



Michigan Department of Agriculture

Katherine Fedder
Director
Gerald Wojtala
Deputy Director

Food Digest

Food and Dairy Division Winter 2010

Apply On-Line to License a New Location!

Through the Michigan Business One Stop portal, www.michigan.gov/business you can now apply for food handler establishment licenses for new locations. Your business benefits from applying on-line because:

- As soon as you pay for your license through the One Stop shopping cart, your license application is sent to MDA to start processing without any mail delays.
- You receive an electronic confirmation that your license application has been submitted.
- If you also need to apply for a retail motor fuel license, you can complete, submit, and pay for both applications on-line at the same time.
- When on-line renewals are available, you'll be ready to renew on-line.

Additional license types from other agencies are scheduled to be added to One Stop by the end of the year.

Questions about how to use One Stop? The on-line Resource Center has a number of written documents to help you start and manage your business.

The Customer Assistance Center (877) 766-1779, is also available from 7:00 a.m. to 8:00 p.m., Monday through Friday.

Late License Submittals

Please remember to submit your license application on time this year. Each year, a small percentage of businesses place themselves in the unfortunate position of having to pay late fees and fines, or even receive closure orders because their food establishment license was not renewed on time.

All food establishment licenses expire on April 30 each year.

Late fees and fines are progressive and may include:

- \$100 late fee (\$10/day)
- \$400 fine (1st year late)
- \$800 fine (2nd year late)
- Closure order and legal action

Tips for avoiding late penalties:

- Place a reminder on your calendar ahead of April 30 to give yourself time to mail the renewal application and fee.
- MDA sends license renewals for current licensed establishments early in the year. If you have not received a renewal application in the mail by March 30, call the MDA Licensing Unit to check that the correct address is listed and request another application be sent.

- Be sure to mail the renewal so it is postmarked before April 30.
- When notified, promptly submit any late fee in order to avoid additional fines and penalties.

Your food establishment license must be conspicuously posted. For additional information or questions, contact the MDA Licensing Unit at (517) 241-6666.

MDA Contact Information

Effective October 1, 2009, MDA has closed all of its regional offices to reduce costs. Customers calling the regional and district offices are being redirected to a toll-free number in Lansing: (800) 292-3939.

General e-mail inquiries can be sent to mda-info@michigan.gov.

We also have several online resources available for your convenience:

- www.michigan.gov/mda - Web site
- www.michigan.gov/mdacomplaints - A form for electronically submitting complaints.
- www.michigan.gov/business - Information on licensing or starting a business in Michigan.

Michigan's New Smoke-Free Air Law

Effective May 1, 2010, smoking is prohibited in all food establishments (Public Act 188 of 2009). Previously permitted designated smoking areas within a food establishment are no longer permitted. Ashtrays and other smoking paraphernalia previously utilized in the facility must be removed. "No smoking signs" must be posted as described in Public Act 188 of 2009. Food establishment owners or managers can refer to www.legislature.mi.gov/documents/2009-2010/publicact/pdf/2009-PA-0188.pdf for a copy of the Public Act. Please also see the Michigan Department of Community Health (MDCH) Web site: www.michigan.gov/mdch (type "smoke-free air law" into the search box) for details on how Public Act 188 of 2009 could affect your facility and for additional information on exemptions and a "Frequently Asked Questions" section for clarification of the new law. The MDCH may delegate the enforcement of the Act to local health departments. Persons who violate the Act may be subject to civil fines.

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The New Manager Certification Requirements and Your Facility

Recent updates to the Michigan Food Law incorporated a requirement that managers of certain food and food service establishments be a "Certified Food Manager". The Certified Food Manager must pass an ANSI/CFP nationally accredited exam, and maintain certification every five years.

The following MDA-inspected facilities are required to have a certified manager:

- A food service establishment within a retail grocery.
- Extended retail food establishments. These are typically grocery stores with a deli and seating.
- Establishments that press apple cider.

A certified manager will not be required for low-risk establishments including: convenience stores serving precooked hot dogs or sausages, popcorn, nachos, pretzels or frozen pizza; hot dog carts; coffee shops; cocktail lounges; theaters; nut kiosks; honey and maple syrup processors; most bakery operations; candy, snack, pasta, spice or other non-potentially hazardous manufacturers; bottled water manufacturers; and, food warehouses.

Prior to taking the exam, many individuals prepare by reviewing the Food Code and taking a class offered by the suppliers of the exam. To find a course, trainer, textbook or exam, you can contact:

- By phone: your local health department or Michigan State University Extension at **(888) 678-3464**.
- Online: www.michigan.gov/mda (type "food safety training database instructions" in the search box) to see a listing of available classes and trainers.

Additional information on manager certification can be obtained from: www.michigan.gov/mda (type "manager certification" in the search box).

New Procedures for Plan Review Submissions

Due to the closure of all MDA regional offices, all plan review documents submitted to MDA's Food and Dairy Division are to be sent to:

Michigan Department of Agriculture
Food and Dairy Division Lansing Office
525 W. Allegan
P.O. Box 30017
Lansing, Michigan 48909

All plan review resources can be found at www.michigan.gov/mda (type "plan review" into the search box). By following this guidance you will help us to expedite the plan review process.

The FDA's New Reportable Food Registry

About the Reportable Food Registry

The Reportable Food Registry (RFR) is an electronic portal for the food processing industry to report when there is reasonable probability that an article of food will cause serious adverse health consequences. The RFR helps the FDA better protect public health by tracking patterns, and targeting inspections. The RFR applies to all FDA-regulated categories of food and feed, except dietary supplements and infant formula.

Who Should Use the Reportable Food Registry?

Food establishments that manufacture, process, pack, or hold food for human or animal consumption in the United States under Section 415(a) of the Food, Drug and Cosmetics Act (21 U.S.C. 350d) are required to report when there is a reasonable probability that the use of, or exposure to, an article of food will cause serious adverse health consequences or death to humans or animals.

Where Should Consumers, Food Retailers and Food Service Operators Report a Problem with Food?

In emergencies, consumers, food retailers and food service operators should call FDA at: **(301) 443-1240**.

Where Should Food Processors Report a Problem with a Food?

The RFR electronic portal is accessible through a link on the www.fda.gov home page under the heading "Report a Problem," or directly by entering the following URL into your browser: <http://rfr.fda.gov>.

Census 2010 is Coming to Your Mailbox: Be Counted and Make a Difference for Michigan

April 1, 2010 is Census Day. Mandated by the United States Constitution and conducted every 10 years, the census counts every man, woman and child living in the United States, both citizens and noncitizens.

Why be counted? The 2010 Census will create a snapshot of our nation's population – capturing our changing and diverse America in a fleeting moment in time. But this historic event will do more than tell us who we are as a nation today. It will affect your community's future, your state's future, your country's future and your future. The data gathered will determine funding for vital local services as well as representation at all levels of government. By participating in the census, you can help create a better future for you and those important to you.

Census Day is April 1, 2010

We move forward when you send it back.
Make a difference in your community and be counted for 2010.
Complete and return your 2010 Census form.

Consumer Complaint Hotline

If you, or your consumers see a food-related problem, please report it to MDA Food and Dairy Division at: **(800) 292-3939** or through the MDA Web site.

www.michigan.gov/mda