



Sanders County Environmental Health

LOCAL RETAIL FOOD SERVICE ESTABLISHMENT RULES

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01. PURPOSE

These Local Retail Food Service Establishment Rules make existing state laws more accessible and understandable and provide local procedures that comply with State law. Their purpose is to prevent and eliminate conditions and practices that endanger public health in Sanders County. The Rules are adopted to help educate both the public and Retail Food Service Establishments about public health laws and to help facilitate compliance with those laws.

02. AUTHORITY

A. Controlling Communicable Diseases

The Sanders County Board of Health (Board) may adopt rules to control communicable diseases, if as stringent as, and not in conflict with Rules adopted by the Montana Department of Public Health and Human Services (DPHHS) in ARM Title 37, Chapter 110; MCA 50-2-116(2); and ARM.37.114.102

The Board finds that the critical violations noted in the Retail Food Service Establishment Inspection Report pertain to the control and prevention of communicable diseases and that it is appropriate to adopt rules regarding the control and prevention of communicable diseases in Food Service Establishments. These rules include, but are not limited to, closing establishments creating an imminent danger or with multiple risk factors or critical violations.

B. Temporary Food Service Establishments

The Board may impose additional requirements to protect against health hazards related to Temporary or Mobile Food Service Establishments. It may prohibit the sale of some or all Potentially Hazardous Foods, and when no health hazard will result, may waive or modify DPHHS Rules for Temporary or Mobile Food Service Establishments. ARM37.110.236, 37.110.256

C. Fees

The Board has the ability to set fees for services provided by the SCEHD in addition to annual license fees required by DPHHS. Local Food Service Establishments and the public will be charged according to the fee schedule adopted by the Board.

Fees and fines are subject to change following review and adoption by the Board at any public meeting which public notification has been given.

03. DEFINITIONS FOR FOOD SERVICE ESTABLISHMENT RULES

For additional definitions refer to ARM37.110.203 (the “Green Book”) and MCA 50-50-102. Unless the context requires otherwise, the following definitions apply:

“**ARM**” means the Administrative Rules of Montana

“**Communicable Disease**” means an illness due to or suspected to be due to a specific infectious agent or its toxic products, that results from transmission of that agent or its products to a susceptible host, directly or indirectly, ARM37.114.101(5).

“**DEQ**” means the Montana Department of Environmental Quality

“**DPHHS**” means the Montana Department of Public Health and Human Services

“**Event Coordinator**” means the person(s) in charge of organizing or coordinating a special or temporary event.

“**MCA**” means the Montana Code Annotated

“**SCEHD**” means the Sanders County Environmental Health Department

“**SCEHD Inspector**” means the Sanders County Health Officer, Registered Sanitarian or Sanitarian in Training.

“**High Risk Critical Violations**” means violations of the following type [Note: reference citations are from ARM Title 37, Chapter 110, Subchapter 2]:

- Time-temperature: Perishable and Potentially Hazardous Food’s (PHF’s) held at safe temperatures [203(61) and 207(10)], raw animal foods cooked to required temperatures [207(4) and 207(5)], PHF’s cooled as required [207(7)], PHF’s reheated for hot holding as required [207(8)], proper destruction of parasites by freezing [207(9)] and proper thawing procedures [207(11)]

- Personal hygiene: Ill food employees restricted [210(1)], food employees wash hands when required [210(4)], food employees prevent contamination of food by minimizing bare hand contact etc. [210(6)]

“**Sensitive Occupation**” means employment in direct care of children, the elderly, or individuals who are otherwise at a high risk for disease or where disease spread could occur due to the nature of the work.” ARM 37.114.101(30)

04. GENERAL REQUIREMENTS AND STATE LICENSING

A. State Statutes and Administrative Rules

All Food Service Establishments in Sanders County, whether licensed or not, shall comply with the applicable State Statutes and Administrative Rules of Montana, and these Local Food Service Establishment Rules.

All Food Service Establishments in Sanders County shall have a current copy of the DPHHS publication “Retail Food Establishment Standards, Administrative Rules of Montana, Title 37, Chapter 110, Subchapter 2” on the premises at all times for easy reference.

All Food Service Establishments in Sanders County shall have a current copy of the Sanders County Local Food Establishment Rules on the premises at all times for easy reference.

B. State Food Service Establishment Licenses (License)

It is unlawful for a person or business to operate a Food Service Establishment in Sanders County without an annual License except as provided in 05 below. The License must be validated by the Health Officer or as otherwise required by MCA 50-50-214.

A License is not transferable from one person to another or from one premises to another. MCA 50-50-206. A Food Service Establishment that has been sold, transferred or conveyed must have a new License before it reopens. If a Food Service Establishment is sold or closed, the person or business whose name is on the License shall notify the SCEHD at least three (3) days before the sale or closure, unless there are extenuating circumstances as determined by the Health Officer.

C. Temporary Food Service Establishments

Temporary Food Service Establishments must register with SCEHD and be operated in accordance to ARM 37.110.236.

If deemed necessary by SCEHD, specific requirements or conditions may be necessary for Temporary Food Service Establishments and may be unique to an event or operator. Failure to comply with the requirements or conditions is a violation of these Rules and may result in the invalidation of the registration.

D. State License Cancellation

DPHHS may cancel a License if it finds, after proper investigation, that the Licensee has violated MCA Title 50, Chapter 50 or an Administrative Rule adopted there under by DPHHS and the Licensee has failed or refused to correct the violation. MCA 50-50-20.

E. State License Revocation

DPHHS may, after giving an opportunity for a hearing, revoke a License for serious or repeated violations of ARM Title 37, Chapter 110 or for interference, of DPHHS personnel or SCEHD Inspector(s) performing their duties. ARM 37.110.238(5)

F. Refusal to Validate the State License

The Sanitarian, Sanitarian in Training or Health Officer may refuse to validate the License for serious or repeated violations of State or Local regulations. The Health Officer may refuse to validate the License for interference, intimidation or harassment of SCEHD Inspector(s) or personnel. If the Health Officer does not validate the License, the applicant may appeal the decision to the Board. MCA 50-50-214 and 215

G. A State License Does Not Replace Other Requirements

A License does not replace the requirements for other applicable permits, licenses, or approvals by the State of Montana or its political subdivisions.

H. Request for Variance

If you do not feel that you can meet a requirement, a request for a variance from State Statute, Administrative Rule, or Local Rule can be requested. See Appendix A, Request for Variance of Requirements.

05. EXEMPTIONS FROM STATE LICENSING

A. The State and Its Political Subdivisions

Effective January 1, 2004, Food Service Establishments owned or operated by the State of Montana or a political subdivision of the State that employ a full-time sanitarian are exempt from licensing, but they must comply with MCA Title 50, Chapter 50 and the Administrative Rules adopted there under. MCA 50-50-202

B. Tribal Members

Tribal members and descendants that have a license from the Salish & Kootenai Tribe Environmental Health are not required to have a DPHHS license.

C. Nonprofit Organizations

Food Service Establishments operated by Nonprofit Organizations for a period of less than fourteen (14) days in a calendar year are exempt from obtaining a License.

However, Nonprofit Organization Food Service Establishments must:

1. Comply with the other provisions of MCA Title 50, Chapter 50 and Administrative Rules adopted thereunder, MCA 50-50-202(2)(a);
2. Complete a temporary event or bake sale application before each operation, MCA 50-50-202(2)(b). See Appendix B and C.
Specific requirements or conditions may be imposed and may be unique to an event or Nonprofit Organization. ARM 37-110-236(1)

D. Farmer's Markets

"Farmer's Market" means a farm, a roadside stand owned and operated by a farmer, or an organized market authorized by the appropriate municipal or county authority. MCA 50-50-102(5)

1. **Gardeners and Farmers** A gardener, farm owner, or farm operator who sells raw and unprocessed farm products at a Farmer's Market is exempt from obtaining a License. MCA 50-50-202(3)(a)
2. **Persons selling Baked Goods or Preserves** A person selling baked goods or preserves at a Farmer's Market is exempt from obtaining a License. MCA 50-50-202(3)(b)
3. **Registration Records** A Farmer's Market authorized by a municipal or county authority shall keep Registration Records of all individuals and organizations that sell items, baked goods or preserves at the market for one (1) year. MCA 50-50-202(4)(a). A Market Manager will be designated when the paperwork to hold a Farmer's Market is submitted. This individual or their designee will need to keep Registration Records that include the seller's name, address, phone number, the kinds of products or items sold, and the dates sold. Registration Records must be made available for SCEHD inspection. MCA 50-50-202(4)(b) and (c). See Appendix D.

