

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVL01-0025	Revises Previous Effective Date:
Subject: Food Service Permits/ Health Department Inspections		12/15/02
Authority: Donald / Adams	Effective Date: 9/01/04	Page 1 of 2

I. POLICY:

To provide guidelines to all feeding units on steps which must be taken to obtain a Food Service Permit and maintain a current Health Department inspection.

II. APPLICABILITY:

All GDC facilities and centers with operating feeding units.

III. RELATED DIRECTIVES:

Rules of Department of Human Resources Public Health Chapter 290-5-14 ("Blue Book")

IV. DEFINITIONS:

Food Service Permit- Certificate which must be obtained from the local Health Department authorizing the permit holder to operate a Food Service operation at a particular site.

V. ATTACHMENTS:

None

VI. PROCEDURE:

The Food Service Director is responsible for obtaining a Food Service Permit for each operation.

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1. Request for a Food Service Permit for a new Facility must be made at least 10 days prior to the planned Facility opening date.
2. In the event of having to use one of Food and Farm Services' mobile field kitchens, a food service permit should also be obtained by the Food Service Director.
3. Local Health Department inspections should occur twice annually after the initial inspection is made.
 - a. A copy of these inspections will be forwarded to Central Office Food and Farm Services within 10 days of Inspection.
 - b. In the event findings are noted, a plan of corrective actions shall be attached with the inspection. All corrective actions shall be in accordance with the guidelines and policies set forth in the Department of Human Resources "Blue Book" and departmental policies.

VII. RETENTION SCHEDULE:

All Department of Human Resources Health Department inspections will be retained indefinitely in the Food Service Office.