



## **BASIC SANITATION REQUIREMENTS FOR A FOOD PROCESSING OPERATION**

*The following list represents the basic minimum requirements for operating a food processing operation, please consult with your State regulatory agency for any additional requirements.*

### **Construction:**

1. A completely enclosed room may be required for the processing of open and exposed food products.
2. All water-carried sewage must be disposed of by means of a public or private sewage disposal system which is constructed and operated in conformance with applicable state and local laws, ordinances, and regulations.
3. The water supply must be adequate, of a safe, sanitary quality and from an approved public or private water supply system which is constructed, protected, operated, and maintained in accordance with applicable state and local laws, ordinances, and regulations.
4. All plumbing must comply with the Illinois State Plumbing Code. The installation of a grease trap is required for any food process which generates oils, fats and grease.
5. For manual cleaning and sanitizing, provide a sink with 3 compartments. This sink must be constructed of durable, non-corrosive, non-absorbent material (i.e. stainless steel). Each compartment must be large enough to permit the complete immersion of equipment and utensils, and must be supplied with hot and cold running water. Dish tables or drain boards of adequate size must be provided on each side of the sink for proper handling of soiled utensils and equipment prior to washing and for cleaned utensils and equipment after sanitizing.
  - a. If hot water is used for sanitizing, an integral heating device or fixture must be installed in or under the sanitizing compartment of the sink and be capable of maintain the water at a temperature of at least 170°F.
6. A food preparation sink, minimum of a single basin sink with attached drain board, may be required for processes involving the washing of foods and ingredients.
7. A hand washing sink must be provided in the food processing and packaging areas. Liquid hand soap, disposable paper towels, and hot/cold running water through a combination faucet or tempered by means of a mixing valve shall be provide at each hand washing station (wrist blade, knee or foot pedals recommended). A sign must be posted reminding workers to wash their hands prior to beginning work, after returning from the restroom, following breaks, and when changing food handling operations.

8. Adequate lighting must be provided in the food processing areas, toilet room, and over hand washing stations.
9. Protective shielding must be provided for all exposed light bulbs or tubes in the food processing, food packaging, equipment-washing, and food storage areas.
10. The floors and floor covering must be constructed of smooth, durable, non-absorbent, and easily cleanable materials in the food processing, food packaging, food storage, utensil-washing areas, and toilet room (epoxy finish with continuous coving recommended in processing and utensil washing areas). The floor-wall juncture must be covered and sealed. Floor drains must be installed throughout processing and utensil wash areas.
11. The walls, wall covering, and ceiling must be constructed of a light-colored, smooth, durable, non-absorbent, and easily cleanable material with a minimum of exposed pipes, electrical conduits, and wire outside the walls.
12. Adequate ventilation must be provided in all areas to minimize odors and noxious fumes. Mechanically vent toilet rooms to the outside air. All ventilation systems must be installed in accordance with local building and fire codes.
13. Effectively screen all outer openings and provide a self-closing device and weather strip on all entrance/exit doors. Shipping and receiving docks must be designed to prevent the entry of pests and dust while in use. Exterior dock door canopies or interior enclosed vestibules are accepted. The establishment should be inspected routinely by an Illinois Licensed Pest Control Professional.
14. Each toilet room must be equipped with self-closing doors and must not open directly into the preparation or ingredient storage rooms.
15. Garbage and rubbish containers must be provided that are of durable, non-absorbent and easily cleanable construction for the storage of garbage and rubbish. The container located outside must also be rodent and insect-proof, and provided with tight-fitting lids or covers for storage outside.
16. Food preparation surfaces, counters, and tables must be smooth, durable, non-absorbent and easily cleanable (i.e. stainless steel). NSF, commercial certified equipment is required.
17. Pallets or storage shelves constructed of smooth, non-absorbent and easily cleanable materials may be used for storing raw materials and finished products. If you use pallets you must be prepared to move them in order to clean the areas where these are stored (a pallet jack or fork lift must be available).
18. Provide an indicating thermometer for all refrigerators, freezers, or walk-in units which will measure the temperature in the warmest part of the unit (near the door and near the top). This thermometer should be numerically scaled and accurate to +/- 2°F.
19. A white inspection line eighteen (18) inches wide must be painted along the inside floor perimeter of the warehouse storage areas. This line is to be kept unobstructed to facilitate pest control inspection and rodent trap placement.
20. A mop or utility sink shall be provided for the disposal of waste water.

## **Transportation:**

1. Provide product transport containers which are of such materials and construction to be smooth, easily cleanable and non-absorbent.
2. Product transport containers must be totally covered with tight-fitting or overlapping lids or doors to protect food from contamination.

## **Labeling:**

1. If you sell a packaged product, the product label must comply with the Fair Packaging and Labeling Act and include on the display panel:
  - a. The name of the food product
  - b. The name and address (including zip code) of the responsible firm, manufacturer, packer or distributor
  - c. The net quantity by volume or weight of the food product
  - d. The ingredients in decreasing order of prominence
2. If the food items are to be sold without packaging, direct from the product transport containers, individual labeling is not required. Full labeling information as listed above may be included on the invoices and/or other sales materials.
3. A meaningful code on the product packaging or on the invoice must be provided to enable positive lot or batch identification. Plan to retain the records of lot identification for a period of time that exceeds the shelf life of the product.

## **License & Permitting:**

New business owners shall first apply for zoning approval through the Community Development Department. After approval is established, the owner must then obtain a business license through the Finance Department. At this time, opening inspections will be scheduled with the business owner by the Village inspectors. Approval to operate must be granted by the Elk Grove Village Building, Health and Fire Divisions prior to storing food product or beginning any operation.

New construction or remodel projects will require an Elk Grove Village construction permit. Architectural plans shall be submitted to the Community Development Department. All construction projects will need a Building, Health and Fire inspections and approval. A pre-construction meeting with these Departments is highly recommended.

### **Elk Grove Village Department Phone Numbers:**

Environmental Health Division (847) 357-4240  
Community Development Department (847) 357-4220  
Fire Inspectional Services (847) 734-8000  
Finance Department (847) 357-4055

**\*PLEASE NOTE:** Business owners shall also contact the Illinois Department of Public Health at (708) 544-5300 or the Illinois Department of Agriculture at (217) 782-2172 for any additional requirements and licensing.