06. HEALTH REQUIREMENTS

A. Food Employees and Diseases Communicable by Food

No infectious person may engage in any occupation involving the preparation, serving, or handling of food, and/or beverages, to be consumed by others than his/her immediate family, until the local health officer determines him/her to be free of the infectious agent or unlikely to transmit the infectious agent due to the nature of his/her particular work. ARM37.114.301(2)

It is a misdemeanor for a food employee to work in a Food Service Establishment with a Communicable Disease that is likely to be transmissible by food, drink, air or physical contact, MCA 50-50-105 and 108.

A food employee must immediately report to the Person-in-Charge if they are infected with a Reportable Communicable Disease listed in Section B. The Person-in-Charge must notify SCEHD, at (406) 827-6961, when it is known or suspected that a food employee is infected with a Reportable Communicable Disease as listed in Section B. The Confidentiality restrictions of MCA 50-16-603 for Health Care Information apply to this report.

B. Responsibility of the Person-in-Charge to Require Reporting of all Employees and Applicants

Food employees must report to the Person-in-Charge if they have or are exposed to diseases that are transmissible by food (see Sections 1 & 2 below).

The Person-in-Charge shall report to SCEHD if any food employee:

1. Is diagnosed or has been diagnosed within the last four (4) weeks with an illness due to the following:
 - a. *Salmonella spp.*,
 - b. *Shigella spp.*,
 - c. Pathogenic *Escherichia coli*,
 - d. Norovirus
 - e. *Campylobacter spp.*,
 - f. *Cryptosporidium parvum*, or
 - g. *Giardia lamblia*.

2. Is diagnosed with acute or suspect Hepatitis A regardless of symptoms or absence of symptoms.

The Person-in-Charge shall ensure that a food employee shall not prepare or handle food if that employee:

3. Has symptoms caused by illness, infection, or other source that are:
 - a. Associated with an acute gastrointestinal illness such as:
 - (i) Diarrhea,
 - (ii) Fever
 - (iii) Vomiting
4. Has symptoms of Jaundice.
5. Has a lesion containing pus such as a boil or infected wound that is open or draining and is:
 - a. On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover,
 - b. On exposed portions of the arms, unless the lesion is protected by an impermeable cover, or
 - c. On other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage or clothing.

C. The Imposition and Removal of Job Exclusions or Restrictions

The Health Officer may exclude a food employee from a Food Service Establishment or may impose appropriate work or job restrictions. The Health Officer shall release a food employee from a job exclusion or restriction. The Health Officer shall make these determinations based upon the appropriate Administrative Rules and Regulations of Montana and the recommendations cited in the most current edition of the “Controls of Communicable Disease Manual, An Official Report of the American Public Health Association”. If the Health Officer has reasonable cause to suspect possible disease transmission by a food employee the Health Officer may secure a recent disease or illness history of the person or make any other investigations as indicated and take appropriate actions. The Health Officer may require the immediate exclusion of the person from food service establishments; restrict the person’s service to some area of the food service establishment where there would be no danger of transmitting disease; require adequate medical and laboratory examination of the person and of other employees.

07. FOOD HANDLING PRACTICES AND RESTRICTIONS

Thorough and frequent hand washing is the cornerstone for a safe food handling program. Since “ready to eat foods” are directly consumed by the public, it is imperative that ready to eat food be free from contamination. To achieve this, ready to eat food shall be prepared or assembled with clean washed hands. A properly used barrier between hands and ready to eat food provides an extra level of protection.

A. Hand Washing and Personal Hygiene

All food establishments must comply with and post an approved Hand Washing Plan that will require that food employees:

1. Have minimal bare hand food contact.
2. Are provided with a hand-sink with soap, paper towels in a dispenser or a warm-air hand dryer, all in the food preparation and dishwashing areas. Portable handwashing set-ups may be acceptable in certain situations involving mobile and temporary food service situations. These will be reviewed on a case by case basis.
3. Thoroughly wash their hands and the exposed portions of their arms with soap and warm water and dry them before starting food preparation [See Section 07 (B & C)], and also after:
 - a. Touching any soiled object, soiled surface, soiled material, or soiled clothing;

- b. Handling dirty dishes or equipment;
- c. Touching or scratching any body part (ears, mouth, nose, hair, face or other parts);
- d. Coughing, sneezing or using a handkerchief or facial tissue;
- e. Using the restroom;
- f. Handling raw food - particularly meat and poultry;
- g. Cleaning, removing garbage, or storing supplies;
- h. Smoking, eating, or drinking;
- i. Returning to the kitchen from another area;
- j. After engaging in other activities that contaminate the hands.

