22. **What method(s) of insect and rodent control will be used in your unit? Please note that all pesticide application must be conducted in accordance with Maryland Department of Agriculture - COMAR 15.05.01 – Pesticide Use Control.**

23. **For push carts, describe the type of overhead protection that is provided for the unit (i.e. awnings, umbrellas).**

24. **Describe how the mobile unit will be cleaned. Where? How? Frequency?**

No person who has a communicable disease, infected wound or boil, or is experiencing diarrhea, vomiting, or persistent coughing or sneezing is allowed to work on a mobile unit.

I hereby certify that the above information is accurate and complete. Any person with the symptoms identified under question #26 above will be omitted from work:

Printed Name of Owner or Agent: **Date:**

Signature of Owner or Agent:

NOTE: MOBILE FOOD SERVICE FACILITY LICENSE WILL NOT BE ISSUED UNTIL THE FINAL PLAN REVIEW INSPECTION IS CONDUCTED AND APPROVAL GRANTED BY THIS DEPARTMENT.

Please continue to the Guidelines For Submitting A Hazard Analysis Critical Control Point (HACCP) Plan

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GUIDELINES FOR SUBMITTING A HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) PLAN

Health-General Article, §21-321, Annotated Code of Maryland, and the Code of Maryland Regulations (COMAR) 10.15.03 Food Service Facilities require that plans and specifications be submitted to the Department when a person proposes to construct, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. Plans and specifications for the building and equipment, and information regarding the foods to be prepared, processed, or manufactured are required. This information will be used to classify the facility as high, moderate, or low priority. Definitions of priority assessment levels are found in COMAR 10.15.03.33C.

A HACCP plan is required for all high or moderate priority facilities. Facilities which serve only hand dipped ice cream or commercially packaged potentially hazardous foods do not require a HACCP plan. The following information is intended to assist you in providing the necessary information for both priority assessment and HACCP plan development.

CONTENTS

A. Priority Assessment Information
B. General food Handling Information and Procedures
C. HACCP Plan Required Contents
D. Model HACCP Format

A. Priority Assessment Information

1. Menu or foods – Provide a copy of the menu or a written description of the foods to be prepared and served.
2. Food service system – Specify the food preparation and service systems you will use, i.e. cook-serve, cook-chill-reheat-hot hold-serve, cold hold-serve.
3. Population served – Specify whether you serve food in a health care facility, as defined in COMAR 10.15.03.02B(38).

B. General Food Handling Information and Procedures (only required for facilities classified as "high" or "moderate"):

1. Describe how you will ensure that all foods are obtained from approved sources.
2. Specify how cross-contamination from raw to cooked or ready-to-eat foods will be prevented.
3. Indicated how frozen potentially hazardous foods will be thawed.
4. Indicate how potentially hazardous food will be cooled, i.e. ice baths, shallow pans, rapid chill.
5. Specify whether any prepared foods are distributed off premises.
6. Specify whether any refrigerated foods are received which require storage temperatures below 41˚F, i.e. pasteurized crab meat at 38˚F.
7. Indicate whether reduced oxygen packaging of food, as defined in COMAR 10.15.03.02B(63), will be conducted onsite.
8. Include specific information for any processes or procedures which incorporate:
   - "Time-only" control (see COMAR 10.15.03.08),
   - Serving raw or undercooked animal foods (see COMAR 10.15.03.10 C, D &F).
   - Acidification of ready-to-serve food products.

C. HACCP Plan Required Contents

The plan must include:

1. Identification of Critical Control Points (CCP). CCPs generally include cooking, cooling, reheating, cold holding, and hot holding, but other steps may be included if needed for a specific food item. Note that cold food preparation, like chopping, mixing and slicing, is not a CCP step. Hazards are controlled during those processes by following Good Retail Practices (GRPs), sometimes referred to as Standard Operating Practices (SOPs).
2. Critical limits for each CCP.

