



FOOD MANUFACTURING/PROCESSING PLAN REVIEW

310:260-11-4, Plan review. *This paragraph in Oklahoma Chapter 260, Good Manufacturing Practice Regulations Requires that properly prepared plans be submitted and approved before a person constructs a food processing establishment, remodels or alters a food processing establishment, or converts or remodels an existing building for use as a food processing establishment.*

Before submitting plans always check with the municipality in which the facility will be located. There may be local requirements that are unknown to our Division. Additionally, there may be zoning issues you must deal with!

MATERIALS NEEDED FOR PLAN REVIEW

The following information is required initially. Additional information may be required based on future findings. Submit information to the : OKC City County Health Department, 2400 NW 36th street, Oklahoma City, Oklahoma 73106

One set of plans (architectural, plumbing, mechanical, electrical) to include a site plan finish schedule, scaled and labeled fixture layout:

- a) List of products to be processed or stored at the facility
- b) Standard operating procedures personal hygiene; vehicle sanitation; pest control
- c) All Food Processors must comply with Oklahoma Chapter 260, Good Manufacturing Practice Regulations
- d) Attach any equipment specifications for specialized processing equipment

THE FOLLOWING HIGHLIGHT SOME ROUTINE ITEMS FOR REVIEW FOR PROCESSING PLANTS:

The grounds about a food processing plant under the control of the operator shall be kept in a condition that will protect against the contamination of food. The methods for adequate maintenance of grounds include, but are not limited to:

- (1) Properly storing equipment, removing litter and waste, and cutting weeds or grass within the immediate vicinity.
- (2) Maintaining roads, yards, and parking lots, including dust and flying debris, so that they do not constitute a source of contamination.
- (3) Adequately draining areas that may contribute contamination to food by seepage, food-borne filth, or providing a breeding place for pests.

Warehouse buildings and structures shall be suitable in size, construction and design to facilitate maintenance and sanitary operations for food warehousing purposes.

The food processors shall:

1. Have a potable water supply. If on an approved water district, the latest bill should be presented to the licensing sanitarian during license application issuance; or, if on a well, the last water test from an approved laboratory should be provided. Even if on municipal water you may be requested to test the water for potability.
2. Have an approved sewage disposal system. (DEQ approved or municipal)



3. Have an adequate means of disposing of rubbish.
4. The floors, walls, and ceiling in cold storage rooms shall be smooth, washable, easily cleanable, and impervious to water.
5. Floor drains, when provided for cleaning, shall be sloped according to code and allow for proper drainage of liquids during processing.
6. It is recommended that floor-wall junctures are coved and impervious to water in areas where water is used for cleaning floors.
7. Hand sinks shall be provided in or near each restroom.
8. The potable water supply is protected against backflow. Any hose connected to the spigot should have a vacuum breaker between the hose and the spigot.
9. Lighting must be adequate in all food storage areas and restrooms.
10. Ventilation hoods shall be provided where necessary to prevent the accumulation of excessive grease vapors, steam, condensation, heat, and odors.
11. Toilet rooms must exhaust air to the outside; have adequate light and a self-closing door.
12. The facility must be protected against the entrance and harborage of vermin and insects, e.g. exterior doors and docks doors installed with weather stripping, brushes, door sweeps, and self-closing devices.
13. Refrigerators or a refrigerated room must be provided with an accurate indicating thermometer or other approved temperature indicating device. Temperature indicating devices must be accurate to plus or minus 3 degrees Fahrenheit. Freezers or a frozen storage area must be provided with a thermometer. A thermometer may be required in a refrigerated processing room.
14. Shelving intended for food storage shall be elevated at least 6 inches off the floor and located away from walls. Fall through wire shelving is highly recommended.
15. Have on hand or submit labels for each product with the following information: common or usual name of the food, statements of ingredients, name and address of the manufacturer or distributor, and weight in English and metric units.
16. Lockers or similar storage facilities shall be provided for employee personal items. Lockers shall be located in an area that is not used for food or food utensils.
17. Vehicles used to transport foods shall be maintained sanitary and refrigerated vehicles will be equipped with adequate refrigeration to maintain product temperature.
18. **(Pecan Processors/Crackers)** Have an approved method to sanitize pecans prior to packaging. Method that will be used should be included in the plan for Departmental review.

The aforementioned requirements can be found throughout Oklahoma Chapter 260, Good Manufacturing Practice Regulations. This list is not all exclusive and you should obtain and review Chapter 260. You may go on-line to obtain the regulation.