4. Do not wipe their soiled hands on clothing or aprons;

5. Keep their fingernails trimmed and clean, and hands and wrists free of loose jewelry;

6. Have clean clothing and use hair restraints.

Food employees must be trained and monitored for compliance with the posted Hand Washing Plan by the Person-in-Charge.

B. HandWashing Procedure

Food employees shall keep their hands and exposed portions of their arms clean.

- 1. Food employees shall clean their hands and exposed portions of their arms with a cleaning compound in a handwashing lavatory that is equipped as specified under ARM37.110.221 by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Food employees shall pay particular attention to the areas underneath the fingernails and between the fingers.
- 2. If approved by SCEHD and capable of removing the types of soils encountered in the food operations involved, an automatic hand washing facility may be used by food employees to clean their hands.

C. Food Handling Practices

Food employees may touch "ready to eat" food with clean, washed bare hands. The proper use of barriers such as utensils, waxed tissues, spatulas, tongs, or single-use gloves is highly encouraged. If used, single-use gloves shall be used for only one task and for no other purpose. Gloves must be discarded when damaged, soiled, or when interruptions occur in the operation. In addition, hands must be properly washed to ensure the gloves are not contaminated when putting them on.

D. Food Handling Restrictions

The SCEHD will make the determination if there are circumstances when strict adherence to Sections 07(A) and 07 (B) of this chapter may not be possible. The following are examples and are not all inclusive:

- 1. Mobile food units or pushcarts serving only:
 - a. food prepared and packaged in individual servings,
 - b. food that is transported and stored under conditions meeting DPHHS regulations, or
 - c. beverages that are not potentially hazardous and are dispensed from covered urns or other protected equipment.
- 2. Mobile units serving only frankfurters and prepackaged non-potentially hazardous foods. In these cases, there must be no bare hand contact with "ready to eat foods". Barriers must be used as stated in Section 07 (B).

08. INSPECTIONS, REPORTS, AND CORRECTIONS

A. State and Local Inspections

DPHHS contracts with and pays the Board to perform inspections for state health laws. MCA 50-50-104 and 305. Therefore, SCEHD inspections include criteria for both state laws and local rules. SCEHD shall investigate and inspect Food Service Establishments in Sanders County as often as necessary to enforce local rules and ARM Title 37, Chapter 110, Subchapter 2, Food Service Establishments. ARM37.110.239(1)

Inspection results may be appealed to the Director. If the issue remains unresolved, the Health Officer may hear the appeal. Inspection results cannot be appealed to the Board.

B. Access to Food Establishments and Records

SCEHD Inspectors, after showing proper identification, must be permitted to enter any Food Service Establishment whether licensed or not at reasonable times to inspect for compliance with public health laws. SCEHD must be permitted to examine records for information about food and supplies purchased, received, or used, and about employees. ARM 37.110.239(2) and MCA 50-50-302

C. Inspection Reports

Inspection data and comments must be recorded on a DPHHS authorized inspection report form, which summarizes the requirements of the Administrative Rules for Food Service Establishments. ARM37.110.239(3)

Inspection report remarks shall state the requirement(s) violated and the correction(s) to be made. A copy of the completed inspection report must be given to the person-in-charge at the end of the inspection. If the person-in-charge refuses to accept the Inspection Report, a copy will be left on the premises and this fact will be noted in the report remarks.

D. Completed Inspection Reports are Public Documents

Completed inspection reports are public documents and are available for public review and copying at cost.

E. Corrections to Violations

Failure to make corrections within the time limits noted on the inspection report is a violation of these Rules and may result in the Establishment being closed. The following are the general time limits for correcting violations:

1. High Risk Critical Violations must be corrected at the time of the inspection. Failure to immediately correct the High Risk Critical Violation(s) or to submit and implement an acceptable Plan of Correction may result in the immediate closure of the Establishment.
2. Critical Violations must be corrected as soon as possible, but no more than ten (10) calendar days from the inspection date, unless an imminent health hazard is present. The conditions or violations causing an imminent health hazard must be immediately corrected or the Establishment shall be closed. An acceptable Plan of Correction may be required to prevent imminent health hazards from occurring in the future.
3. A Food Service Establishment with four (4) or more Critical Violations in a single inspection, without an imminent health hazard, must initiate corrective action on identified violations as soon as possible. Unless the establishment corrects the noted Critical Violations or submits an acceptable Plan of Correction for the Critical Violations within forty-eight (48) hours, it may be closed.
4. Non-Critical Violations must be corrected as soon as possible, but in any event, by the time of the next routine inspection.
5. A Temporary Food Service Establishment must correct all violations before resuming operations.

F. Special Inspection Fees

SCEHD may charge a Special Inspection fee for non-routine inspections (see fee schedule).

SCEHD shall charge a Special Inspection fee (see fee schedule) for a third and each subsequent inspection for critical violations not corrected by the end of a second inspection. MCA 50-50-205 Failure to pay the Special Inspection fee within thirty (30) days of the inspection is a violation of

these Rules. The Health Officer may refuse to validate a License for violations of these Rules. Other actions as established by the Health Officer may also be applied.

G. General Provisions

1. Conditions or situations not explicitly covered by applicable state or local regulations may be addressed on a case-by-case basis by a SCEHD Inspector.
2. Establishments must have appropriate equipment and/or procedures to properly collect and dispose of fats, oils and greases.

09. CLOSING AND REOPENING FOOD SERVICE ESTABLISHMENTS

A. Notice of Closure

1. The Notice of Closure is effective upon delivery and customers must not be served thereafter.
2. The Sheriff, police officer, or SCEHD Inspector shall post a Notice of Closure at each entrance of the Establishment.
3. No person shall remove, cover or alter a Notice of Closure, except by direction of the Health Officer or designee.
4. No person shall operate a restaurant or prepare food for the public that has a Notice of Closure.

B. High Risk Critical Violations and Critical Violations Causing an Imminent Health Hazard

If a High Risk Critical Violation(s) or a Critical Violation(s) creates an imminent danger to public health and are not corrected immediately or an approved alternative procedure is not initiated immediately by the Person-in-Charge, then the SCEHD Inspector may request that the Health Officer or designee order the Food Service Establishment be closed.

An imminent health hazard may exist because of an emergency. Examples include but are not limited to; a fire, flood, extended interruption of electrical or water service, water contamination, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition, or other circumstance that may endanger public health.

C. Failure to Correct Critical Violations or Provide an Adequate Plan of Correction on a Followup Inspection

If a Food Service Establishment fails to correct the previously noted Critical Violation(s) or provide an adequate Plan of Correction on a Special Inspection, after receiving an initial inspection noting four (4) or more Critical Violations, then the Health Officer or designee may order the Food Service Establishment closed.

D. Reopening Closed Establishment

A Food Service Establishment may be reopened, if the Health Officer or designee finds that:

1. The Person-in-Charge has submitted an acceptable written Plan of Correction to SCEHD, specifying the corrections to be made and the time limits for their completion;
2. The Plan of Correction is approved by SCEHD;
3. A Special Inspection shows no Critical Violations not already covered by the Plan of Correction;
4. A Special Inspection fee is paid to SCEHD for a third and each subsequent inspection;

If the above conditions are met, the Establishment may be reopened and the Notice of Closure Signs removed by the Health Officer or designee.

10. SAFE FOOD SUPPLY AND ENFORCEMENT

A. Supply

The foods used must come from sources that comply with all laws relating to food and food labeling, detailed in ARM 37.110.204. Foods from salvage operations cannot be used by other retail food establishments in the preparation of foods for public consumption.

B. Enforcement

Foods or food service products found to be distressed (unfit for human consumption) due to contamination, damage, and temperature abuse or other clear and imminent health risk must be disposed of in one of the following ways:

1. Disposal Agreement- the responsible person voluntarily disposes of distressed foods and/or products. A list of items disposed of will be written down and both the responsible party and the sanitarian or acting authority of SCEHD will sign it.
2. Voluntary Holding Agreement-distressed products are being held until a method of suitable disposal is determined. See Appendix E, Voluntary Holding Agreement.
3. Embargoes- Detainment of product can be used if voluntary agreements cannot be obtained. Authorization will be given either verbally or in writing from the Health Officer or Montana DPHHS/FCSS if the Health Officer is not available. See Appendix F, Embargo Order.

