

### **Guidelines and Requirements for Food Establishments**

The Bethlehem Health Bureau's Environmental Department, acting on behalf of the Secretary of the Pennsylvania Department of Agriculture, regulates and licenses all food establishments within the city limits of the City of Bethlehem.

**Pre-construction**- the following must be completed prior to construction/opening of a food establishment within the City of Bethlehem.

- A. Complete a Food facility application, Business Privilege license, Mercantile License and apply for any construction permits that may be required.
- B. Complete floor plan listing location of equipment and plumbing (sinks, toilets) must be provided to Health Bureau.
- C. Complete menu-sauces, special or exotic ingredients must be accompanied with an explanation of their nature and use.
- D. HACCP plan- If your establishments intends on using any highly perishable food or preparation techniques, a HACCP plan must be provided detailing the process and how sanitation and food safety will be controlled at each step of the preparation phase.
- E. Registration for or proof of valid Serve Safe certification.

**Post construction**- the following must be completed prior to final inspection and eventual opening of the food establishment.

- A. All construction, painting etc. must be complete
- B. No food items may be present in establishment
- C. All equipment must be in place and functioning (we ask that any/all refrigerators be up and running for at least twenty four hours prior).
- D. All lights must be guarded and or protected.
- E. All sinks must be equipped with hot and cold running water
- F. Hand wash sinks must be equipped for proper hand washing
- G. All surfaces, components, etc. must be clean and sanitized.
- H. Necessary maintenance services must be acquired (trash removal, grease removal, exterminator)

### **Opening**

- A. Health License must be paid for and acquired, then posted in establishment
- B. Within 45 days of opening, Serve Safe training must be complete, failure to have at least one person in a supervisory position certified will result in the loss of your health license and closure of your establishment until course is completed.

## **Risk Based Inspection**

- A. A sanitarian will inspect your establishment at least once per year, but as often as deemed necessary based on the evaluation of the establishment by means of the risk based inspection critique, or as deemed necessary by means of complaints of establishment.
- B. You are eligible for an inspection at any time your establishment is open for business.
- C. If an inspector is refused entry into your establishment during regular business hours your health license will be immediately suspended and your establishment will be closed.
- D. A copy of the written report will be provided at the time of inspection listing all violations found.
- E. Major violations detailed on the report must be abated within the time frame set by the sanitarian.
- F. The sanitarians are here for your use, not your abuse. If you have questions or problems direct them to your sanitarian. The sanitarians primary task is to aid you in operating your establishment within the set guidelines of the state and to aid in preventing problems.

Any questions may be directed to the Bethlehem Health Bureau, Environmental Department at 610-865-7083



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