

## Micro Markets

### *Plan Review and Operation*

#### Introduction

A micro market is a retail food facility that allows customers to purchase prepackaged fresh foods, fruits, health snacks, and beverages via unattended self-checkout kiosks. Micro markets may be located in office buildings or restricted break areas where access by the general public is somewhat restricted.



A micro market is serviced on a pre-set schedule to ensure that the equipment is working properly, equipment is clean, food shelves and refrigerated and/or freezer units are stocked with new products.

#### How do I obtain approval to operate a micro market?

In order to obtain approval for a micro market, plans must be submitted to the Environmental Health Division's Food and Pool Plan Check program for review and approval. After plans are approved, an on-site inspection is conducted to determine if a health permit can be issued.

If you plan to operate multiple micro markets with the same basic layout, a "Standard Plan" may be submitted. See the "Standard Plan Guidelines" below.

#### What do I need to submit as part of the Plan Review process?

The following items must be submitted as part of the Plan Review submittal to the Food and Pool Plan Check program:

1. **One set of plans** which includes the following:
  - A floor plan of the micro market layout that includes the location of all refrigeration units, equipment, and display shelving. **Micro markets are limited to 300 square feet.**
  - An equipment list with the make/model of all equipment, including the type and number of refrigeration units, as well as the number of racks/shelving units used for food.
  - All refrigeration/freezers must be American National Standards Institute (ANSI) listed for sanitation. All refrigeration holding potentially hazardous food (PHF) must be equipped with automatic shut-off controls that prevent the equipment from selling food by locking the door when there is a power failure, mechanical failure or other condition that results in an internal temperature greater than 41°F for longer than 30 minutes.
  - Location within the micro market of the prominent sign with the micro market vendor's contact information: name, address, and telephone number.
  - A site plan showing the location of the micro market nearest designated restroom and janitorial sink. If a janitorial sink is not available, please include in operational plan how food service equipment, food display areas and the premises will be cleaned.

## 2. An operational plan that includes:

- The name, phone number and email address of the on-site contact person who would address any facility issues.
- How proper holding temperatures of potentially hazardous foods (PHF) are monitored.
- How often will service be provided for to ensure proper operation of the micro market.
- Procedures for handling PHF that are not held at the correct temperatures.
- How 24/7 video surveillance of the micro market will be provided and records made available at the request of Environmental Health. Video surveillance recordings shall be maintained and made available for inspection by the Environmental Health Division within 24 hours of a request. Video surveillance recordings shall be maintained for a minimum of fourteen (14) days after the date of surveillance.

## 3. Plan check submittal fee of \$348 payable to: Orange County Health Care Agency.

The Plan Review process may take up to 20 business days. Plans must be approved prior to the installation of equipment. Approved plans are valid for a period of one year from the date of approval. To check the status of any plan review, contact the assigned plan checker or 714-433-6074.

### Construction Inspection

Once plans are approved, micro market equipment installation can begin. A final on-site construction inspection is required prior to issuance of a health permit. For the final construction inspection:

- Allow ten (10) business days lead time to schedule inspections. Call the plan checker named at the bottom of your plan approval letter to schedule.
- No food or beverages should be stored in the equipment or on shelving until final approval.
- Refrigeration units should be at a temperature of 41°F or below.
- Restroom functioning properly with hand sinks designated for food employees able to provide water at a minimum temperature of 100°F from a mixing valve and be supplied with soap and paper towels in dispensers.
- Janitorial sink must have hot water available at a minimum 120°F, if no alternate procedures have been approved.
- A sign is posted in a prominent place indicating the owner's name, address and telephone number.

Once all items are approved, a health permit will be issued and the market will be given permission to operate. Payment of the health permit is required prior to operation. The current annual health permit fee is \$228.00.

### I am interested in operating multiple micro markets and would like to obtain approval of a Standard Plan, what do I need to do?

If you anticipate to operate multiple micro markets with the same basic layout, submit two copies of the standard plan to the Food and Pool Plan Check program for approval. The standard plan is submitted only once, with a site plan submitted for each location. For example, if you have five markets, you would submit one standard plan and five site plans. For the standard plan, please follow the requirements noted above under "plan review process." Note on your plan submittal "Standard Plan" (e.g. "ABC Micro Markets Standard Plan").

For each additional location, a site plan shall be submitted that includes:

- An overview plan showing the location of the micro market, nearest designated restrooms, and janitorial sink. Indicate on the Site Plan the name of the Standard Plan that has already been approved (E.g. "Journey Electronics Site Plan for ABC Micro Markets Standard Plan"). Include the SR number indicated on the Standard Plan.
- Provide the name, phone number and email address of the on-site contact person who would address any facility issues.
- **Plan check submittal fee of \$131** payable to: Orange County Health Care Agency.
- A final on-site inspection is required for each location. When site plans are submitted off an approved standard plan, the final on-site inspection will be scheduled for roughly two weeks from the date of submittal (no additional review needed for individual site plans).

## What are the minimum requirements that the inspector will be looking for during an inspection?

The micro market will be inspected annually to verify compliance with all applicable sections of the California Retail Food Code. This includes, but is not limited to the following:

- The micro market has a valid health permit.
- A sign is posted in a prominent place indicating the owner's name, address and telephone number.
- Only commercially packaged foods properly labeled for individual retail sale are offered. Bulk foods are prohibited.
- No unpackaged ready-to-eat food is available for sale.
- Food preparation by consumers is limited to heating/reheating food in a microwave oven.
- No dispensing of bulk food, except for nonPHF beverages dispensed from approved equipment.
- Refrigeration units are maintained cleaned and holding food at required temperatures.
- Refrigeration has a thermometer.
- Premises and equipment is maintained clean and in good repair.
- Restrooms have operable toilets and handwashing sinks are supplied with warm water, soap and paper towels.

## Do I have to obtain a Micro Market permit if there is a cafeteria that already has a permit?

Yes. The micro market must have its own permit and work separately and independently from the cafeteria, such as in a break room.

## Do the vending machines inside of a micro market need to be permitted separately?

Yes. Vending machines must have their own permit, even if they are under the control of the operator of the micro-market.

## How do I contact if I have any questions?

If you have any questions on the plan review process, contact the Food and Pool Plan Check Program at (714) 433-6074.