11. EDUCATION

A. Mandatory Certification

1. Low-risk facility (risk factor 1 or 2):

The food service operator or person in charge shall ensure that at least one (1) employee of the facility has completed a 4 hour food safety training program approved by SCEHD:

- a. within one year of the effective date of these regulations.
- b. within 6 months of the opening of a new facility or a change in ownership.

2. High-risk facility (risk factor 3 or 4):

The food service operator or person in charge shall ensure that at least one (1) employee of the facility has completed a 8 hour manager food safety training program approved by SCEHD:

- a. within one year of the effective date of these regulations.
- b. within 6 months of the opening of a new facility or a change in ownership.

3. The food service operator or person-in-charge shall ensure that at least one (1) additional food service employee completes a food safety training program approved by SCEHD within six (6) months of the following:

- a. Whenever a food service establishment has been closed in accordance with Section 09 of these regulations.
- b. Whenever a follow-up fee is assessed in accordance with Section 08(F) of these regulations.
- c. Whenever a food service establishment shows a history of noncompliance with State and local food service regulations as determined by consistent marking of high risk critical violations on past inspections or as otherwise determined by the Health Officer or designee.

4. Failure to complete the mandatory food safety training within the required time frame is a violation of these Rules.

The person-in-charge is responsible for maintaining compliance records for inspection by SCEHD.

The Health Officer may refuse to validate the State License for a violation of this Section. Other actions as established by the Health Officer may also be applied.

Certification shall expire three (3) years from the date of training.

C. Fees

Food safety training is a control measure for the spread of communicable disease and is a service provided by SCEHD. A fee for time and materials may be charged for a food safety training

program conducted by SCEHD.

12. MANDATORY PLAN REVIEWS

The purpose of a plan review packet is to give SCEHD the opportunity to review plans to ensure compliance with state and local food service establishment regulations prior to construction or remodeling. The review of plans is a service provided by SCEHD to reduce the potential for food borne illnesses due to poor facility design.

A. Plan Review Packets

Before any of the following occurs, a completed Plan Review Packet shall be submitted to and approved by SCEHD when:

1. Constructing a new Food Service, Food Producing, Catering, Food Salvaging or Food Repackaging Establishment;
2. Converting an existing structure to a Food Service, Food Producing, Catering, Food Salvaging or Food Re-packaging Establishment; or
4. Remodeling and renovating an existing Food Service, Food Producing, Catering or Food Repackaging Establishment that changes the lighting, water, wastewater, cooking, or washing facilities. A plan review may not be required for minor changes of the facility or upgrading of equipment but it is the responsibility of the establishment to contact the Department and receive in writing a determination of requirements. Plan reviews will be required for the installation of any major piece of food service equipment including but not limited to large refrigeration units, cooking and dishwashing equipment and/or altering the structural configuration of the facility housing the food service establishment such as the removal or the addition of walls or a change in the designated use of an area within the facility.

The Plan Review Packet shall include the proposed arrangement, mechanical plans, construction materials, types and models of fixed equipment, and the planned menu. ARM 37.110.241. The project must also be approved by the other state and local officials having jurisdiction. SCEHD plan review approval may be withheld until the other approvals are obtained.

SCEHD will respond within thirty (30) days from the date that SCEHD receives the completed plan review packet. If the plan review packet is found to be incomplete or additional information is required, SCEHD will provide an outline of additional information required. The Food Service Establishment will have thirty (30) days from the date of the letter to respond. SCEHD's thirty (30) day review period will recommence from the date the required information is received. A written extension request may be submitted to SCEHD before the 30 day response period has elapsed and must state the reason(s) for the requested time extension. The decision to grant or deny the requested time extension is SCEHD's.

Should the applicant not respond within the 30 day response period, the application will be disapproved and the applicant will need to resubmit the application with the appropriate fee. Plan review fees are site specific and cannot be transferred to another site. Plan review fees are not refundable after the initial review or for denied applications.

If a facility covered under these regulations renovates, remodels or changes ownership, the structure and equipment must meet current requirements of ARM 37.110, Subchapter 2 and this Code.

The facility must have adequate equipment and/or procedures to properly collect and dispose of fats, oils and grease.

B. Pre-Opening Inspections

SCEHD shall inspect and must approve every new, converted, renovated or remodeled Food

Service, Food Producing, Catering or Food Re-packaging Establishment before operations begin, to determine compliance with the Plan Review and public health laws. ARM37.110.241.

