

OAKLAND COUNTY HEALTH DIVISION FOOD NEWS & VIEWS

Spring 2023

2023/2024 FOOD SERVICE LICENSING FEES

Fixed Location: 0 - 24 Seats	\$298.00
Fixed Location: 25 - 99 Seats	\$350.00
Fixed Location: 100+ Seats	\$402.00
Fixed Multiple	\$88.00
Special Transitory Food Unit (STFU)	\$155.00
Commissaries	\$298.00
Mobile Food Establishment (Cold Truck)	\$118.00
Mobile Food Establishment (Steam Truck)	\$140.00
Mobile Food Establishment (Hot Truck)	\$162.00

All license renewals must be received by April 30, 2023, to avoid late fees. Late fees double for applications received after May 31, 2023.

Licensing renewal paperwork will be mailed to the owner on file for the establishment in March 2023. Contact the Health Division before your license expires if paperwork is not received.

A licensed fixed food service facility may have 'multiples,' areas that require additional inspections. Inspection fees for these designated 'multiple' areas are due at time of licensing.

NEW FOOD SERVICE LICENSE RENEWAL APPLICATION

The Food Service Establishment License Application has been rebranded by the Michigan Department of Agriculture and Rural Development (MDARD) and will look different this year. Application and payment will still be made to the Oakland County Health Division (OCHD) and must be received by April 30 to avoid late fees.

Online renewals will still be accepted on our [website](#). Online renewal is not available for facilities with outstanding re-inspection fees, multiples, new owners, or special transitory food units.



EST ID:

Food Service License Renewal Application

License Application must be completed in accordance with provisions of the Michigan Food Law, Public Act 92 of 2000, as amended.

LICENSING PERIOD DATES - JANUARY 16, 2023 TO APRIL 30, 2024

License Number:

ORGANIZATION DETAILS

Organization/Owner Name (Name of LLC, Corporation, Individual Owner, etc.)

Business Email

Business Phone Number (###)###-####

Mailing Address

City

State

Zip

AUTHORIZED AGENT CONTACT

Authorized by the Owner to Manage the License
Enter the Name and Information of the Owner or Agent

Contact Name

Phone Number (###)###-####

Email

Title

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27725 Greenfield Road • Southfield, MI 48076 • Ph: 248.424.7190

FOOD SERVICE LICENSE RENEWAL Q & A SESSION

Do you have questions about your license renewal? Join us for a brief overview of the new application and a live question and answer session.

TUESDAY, APRIL 11 • 2:30-3:30 PM

[Microsoft Teams Meeting \(CLICK HERE TO JOIN\)](#)

Meeting ID: 237 735 668 709 • **Passcode:** PkX4iN

Or call in (audio only) +1 248-333-6396, 553431711# • Phone Conference ID: 553 431 711#

SPECIAL TRANSITORY FOOD UNITS (STFU)

Licensing requirements:

Licensed STFUs must request **two (2) paid inspections annually between May 1 – April 30**. If an STFU operator cannot provide documentation of two paid inspections prior to the license renewal date of April 30th, the unit will be **INELIGIBLE** for licensure renewal.

To request a paid inspection:

A paid inspection can be requested with any local health department by completing and submitting an [“Intent to Operate Form.”](#) The fee is \$90.00 for each paid inspection and the request must be received at least four (4) days prior to the event.

If a paid inspection is completed outside of Oakland County, submit the written report to our attention within 30 days.

Please call 248-858-1312 or email ehclerks@oakgov.com for further information or to submit an Intent to Operate form or inspection report forms.

FOOD PROTECTION MANAGER CERTIFICATION

We continue to offer in-person ServSafe® Food Protection Manager classes and print exams for certification and recertification. Classes are offered each month, rotating between office locations in Pontiac and Southfield. Instructors are experienced Public Health Sanitarians with many years of experience, both in the classroom and in the field.

To register for upcoming classes, visit our [website](#). Questions? Email ochdcertifiedmanagertraining@oakgov.com or call 248-858-1312.

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BASIC FOOD SAFETY

The Basic Food Safety Class is held twice a month, once at the Southfield office and once at the Pontiac office and is approximately two hours in length. The class allows the public and restaurant employees an opportunity to learn from experienced Public Health Sanitarians about food safety, without the pressure of a standardized exam at the end.

On-site classes are also an option for facilities with a large staff (ten or more employees in attendance) that would like to have classes at their facility. These on-site classes are available upon request.