Please continue to Page 2 of the Guidelines For Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

3. Monitoring procedures for each CCP.
4. The corrective action that will be taken if there is a loss of control at a CCP due to such factors as employee error, equipment malfunction, or power failure.
5. Verification procedures that will ensure proper monitoring of each CCP such as calibration of cooking and holding equipment and thermometers, and maintenance and review of records such as temperature logs. Using logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that specified corrective actions are taken when critical limits are not met.
6. A list of equipment used to support the proposed food service systems and maintain control at each CCP.
7. Written procedures for employee training on HACCP procedures (see attached example).

PROCESS 1

Food items do not go through a cook step. For example: commercially prepared ready-to-eat foods, cold cut deli sandwiches, salads on which ingredients are not pre-cooked, cut melons and sprouts.

Menu items prepared under Process 1:	

RECEIVING AND STORAGE:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

COLD HOLDING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:

Continue to complete Page 3 of the Guidelines for Submitting a HACCP Plan

Verification:
Equipment Used:

COOKING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

HOT HOLDING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

PROCESS 2

Food items prepared for same day service with no reuse of leftovers. For example: cooked fast-food meals, soups, rice, and other cooked foods where leftovers are not saved. **NO COOLING** of foods for ingredients in other dishes.

Menu items prepared under Process 2:	

RECEIVING AND STORAGE:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

COLD HOLDING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

COOKING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:

Continue to complete Page 5 of the Guidelines for Submitting a HACCP Plan

Verification:
Equipment Used:

HOT HOLDING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

PROCESS 3

Complex Preparation. Food items cooked and cooled, then possibly reheated. Food items travel through the temperature danger zone more than one time. Includes soups, salads, sauces, and meats that are cooled and **REHEATED**.

Menu items prepared under Process 3:	

RECEIVING AND STORAGE:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

Continue to complete Page 6 of the Guidelines for Submitting a HACCP Plan

COLD HOLDING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

COOKING:

Control Point/ Critical Control Point:
Critical Limit::
Monitoring Procedures:
Corrective Actions:
Verification:
Equipment Used:

HOT HOLDING:

Control Point/ Critical Control Point:
Critical Limit:
Monitoring Procedures:
Corrective Actions:

Verification:
Equipment Used:

Please continue to view the Sample Written Procedures For Employee HACCP Training

WRITTEN PROCEDURES FOR EMPLOYEE HACCP TRAINING

(SAMPLE)

All employees will be trained to use the approved HACCP plan prior to beginning employment and periodically after that. Training will include identification of the processes that are critical control points, how these processes will be monitored and what corrective actions must be taken critical controls are violated. The approved HACCP plan will be available at all times in the food preparation area.

Food temperature logs* will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system.

Training in basic sanitation will include hand washing procedures and methods for cleaning and sanitizing utensils, equipment, and food preparation surfaces. All employees will be trained to use and calibrate a metal stem thermometer and will be required to check and recalibrate thermometers weekly.

*Note – Use of logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that specified corrective actions are taken when critical limits are not met.

Shell eggs. Fish, meat, and all other potentially hazardous foods not specified in Chart 1.

Minimum Internal Fahrenheit Temperature	Minimum Internal Celsius Temperature	Holding Time At Specified Temperature
145	63	15 Seconds

Shell eggs not prepared for immediate service, ratites, comminuted fish and meats, game animals commercially raised for food, and injected meats.

Minimum Internal Fahrenheit Temperature	Minimum Internal Celsius Temperature	Holding Time At Specified Temperature
145	63	3 Minutes
150	66	1 Minute
155	68	15 Seconds
158	70	< 1 Second

Whole roasts (beef, corned beef, pork and cured pork roasts such as ham). Holding time may include post oven heat rise. Minimum oven temperature for roasts greater than 10 pounds is 250°F for dry heat. For roasts less than 10 pounds, minimum oven temperatures are 350°F for dry heat and 325°F for convection ovens. Oven temperature may be 250°F or less for high humidity cooking (relative humidity greater than 90 percent for at least 1 hour or in a moisture impermeable bag that provides 100 percent humidity).