The Health Officer, Director or designee may issue a written authorization to open a low risk establishment on a temporary basis if extenuating circumstances exist. The authorization is for a maximum of one (1) week and applies only to changes in ownership.

C. Fees

Plan Review Fees must be submitted with the Plan Review Packet. See fee schedule.

13. ENFORCEMENT AND PENALTIES.

A. Violations of State Criminal Laws

A person who violates a provision of MCA Title 50, Chapter 50 or an Administrative Rule adopted there under is guilty of a misdemeanor and on conviction shall be fined not less than \$10 or more than \$500, imprisoned for not more than 90 days, or both. When DPHHS or SCEHD furnishes evidence, the county attorney shall prosecute any person, firm, or corporation for a violation.MCA 50-50-107

B. Civil Penalties

An Establishment that violates MCA Title 50, Chapter 50 or an Administrative Rule adopted there under by DPHHS is subject to a civil penalty not to exceed \$500. Civil actions to impose penalties, do not bar injunctions to enforce compliance with MCA Title 50, Chapter 50 or a Rule adopted there under by DPHHS. MCA 50-50-109

C. Costs and Expenses

In a civil action initiated under MCA Title 50, Chapter 50, the court may Order an Establishment that is found in violation of MCA Title 50, Chapter 50 or Rules adopted there under to pay the costs of investigation and any other expenses incurred in enforcement in the case of a willful violation. The costs are limited to the direct costs of the investigation and other expenses.MCA 50-50-110

Appendix A

Request for Variance of Requirements
Sanders County Environmental Health

License Number	Establishment	Type of Operation
Establishment Mailing Address	Establishment Physical Address	Telephone

Requirement you are requesting exemption from (include State or Local designation, and numerical or letter specification): _____

Description: _____

Describe why the designated provision cannot be met, or would create an undue hardship:

Describe the alternative method which is proposed for meeting the purpose of the designated provision:

Applicant's Signature _____ Date _____

Applicant's Printed Name _____ Title _____

FOR DEPARTMENT USE ONLY

DECISION OF SANITARIAN, HEALTH OFFICER or BOARD OF HEALTH CHAIRMAN

Approval Disapproval Conditional Approval

Comments _____

Signed _____ Date _____



Appendix B

REQUEST FOR LICENSE EXEMPTION
NON PROFIT ORGANIZATION TEMPORARY FOOD SERVICE ESTABLISHMENT

To be completed at least 2 weeks before the event

GENERAL INFORMATION

Date of application _____
Name of function or event _____
Dates of function or event _____

Organization's Name _____
Contact Individual _____ Phone# _____
Mailing address of Organization _____
Town _____ Zip _____

I certify the above named organization qualifies as a non-profit, tax-exempt organization as allowed under 26 USC 501.

Signature _____ Date _____

REQUIRED FOOD SERVICE INFORMATION

Location of food service _____
Dates of food service _____ Hours of operation _____
Commissary Location (kitchen site) _____
Contact individual for kitchen site _____ Phone# _____

MENU (no foods from home kitchens allowed; bake sale waivers available from Health Dept.)

Sanitarian Comments:

This license exemption is _____ approved per above comments _____ denied

Sanitarian _____ Date _____



SANDERS COUNTY ENVIRONMENTAL HEALTH REQUEST FOR BAKE SALE WAIVER

EVENT NAME _____

DATE _____

ORGANIZATION'S NAME _____

CONTACT INDIVIDUAL _____

MAILING ADDRESS _____ TOWN _____ ZIP _____

PHONE FOR CONTACT INDIVIDUAL _____

I certify that the above named organization qualifies as a non-profit, tax-exempt organization as allowed under 26 USC 501 OR REGISTERED WITH THE Secretary of State as non-profit. I also agree to the following conditions to qualify for a waiver:

- vendors allow no participation of persons with any communicable disease transmissible by food.
- vendors maintain a list of home bakers and items they donate to the event.
- vendors limit the type of homemade food sold or offered to the following:

- | | | | |
|------------|------------|----------|--------------|
| CAKES | COOKIES | CUPCAKES | BREADS |
| FRUIT PIES | COFFEE/TEA | JUICE | FRUIT DRINKS |
| | CANDIES | POPCORN | POP |

(Circle the items for sale above)

NOTE: Fruit pies only. Cream or whipped cream, custard or meringue fillings or toppings are prohibited. No pumpkin pies. Frostings made with uncooked eggs are prohibited.