Two additional Spanish classes will be held throughout the year. Please visit our [website](#) for additional information.

COOLING FOODS

Safe cooling is one of the most effective ways to reduce the risk for food-borne illness. Time/Temperature Control for Safety (TCS) foods shall be rapidly cooled from 135°F to 70°F within 2 hours, and from 70°F to 41°F within 4 hours. Food that is prepared at room temperature and not heated, must be cooled to 41°F within 4 hours. Rapidly cooling TCS foods decreases the growth of bacteria, which reduces the risk for food-borne illness.

To safely cool TCS foods:

- Place food in shallow pans
- Separate food into smaller or thinner portions
- Place containers in an ice water bath and stir frequently
- Use metal containers
- Add ice as an ingredient
- Use rapid cooling equipment, such as blast chillers
- Use cleaned and sanitized ice wands

CHEMICALS

Chemicals and cleaning products are a common hazard found in all restaurants. They serve a necessary function of removing dirt and bacteria. However, chemicals can pose a health and safety risk to both employees and customers.

How do we prevent accidents when using cleaning and sanitizing chemicals?

- Always use per manufacturer's directions
- Label secondary containers
- Have a designated chemical storage area
- Keep chemicals away from food and food contact surfaces
- Test the concentration of sanitizers with the appropriate test strips

ILLNESS COMPLAINTS

Collecting information on complaints of suspected food-borne illness allows the Health Division to implement control and education measures to prevent more illnesses.

Commonly collected data include name and contact information about the illness such as symptoms and date the symptoms started, the suspected food product or establishment, and contact information for other members of the dining party.

While the public may have a 'last meal bias,' the Health Division routinely collects information for foods consumed 72 hours before the start of symptoms. Working with our epidemiologists, we can review these clues to attempt to determine the actual source of the illness.

What should you do if someone calls your facility with an illness complaint?

Please write down the information provided by the customer, such as when they ate and what they ordered. Always refer them to the Oakland County Health Division to complete our complaint intake form and let the client know that you will be alerting us as well.

Our Communicable Disease Unit can be reached at 248-858-1286 or OCHDIllnessComplaints@oakgov.com.

RESPONSIBILITIES OF THE PERSON IN CHARGE

The Person in Charge (PIC) is the individual present at the food establishment who is responsible for the operation at the time of inspection. The PIC may be an owner, manager, or designated employee. The primary responsibility of the PIC is to ensure that the establishment is serving safe food to the public. By verifying employees are abiding to company policies and procedures, the PIC can make sure that steps are taken to prevent or eliminate food safety hazards consistently.

The Person in Charge should:

- Be present at all times of operation-including times of preparation and service.
- Demonstrate knowledge by complying with requirements of the food code.
- Ensure employees are cooking potentially hazardous foods to the right temperatures and verify an approved method to rapidly cool food is being utilized.
- Be knowledgeable on food-borne disease prevention and employee hygiene practices.
- Utilize active managerial control when necessary. Active managerial control consists of monitoring employees to make sure they are following written policies, providing corrective action, and providing staff training.

Ways the Person in Charge can Demonstrate Knowledge:

- Exhibiting compliance with the food code by not having any priority violations during routine inspections.
- Holding a certified food protection manager certificate by studying required information and passing an exam from an accredited program.
- Responding correctly to the inspector's questions regarding the facility's food safety practices.

COTTAGE FOODS

A Cottage Food Operation is defined as a person who produces or packages cottage food products only in a kitchen of that person's primary domestic residence or home. Cottage food is further defined as non-potentially hazardous food items that include, but are not limited to, jams, jellies, dried fruit, candy, cereal, granola, dry mixes, vinegar, dried herbs and baked goods that do not require temperature control for safety.

Cottage food products must be pre-packaged prior to sale and properly labeled. Per the Michigan Food Law, labeling must also include this statement, "Made in a home kitchen that has not been inspected by the Michigan department of agriculture and rural development."

Cottage food products must be sold directly from the cottage food operation to the consumer. Sale by wholesale or consignment are prohibited. Cottage food products are not considered an approved source for sale by restaurants or grocery stores.

Please note that there are additional exemptions for honey and maple syrup prepared by small producers in home kitchens. The product requires similar labeling but is approved for use in restaurants and further wholesale at grocery stores and retail outlets.

For further information on Cottage Food Law regarding labeling, production, selling, and more visit <https://www.michigan.gov/mdard/food-dairy/michigan-cottage-foods-information>.