Minimum Internal Fahrenheit Temperature	Minimum Internal Celsius Temperature	Holding Time At Specified Temperature
130	54.4	112 Minutes
131	55	89 Minutes
133	56.1	56 Minutes
135	57.2	36 Minutes
136	57.8	28 Minutes
138	58.9	18 Minutes
140	60	12 Minutes
142	61.1	8 Minutes
144	62.2	5 Minutes
145	62.8	4 Minutes
147	63.9	134 Seconds
151	66.1	54 Seconds
155	68.3	22 Seconds
158	70	None

Poultry; stuffed meat, pasta, or poultry, and exotic bird species; wild game animals; and stuffing containing fish, meat, or poultry. Reheated leftovers for hot holding.

Minimum Internal Fahrenheit Temperature	Minimum Internal Celsius Temperature	Holding Time At Specified Temperature
165	74	15 Seconds

Please continue to Page 2 of the Written Procedures For Employee HACCP Training

Raw foods of animal origin that are cooked in a microwave oven.

Minimum Internal Fahrenheit Temperature	Minimum Internal Celsius Temperature	Holding Time At Specified Temperature
165	74	Hold for 2 minutes after removing from microwave oven

Fruits and vegetables and ready-to-eat commercially processed foods cooked for hot holding.

Minimum Internal Fahrenheit Temperature	Minimum Internal Celsius Temperature	Holding Time At Specified Temperature
135	57	15 Seconds

Ready-to-eat commercially processed foods for immediate service.

Minimum Internal Fahrenheit Temperature	Minimum Internal Celsius Temperature	Holding Time At Specified Temperature
None		None

Please continue to the HACCP Chart

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Licensure & Regulatory Services
2425 Reedie Drive, 9th Floor, Wheaton, Maryland 20902
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www.montgomerycountymd.gov/licensure

HACCP CHART

STEP (Control Point / CP or Critical Control Point / CCP)	**CRITICAL LIMIT** (What is the standard that must be met?)	**MONITORING PROCEDURE** (Is the critical limit being met?)	**SAMPLE CORRECTIVE ACTIONS** (How can you protect the public & bring the process back into control)	**VERIFICATION** (Do your procedures ensure the critical limit is being met?)
RECEIVE	▪ Approved source ▪ Free from spoilage ▪ Proper temperature ▪ Egg & shellfish receipts ▪ Packaging intact (i.e., not torn or damaged)	▪ Inspect food ▪ Measure & document food temperature ▪ Inspect packaging ▪ Check invoice (receiving only what was ordered?)	▪ Reject the food ▪ Contact supplier ▪ Change delivery schedule, type, or quantity of food ordered ▪ Train employees on proper receiving practices	▪ Review temperature logs ▪ Review invoices ▪ Inspect delivery vehicle to determine if it is clean & refrigerated (if appropriate) ▪ Review corrective action records
STORE	▪ Maintain cold food at 41°F or below ▪ Protect from contamination ▪ Follow the recommended sell-by / use-by dates ▪ Label & date food for proper rotation ▪ Store food off the floor	▪ Measure & document food temperature ▪ Inspect food for signs of contamination ▪ Check refrigeration units (overstocked? clean?) ▪ Measure & document equipment temperatures ▪ Calibrate food & equipment thermometers	▪ Discard contaminated food ▪ Cover food ▪ Relocate food ▪ Provide adequate refrigeration ▪ Repair refrigeration units ▪ Repair or replace non-functioning thermometers ▪ Train employees on proper food storage practices	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records
COLD HOLD	▪ 41°F or below ▪ Frozen foods at 0°F or below ▪ Pasteurized crab meat at 38°F or below ▪ Shell eggs at 45°F or below ▪ Shellfish at 45°F or below	▪ Measure & document food temperature ▪ Inspect for signs of contamination ▪ Check for overstocking of refrigeration units) ▪ Measure & document equipment temperatures ▪ Calibrate food & equipment thermometers ▪ Check food labels & dates	▪ Adjust thermostat to a lower setting ▪ Use proper equipment ▪ Discard food if above 41°F for more than 2 hours ▪ Cover food ▪ Relocate food ▪ Provide adequate refrigeration ▪ Repair refrigeration units ▪ Repair or replace non-functioning thermometers ▪ Train employees on proper cold holding practices	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs
THAW	▪ In a refrigerator at 41°F or below ▪ Under running potable water less than 70°F ▪ In a microwave as part of the cooking process	▪ Measure & document food temperatures ▪ Measure & document equipment or water temperatures ▪ Check to see that food & equipment thermometers are properly calibrated	▪ Refrigerate for a longer time period ▪ Discard product if above 41°F for more than 2 hours ▪ Cook from a frozen state ▪ Calibrate food & equipment thermometers ▪ Train employees in proper food thawing practices	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs
COMBINE/PROCESS	▪ Wash h&s properly ▪ Wash & sanitize utensils & work surfaces ▪ Wear single-use gloves when handling ready-to-eat food ▪ Pre-chill ingredients for ready-to-eat food ▪ Wash / peel raw fruits & vegetables ▪ Food is held out of temperature control for less than 2 hours if rapidly re-chilled to 41°F ▪ Eggs are kept cold when not combined for immediate service ▪ Minimize h& contact ▪ Prohibit ill or infected employees from handling food ▪ Avoid cross contamination of food, utensils, & work surfaces	▪ Measure & document food temperatures ▪ Measure & document equipment or water temperatures ▪ Check h& sinks for soap, paper towels, & hot & cold water ▪ Check sanitizer concentration ▪ Observe handwashing practices ▪ Observe food handling practices ▪ Observe cleaning practices ▪ Check for illness in employees ▪ Check for burns, cuts, boils, or excessive jewelry on employees' hands	▪ Minimize the time that the food is out of temperature control ▪ Discard food is above 41°F for more than 2 hours ▪ Use separate areas & utensils for raw & cooked food preparation ▪ Wear single-use gloves when handling ready-to-eat food ▪ Rapidly re-chill finished food ▪ Decrease volume of food being prepared / out of refrigeration at one time ▪ Use proper utensils that have been washed & sanitized ▪ Remove ill or infected employees from food handling duties	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs

			▪ Remove excessive jewelry & wash hands before continuing food handling duties ▪ Train employees on proper food handling practices & equipment washing procedures	
COOK (At required minimum temperature for at least 15 seconds, except whole roasts)	▪ Poultry & stuffed meat or pasta at 165°F or above ▪ Raw foods of animal origin cooked in a microwave (hold for at least 2 minutes after cooking) ▪ Ground beef at 155°F or above ▪ Pork at 155°F or above ▪ Shell eggs for immediate service, fish, other meats at 145°F ▪ Shell eggs not for immediate service & injected meat at 155°F ▪ Whole roasts at 130°F for 122 minutes or as specified in COMAR 10.15.03.10A(1) ▪ Fruits & vegetables cooked for hot holding & commercially processed foods at 135°F	▪ Measure & document food temperatures ▪ Measure & document equipment temperatures ▪ Observe cooking practices ▪ Check to see that food & equipment thermometers are properly calibrated	▪ Increase cooking time ▪ Adjust thermostat to a higher setting ▪ Use proper equipment ▪ Cook smaller amounts of food ▪ Relocate food ▪ Provide adequate cooking equipment ▪ Repair or replace non-functioning equipment or thermometers ▪ Calibrate food & equipment thermometers ▪ Train employees on proper cooking temperatures	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs
HOT HOLD	▪ 135°F or above	▪ Measure & document food temperatures every 2 hours ▪ Measure & document equipment temperatures ▪ Observe hot holding practices ▪ Check to see that food & equipment thermometers are properly calibrated	▪ Reheat food to at least 165°F if below 135°F for not more than 2 hours ▪ Discard food after 2 hours ▪ Reduce the amount of food ▪ Preheat equipment ▪ Cover the food to retain heat ▪ Use shallow containers ▪ Stir frequently ▪ Use proper equipment ▪ Repair or replace non-functioning equipment or thermometers ▪ Calibrate food & equipment thermometers ▪ Train employees on proper hot holding practices	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs
COOLING	▪ Hot Foods: To 41°F or below within 6 hours ▪ (i.e., from 135°F to 70°F within 2 hours & from 70°F to 41°F within 4 hours) ▪ Ready-To-Eat Foods for cold service: To 41°F or below within 4 hours	▪ Measure & document food temperature ▪ Measure & document equipment temperatures ▪ Observe cooling practices ▪ Check to see that food & equipment thermometers are properly calibrated ▪ Check for signs of contamination	▪ Refrigerate in uncovered pans with food not more than 3 inches deep ▪ Use an ice bath with frequent stirring ▪ Reduce the volume of food ▪ Cook then serve immediately, eliminating the need to cool ▪ Use a blast chiller ▪ Provide additional refrigeration equipment ▪ Discard hot food if above 41°F for more than 6 hours ▪ Discard cold service foods if above 41°F for more than 4 hours ▪ Use a cooling w& ▪ Add ice made from potable water as an ingredient ▪ Train employees in proper cooling practices	▪ Review cooling logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs
REHEAT	▪ 165°F or above within 2 hours	▪ Measure & document food temperature ▪ Measure & document equipment temperatures ▪ Observe reheating practices ▪ Check to see that food & equipment thermometers are properly calibrated	▪ Increase the temperature of the reheating equipment ▪ Increase the reheating time, but keeping within 2 hours ▪ Reduce the volume of food ▪ Use a more rapid reheating procedure ▪ Prepare only the amount needed for a meal to avoid leftovers ▪ Discard leftovers ▪ Purchase additional cooking equipment	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs

			▪ Train employees in proper reheating practices	
DELIVER	▪ Cold Foods: At 41ºF or below ▪ Hot Foods: At 135ºF or above	▪ Measure & document food temperature ▪ Measure & document equipment temperatures ▪ Check to see that food & equipment thermometers are properly calibrated	▪ Use insulated or temperature-controlled equipment or containers ▪ Use temperature-controlled vehicles ▪ Reduce delivery area ▪ Keep food covered during transport ▪ Train employees on proper delivery practices	▪ Review food temperature logs ▪ Review equipment temperature logs ▪ Review of equipment maintenance invoices ▪ Review calibration logs ▪ Review corrective action records ▪ Review employee training logs

Please continue to the DHHS Letter Regarding Workers' Compensation

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Marc Elrich
County Executive

James C. Bridgers, Jr., Ph.D., MBA
Director

RE: Worker's Compensation

Dear Food Service Facility License:

Under the State of Maryland HEALTH-GENERAL Annotated Code § 1-202; Before any license or permit may be issued, an employer who engages in an activity in which the employer may employ a covered employee, as defined in § 9-101 of the Labor and Employment Article, the employer shall file with the issuing authority (in this case, our office):

1) A certificate of compliance with the Maryland Workers' Compensation Act; or

2) The Workers' Compensation Insurance Policy number or Binder.

A covered employee, as defined in § 9-101, means an individual for whom a person, a government unit, or a quasi-public corporation is required by law to provide Workers' Compensation Insurance coverage. A sole proprietor, Code Ann. § 9-227, however, is not considered a covered employee, if you are a sole proprietor who does not hire any covered employees, Workers' Compensation Insurance is not necessary. An officer of a Corporation or a member of a limited liability company (LLC), Code Ann. § 9-206, consequently is considered a covered employee if the officer or member provides a service for the Corporation or LLC for monetary compensation. A Corporation or LLC must therefore have Workers' Compensation Insurance, with or without employees.

If your business is a Corporation or LLC, you may elect to be exempt from Workers' Compensation Insurance. To do so, you must obtain a "Certificate of Compliance" issued by the State of Maryland Workers' Compensation Commission. To apply for a "Certificate of Compliance", please contact the Workers' Compensation Commission at 410-864-5100 or 800-492-0479.

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CERTIFIED FOOD SERVICE MANAGER ("CFSM") - FACT SHEET

Montgomery County Code 15-8(b)(2) states a license must not operate a food service facility unless the facility is under the immediate control of a Certified Food Service Manager.

As a CFSM applicant, how do I obtain a Montgomery County CFSM License?

1. Applicant must successfully complete an approved **Food Service Manager's** course.
2. Complete the Certified Food Service Manager License Application. A Montgomery County CFSM Photo identification card is valid for a **maximum of five (5) years** from the initial completion date of the approved course.
3. Submit application to the Department of Health and Human Services, Licensure and Regulatory Services office: at 2425 Reedie Drive, 9th Floor Wheaton, MD 20902. **Monday through Friday, 8:00 a.m. to 12:00 p.m.**
4. Pay $50 CFSM fee. Payments made by Master Card, Visa, Money Order, or Check, made payable to "Montgomery County Government". **NO CASH** payments accepted.

REQUIRED CFSM DOCUMENTS*

To receive a Montgomery County CFSM photo ID, you must have or complete the following:

"NEW" CERTIFICATION	
1.	Provide "Original" certificate verifying you passed an approved ANSI course; https://anabpd.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4
2.	Provide government-issued photo identification
3.	Complete application and submit in person.

"RENEW" CERTIFICATION	
1.	Provide "Original' certificate verifying you passed an approved re-certification/ANSI course; https://anabpd.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4
2.	Provide current government-issued photo identification card; and
3.	Complete an application in person.

OR

1.	Provide proof of completing an approved self-inspection/in-house training program;
2.	Provide your current Montgomery County CFSM card, or government-issued photo identification card; and
3.	Complete application and submit in person.

"TRANSFER" CERTIFICATION FROM D.C OR OTHER "MARYLAND" COUNTIES	
1.	Provide your current CFSM card;
2.	Provide government-issued photo identification; and
3.	Complete application and submit in person.

OR

1.	Cards issued by other jurisdictions will be considered for transfer on a case-by-case basis; and
2.	Complete and apply in person.

Please continue to the Information Regarding Food Allergen Awareness and Training

FOOD ALLERGEN AWARENESS AND TRAINING

https://www.montgomerycountymd.gov/HHS/LandR/FoodServiceFacility.html

With approximately 15 million Americans affected by food allergies each year, Montgomery County is trying to create a safer dining out experience for an individual and families managing food allergies. Although most food allergies cause relatively mild to minor symptoms, some food allergies can cause severe reactions and may even be life-threatening. While there is no cure for food allergies, strict avoidance of food allergens, early recognition and management of allergic reactions to food are important measures to prevent serious health consequences.

Maryland Code Annotated, Health-General 21-330.2(A)

As of March 1, 2014, state law requires that "a food establishment shall display prominently in the staff area of the food establishment a poster related to food allergy awareness that includes information regarding the risk of an allergic reaction."

- Allergy Awareness Poster (English) (Spanish)

Montgomery County Bill 33-16

On November 1, 2016, the Montgomery County Council, sitting as the Board of Health, went a step further and enacted Bill 33-16, Eating and Drinking Establishments -Food Allergen Awareness Training.

Effective July 1, 2017, **Bill 33-16** requires all “Eating and Drinking Establishments”, which are required to be under the immediate control of a certified food service manager, to have on the premises at all times when food is being prepared or served, an employee who has completed a food allergen awareness training course and passed a test as required by this Regulation to protect the health of county residents.

To be compliant, a trained employee with valid certification must always be on the premises when food is in the process of being prepared or served.

How do I take Food Allergen Awareness Training?

Anyone may take the training. The applicant must successfully complete one of the approved online Food Allergen Awareness Training courses and pass the exam. Once completed, the applicant will receive a certificate to show proof of completion. The certificate is valid as accredited through ANSI from the initial completion date of the approved course.

Approved Food Allergen Awareness Training courses

Food Allergy Research & Education (FARE) works on behalf of the 15 million Americans with food allergies, including all those at risk for life-threatening anaphylaxis. FARE partnered with two trusted resources, the National Restaurant Association and MenuTrinfo, LLC for endorsement of their food allergen training programs. To find out more about FARE or these training programs, please visit the FARE website. You may also go directly to the course web links below.

These training courses are the only food allergen awareness courses approved by the Department for compliance with Montgomery County Bill 33-16.

National Restaurant Association
MenuTrinfo, LLC approved training includes both AllerTrain™ and AllerTrain Lite™
AboveTraining/StateFoodSafety.com
TAP Series