

State of Michigan



JOHN ENGLER, Governor

## Department of Agriculture

DAN WYANT, Director

Commission of Agriculture  
Douglas E. Darling  
James E. Maitland  
William G. Pridgeon  
Jordan B. Tatter  
Nara M. Viau

**DATE:** February 4, 2002

**TO:** All Local Health Departments  
Attn.: Health Officer/Director of Environmental Health/Chief Sanitarian  
All MDA Food and Dairy Division Managers

**FROM:** Kevin Besey, Plan Review Specialist  
Food Service Sanitation Section  
Food and Dairy Division

**SUBJECT: Plan Review Draft Documents**

A workgroup of local health department, industry, and Michigan Department of Agriculture (MDA) representatives have developed new plan review documents to help standardize and improve Michigan's food establishment plan review process. The list of committee members is at the back of the plan review manual. I encourage you to talk with committee members.

These draft plan review documents are being distributed statewide for a comment period that will end on March 8<sup>th</sup>, 2002. Please forward specific written comments to:

Kevin Besey, Plan Review Specialist	Phone:	517-373-2779
Food and Dairy Division	Fax:	517-373-3333
Michigan Department of Agriculture	E-mail:	<a href="mailto:beseyk@michigan.gov">beseyk@michigan.gov</a>
PO Box 30017		
Lansing, MI 48909		

Five separate documents have been developed:

1. Plan Submission Instructions / Flowchart
2. Plan Review Application (to be completed by applicant)
3. Plan Review Worksheet (to be completed by applicant)
4. Plan Review Manual (to provide technical guidance)
5. Plan Reviewer's Checklist (for reviewing agency use)

All Local Health Departments  
All Food and Dairy Division Managers  
February 4, 2002  
Page 2

These documents are designed to be used for most food establishment plan reviews. This includes restaurants, grocery stores, and convenience stores. Agencies may find them suitable for mobile food and special transitory food unit reviews. MDA will make the final documents, plus additional plan review resources widely available on the web for easy access by both industry and regulators.

The documents are also highly integrated. The worksheet refers the applicant to particular manual sections for technical help, the reviewer's checklist is organized to follow the worksheet, the plan submittal instructions refers the applicant to the worksheet and manual, etc. Please keep this in mind when considering these documents for use at your agency.

The final documents will be made available to regulatory agencies in adobe acrobat and Microsoft word formats. The word format will allow an agency to make local changes as needed.

Your comments are welcomed and appreciated.

KB:khg

cc: Flint Watt, MDEQ  
Tennison Barry, MDCIS