Signature of contact individual _____ Date _____

Sanitarian's signature _____ Date _____

Return at least 2 weeks prior to the event. For additional dates, list on the back of this sheet.

IN THE EVENT OF A COMMUNICABLE DISEASE PROBLEM OR A SIGNIFICANTLY HAZARDOUS FOOD OR FOOD HANDLING PRACTICE OCCURS, THE SANITARIAN CAN REVOKE THIS WAIVER.

P.O. Box 519; 1111 Main ST, Thompson Falls, MT 59873 • (406) 827-6961, Fax: (406) 827-4388

Farmers' Markets



Sanders County Environmental Health

1111 Main ST, PO Box 519

Thompson Falls, MT 59873

406-827-6961

The Montana state codes governing farmers' markets are covered in MCA 50-50-102 and MCA 50-50-202. There are two parts to setting up and running a farmers' market:

1. filling out the "Farmers' Market Authorization Form"
2. filling out and returning the "Farmers' Market Registration of Preserves and Baked Goods"

The following is a list of what is allowed and what is restricted from sale according to the current laws. If there is a specific item you would like to sell that is not listed, please contact us.

Fruits, vegetables, herbs and grains: allowed if they are in their natural state, raw and unprocessed.

They **can not** be: cooked; canned; preserved, except for drying; combined with other food products; peeled, diced, cut, or blanched.

Preserves: allowed. This includes fruit or berry jams, jellies, compotes, fruit butters, marmalades, chutneys, fruit aspics, and fruit syrups that have been processed using a water bath or pressure method and are sealed.

This **does not** include freezer jams, pickles, salsas, tomatoes or tomato based products such as BBQ sauce. These items are not allowed unless they are from a licensed facility.

Baked Goods: allowed. This includes breads, cakes, cookies, candy, pastries and fruit pies.

NO cream or whipped cream, custard or meringue fillings or toppings.

NO pumpkin pies.

NO frostings made with uncooked eggs.

Honey: allowed.

Eggs: allowed. They need to have a label indicating where they are from, such as "Penny's Brown Eggs, 1254 Speckled Hen Lane, Paradise, MT".

Milk, Poultry, Meat, Seafood or other perishable foods: NOT ALLOWED

Farmers' Market Authorization Form

This form must be filled out by the organizer of the farmers' market and submitted at least two weeks prior to the opening day of the farmers' market. The event must be approved by the Sanitarian prior to the event.

Location of the market:

Dates of the market (all):

Organizer of the market:

Name

Phone number

Address

Signature of organizer

Date

Records must be kept regarding the sales of preserves and baked goods. These records will be turned into the Sanders County Environmental Health Office within one week of the market. See "Farmers' Market Registration of Preserves and Baked Goods".

This farmers' market has permission to occur on the dates provided.

Sanders County Sanitarian

Date

Appendix E

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
FOOD AND CONSUMER SAFETY SECTION
Helena, Montana

VOLUNTARY HOLDING AGREEMENT
FOR A SUSPECTED AND/OR ADULTERATED OR MISBRANDED PRODUCT

We, the undersigned, will voluntarily hold in accordance with Section 50-31-509, MCA, the product mentioned below from sale, removal, or disposal, until such time as released by the Montana Department of Public Health and Human Services.

PRODUCT AND PROBLEM INVOLVED:

RESPONSIBILITY, TITLE, RELATIONSHIP OF UNDERSIGNED TO PRODUCT:

Signature of person responsible for the product being voluntarily held

Authorized agent or representative of the Montana Department of Public Health and Human Services

Appendix F

DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES
FOOD & CONSUMER SAFETY SECTION
Helena, Montana 59620

DISPOSAL AGREEMENT

The undersigned _____

of _____,

certifying that he is the owner, or the duly authorized representative of the owner, of certain articles of foods or drugs found to be adulterated, or cosmetics found to be adulterated, or misbranded as described below, dated _____, 200____, or described below:

Hereby agrees to disposal of the above as follows:

Date _____, 200____

REPORT OF DISPOSAL

The products described in the inventory above have been disposed of as follows:

MONTANA DEPARTMENT OF PUBLIC
HEALTH & HUMAN SERVICES

By _____

Title _____ Date _____