



**Public Works & Utilities  
Environmental Health Division  
1900 E 9<sup>th</sup> St  
Wichita, KS 67214**

# Food Inspection Frequently Asked Questions

## **What happens during an inspection?**

Inspectors observe all areas of the establishment, focusing their attention on factors that are likely to cause foodborne illnesses such as employee hygiene and food handling practices, food temperatures, evidence of pests, water availability and temperatures, sanitization of equipment, and chemical storage and use. Inspectors ensure that critical violations are corrected on site if possible. Violations observed are documented on an inspection report. After the report is completed, the inspector reviews the report with the person in charge.

## **What does the inspector use as a guideline for conducting inspections?**

All food service establishments in Kansas must comply with the 2005 Kansas Food Code K.A.R. 4-28-8 through K.A.R. 4-28-16. [www.ksda.gov/includes/statute\\_regulations/food\\_safety/KS\\_Food\\_Code05.pdf](http://www.ksda.gov/includes/statute_regulations/food_safety/KS_Food_Code05.pdf)

## **How often are inspections conducted?**

Every establishment is inspected at least once per year. Schools are inspected twice per year. If the establishment is not in compliance or did not correct critical violations during the inspection, a follow-up inspection will be scheduled. Additionally, an inspection will be conducted as a result of a reported complaint.

## **How long does an inspection take?**

Inspection times vary depending on the violations observed and the size and operation of the facility. It can last anywhere from 30 minutes to 3 hours or more.

## **Are inspections scheduled?**

NO! Inspections are unannounced in order to obtain a more accurate observation of the establishment's practices. If a follow-up inspection is necessary, the inspector will give the person in charge a time frame of when the follow-up will be conducted.

## **What is the difference between a critical violation and a non-critical violation?**

Critical violations are more likely to directly contribute to food contamination, foodborne illnesses, or environmental health hazards. Critical violations must be corrected during the inspection. Establishments unable to correct violations during the inspection will receive a follow-up inspection.

Non-critical violations are not directly related to the cause of foodborne illness, but if not corrected, could hinder the establishment's operation.

## **What is a passing inspection score?**

The City of Wichita does not issue scores or grade cards. The best way to judge the results of an inspection is to read the ENTIRE inspection report, specifically looking at the number of critical violations and whether or not those violations were corrected on site.

### **What violations would make a food establishment have to close?**

Establishments will be closed immediately if an imminent health hazard is present. Grounds for closure due to imminent health hazards may include:

- Inadequate refrigeration
- Pest infestation
- Sewage backup or overflow
- Lack of running water under pressure
- No hot water
- Flood
- No utilities
- Fire
- Foodborne illness outbreak
- Gross and unsanitary conditions

### **Can anyone see my inspection report?**

All food inspection reports are public records. Inspections may be viewed [here](#).

### **How frequently do I have to update my license?**

Licenses must be updated yearly, expiring December 31<sup>st</sup> each year. Failure to submit license renewal prior to expiration will result in the establishment paying additional fees and having to reapply for a license.

### **I would like to open a food service establishment. What do I need to do?**

You must request a licensing inspection prior to opening and submit an application and appropriate fees. See the [Licensing Process handout](#) for detailed information.

### **Are license fees prorated?**

No. Any establishment operating more than 7 days in a calendar year must pay the full license cost.

### **Do I need a food service license if I just have a bar or coffee shop?**

Yes! Any place that serves beverages will need a food service license too.

### **Am I required to post my inspection report or any other documents in my establishment?**

Only schools are required to post inspection reports. All establishments must post food licenses in a place that is visible to customers. Additionally, establishments located in the City of Wichita are required to post smoking or non-smoking signs at all entrances.

### **Where can I get food safety information?**

You may obtain food safety handouts from your inspector at the time of inspection. Information may also be obtained at [www.ksda.gov/food\\_safety/content/333](http://www.ksda.gov/food_safety/content/333).

### **Can I operate a food business out of my home?**

No! A private home or a room used as a living or sleeping quarters may not be used for food service operations. A food establishment must operate out of a licensed establishment. In some cases, a commercial kitchen may be built on residential property. Call Environmental Health for more information.

**If I incorporate my business or sell my business to someone, is a new license required?**

Yes, licenses are not transferable. The new owner will need to request a licensing inspection and submit a food service application along with applicable fees.

**If I change locations, do I need a new license?**

Yes, licenses cannot be transferred from one location to another.

**I have lost my food license. How can I get a new one?**

Contact your inspector for a Duplicate License Request form. There is also a charge of \$5.00 for a replacement license.

**How do I report a food establishment for health code violations?**

The City of Wichita Department of Environmental Health investigates consumer complaints regarding food safety and sanitation for establishment located in Sedgwick County. If you have a consumer complaint regarding a Sedgwick County food establishment, please call (316) 268-8351 to report the complaint. Please provide the name and address of the establishment you want investigated and explain the nature of the complaint.

**Do I need a food handler's card if I'm just a server or dishwasher?**

Yes! Anyone who works with food, handles food contact equipment, or cleans at any establishment in the City of Wichita must have a valid food handler's card.

**How long are food handler's cards good for?**

Food handler's cards expire after 4 years.

**I took a food safety class in another state. Can my card be transferred?**

If the card is issued by another state, you will need to retake the class as each state has different requirements. However, if you have attended a nationally recognized class such as ServSafe®, you may obtain a City of Wichita food handler's card provided you have documentation of taking the class and it has not expired.

**Can I request a food Handler's Class for my establishment?**

Yes. Contact Environmental Health at 316-268-8351 to request a class. The cost for the class is \$125.

**Do I have to keep my food handler's card with me at work?**

Yes. You must have your food handler's card with you and be able to provide it to the inspector upon request. The restaurant manager may also make a photo copy of your card and keep it on file.

**What happens if I misplace my food handler's card?**

If you signed the attendance roster at your food handler's class, you may obtain a replacement card from the City of Wichita Department of Environmental Health. A photo ID is required.

**For all other questions, please contact City of Wichita Department of Environmental Health.**



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[www.wichita.gov](http://www.wichita.gov)