



DATE: _____
 COUNTY: _____
 RESPONDENT: _____
 REVIEWER: _____

**DEPARTMENT OF HUMAN SERVICES
 LICENSED FACILITY TRIENNIAL PROGRAM REVIEW FORM**

A. Licensing and Fees - OAR 333-012-0053

		In Compliance	
		Yes	No
1	License applications and licenses are issued on forms provided or approved by the Department.		
2	A single license fee is established per establishment or facility type. There are no added fees based on local determination of unique features of an establishment or facility.		
3	Licensing categories are based upon those specified in ORS 446.310, 448.035 and 624.490. Additional licensing categories have not been established.		
4	The administrative standards are being used or staffing standards and actual costs of providing program services have been determined. Actual time spent and expenses incurred have been documented and reported to the Department.		
5	If LPHA has fee for facilities that require more than two recheck inspections per year it must be properly charged.		
6	Fees set for costs associated with plan review are conducted under guidelines established by the Department.		
7	Plan reviews are conducted under guidelines established by the Department.		
8	A reinstatement fee is set for late license reinstatement.		

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In Compliance
Yes No

9	A fee of up to one-half of the annual licensing fee may be assessed for each additional inspection required under OAR 333-157-0027, Increased Inspection Schedule.		
10	A license is issued only after the fee has been received and it has been determined that the facility meets the requirements of the statutes and rules.		
11	Fees are pro-rated for partial year operation as follows: From January 1 through September 30, a full license fee is required. From October 1 through December 31, half the annual fee must be assessed.		
12	The license fees assessed by the Local Public Health Authority are not more than 20% above or below the fees established in ORS 624.490.		
13	All license fees collected are used only for program services pursuant to ORS 446.425, 448.100 and 624.510.		

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B. Inspection Standards - OAR 333-012-0055

1	Percent Inspections Completed				In Compliance	
	200__	200__	200__	3-Year Average	Yes	No
Food Service						
Restaurants						
Mobile Food Units						
Commissaries						
Warehouses						
Vending Machines						
Bed and Breakfast Facility						
Tourist Facilities and Pools						
Swimming Pools and Spas						
Traveler's Accommodations						
RV Parks						
Organizational Camps						

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Licensed establishments and facilities, except Bed and Breakfast Facilities, Traveler's Accommodations, Hostels and Temporary Restaurants, must receive a minimum of one complete inspection for every six months of operation or fraction thereof. For vending machines, the Local Public Health Authority shall evaluate at least 10% of each licensee's machines during each inspection. Bed and Breakfast Facilities must be inspected once per year.

In Compliance
Yes No

		In Compliance	
		Yes	No
2	For-profit Temporary Restaurants receive a minimum of one inspection during operation for each license issued.		
3	Benevolent Temporary Restaurants must receive an inspection or a consultation in lieu of an inspection.		
4	Travelers' accommodation and hostel inspection schedule set _____.		
5	If alternative inspection procedures or interventions are used, criteria must be approved by the Department.		
6	Increased inspection schedule for restaurants applied as described in OAR 333-157-0027.		
7	Pre-operational or construction inspections are conducted after plan review and prior to operation of a new, remodeled, converted, renovated or altered establishment or facility.		
8	A complete inspection to assign a public notice of sanitation is conducted within 45 days after opening for a restaurant or bed and breakfast facility.		
9	Inspection reports are filled out completely and must include all required information.		

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In Compliance
Yes No

10	Recheck inspections are conducted to determine if timely corrective action has been taken on noted critical violations or public health hazards.		
11	The Local Public Health Authority furnishes each Environmental Health Specialist at minimum with the required equipment or materials to conduct inspections.		
12	The Local Public Health Authority furnishes food and waterborne illness investigation materials and a light meter for staff to share.		
13	Technical information and consultation is provided to the public and those holding permits and licenses.		

Comments:

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C. Staffing and Training - OAR 333-012-0060

In Compliance
Yes No

		In Compliance	
		Yes	No
1	Staff, facilities, materials and equipment are provided to comply with these rules.		
2	Staff registered as required by ORS Chapter 700 conducts all inspections.		
3	At least one Environmental Health Specialist engaged in the food, tourist facility and public swimming pool programs to attend annual Department sponsored or approved training in all three program areas.		
4	Within one year of hire, all Environmental Health Specialists attended an orientation provided by the Department.		
5	At least one Environmental Health Specialist is provided on staff, or through contract, that has a current certification from the Department as a Food Service Standardization Officer.		
6	New employees are standardized within 18 months of employment or within 18 months after becoming registered as an EHS as required in Section (2) of this rule or have a Department-approved training plan in place to allow for a longer time limit to comply with Section (2) of this rule.		
7	At least one EHS is provided on staff or through contract that has successfully completed a NSPF Certified Pool Operator course or equivalent approved by the Department within 24 months of employment.		

Comments:

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D. Food Handler Training - OAR 333-012-0061

In Compliance
Yes No

1	An approved food handler training program has been established using minimum criteria developed by the Department.		
2	Training methods used for food handler training are documented.		

Comments:

E. Record Keeping and Reporting - OAR 333-012-0063

In Compliance
Yes No

1	Records as outlined in ORS 183.415(7) and (8) of all administrative matters delegated under ORS 446.425, 448.100 or 624.510 are kept and retained for at least three years.		
2	Records are kept according to the Archive Division rules.		
3	The Department is provided program information such as inspections conducted, workload indicators, fee schedules and violation summaries on request.		
4	The Local Public Health Authority responds to surveys conducted by the Department. Program information and surveys are submitted on forms or in a format as required by the Department.		

Comments:

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F. Epidemiology and Accident Investigation and Reporting - OAR 333-012-0065

In Compliance
Yes No

		In Compliance	
		Yes	No
1	All suspected illnesses connected with food service facilities, public swimming pools and tourist facilities are investigated.		
2	The reports of all investigations of confirmed illnesses are submitted to the Department as required by OAR 333-018.		
3	The Department is notified of investigations expected to result in confirmed foodborne illness.		
4	All reportable public swimming pool accidents are investigated.		
5	Results of investigations, including copies of pool accident reports, are provided in writing to the Department.		

Comments:

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G. Enforcement Procedures - OAR 333-012-0067

		In Compliance	
		Yes	No
1	The Local Public Health Authority must adopt and comply with rules for conducting administrative hearings in accordance with the requirements of ORS Chapter 183.		
2	All administrative and legal means necessary are utilized to enforce the applicable statutes and rules and implement policies relating to the programs and to eliminate conditions endangering public health or safety.		

Comments:

H. Minimum Standards, Program Review and Penalties - OAR 333-012-0070

		In Compliance	
		Yes	No
1	If alternative inspection or enforcement procedures exist, they must be approved by the Department. A plan must be submitted that includes expected performance measures and outcomes.		
2	If ordinances are proposed for adoption on matters applicable to food service operators more stringent than those set forth in ORS 624, all rules adopted thereunder, must be approved by the Department. The cost of implementing any ordinance so adopted is not charged to license fees adopted pursuant to ORS 624.510(2).		
3	All field staff comply with minimum requirements of the Field Review protocol.		

Comments: