

Chicago Department of Public Health (CDPH)
Food Protection Program
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Food@cityofchicago.org

Boil Water Order - Template Plan for Operators

Operators wishing to remain open during a Boil Water Order should use this document to develop a plan for operating safely during a Boil Water Order. Once completed, the operator should share this with the CDPH Food Protection Program. Once reviewed, the Food Protection Program may make recommendations for improvement. If the CDPH Food Protection Program approves the completed plan, the operator may stay open; if not, the operator will have to close until the Boil Water Order is lifted.

Name of Establishment:	Date:
Address:	Name of Contact Person:
Phone:	Email Address:

Preparing and serving food

Certain food items should be eliminated from the menu because they cannot continue to be prepared and served safely. Food items that need to be washed before use (e.g., fresh fruits and vegetables) can remain on the menu, but need to be washed using commercially-available bottled water (alternatively, pre-washed/pre-packaged items can be substituted). Frozen foods cannot be thawed using tap water but instead must be thawed using another procedure.

The following food items will be eliminated from the menu:

The following food items will be washed with bottled water:

The following food items will be substituted with pre-washed/pre-packaged items:

The vendor from whom I will obtain pre-washed/pre-packaged items is:

The following procedure will be used to thaw frozen foods:

Providing drinking water

Drinking water cannot be provided directly from the tap, nor can tap water be boiled then cooled for this purpose. Instead, commercially-available bottled water must be purchased for this use.

The estimated number of bottles of water needed per day is:

The vendor from whom I will obtain bottled water from is:

The frequency at which bottled water will be purchased from this vendor is:

Providing ice:

Automatic ice machines cannot be used to make ice, nor can tap water be used to make ice in ice cube trays. Instead, commercially-available ice must be purchased for use, there must be adequate space in the freezers and/or portable coolers to store ice once it is purchased, and ice must be held and dispensed safely.

The estimated number of pounds of ice needed per day is:

The vendor from whom ice will be purchased from is:

The frequency at which ice will be purchased from this vendor is:

Once ice is obtained, it will be stored at the following location:

Ice will be dispensed from the following dispenser:

The procedure that will be used to clean the dispenser before ice is placed there is:

The procedure that will be used to safely dispense ice for use is:

Providing other beverages (e.g., coffee, soft drinks):

Beverage dispensers connected directly to the water line (e.g., soda dispensers) cannot be used. However, dispensers requiring water to be added manually (e.g., coffee makers) can still be used, provided commercially-available bottled water is used. Additionally, any form of pre-packaged beverages can be used.

The following beverage dispensers connected directly to the water line will be shut down:

The following beverage dispensers will continue to be used, but will require use of commercially-available bottled water:

The estimated number of bottles of water needed per day for this purpose is:

The vendor from whom I will obtain bottled water from for this purpose is:

The estimated number of cans/bottles of beverages needed per day is:

The vendors from whom cans/bottles of beverages will be purchased from is:

Washing hands:

Employees must continue to wash their hands using soap and water, then dry them using clean paper towels or an automatic hand dryer. Water coming directly from the tap cannot be used, unless gloves will be worn by food employees. Commercially-available bottled water, tap water that has been heated to a rolling boil for at least 5 minutes (then cooled to room temperature), or a temporary hand sink can be used. Temporary hand sink must have water under pressure that runs without being held open by hand.

The source of water for washing hands is:

The procedure used to boil tap water, cool, then store it is for washing hands is (include estimated amounts of water):

The estimated number of bottles of water needed per day for washing hands is:

The vendor from whom I will obtain bottled water from for washing hands is:

The vendor from whom I will obtain a temporary hand sink from is:

The location where hand washing will occur is:

The procedure that will be used to dispense water for washing hands is:

The vendor from whom I will obtain a temporary hand sink from is:

Washing dishes:

Dishwashing machines cannot be used because they generally do not reach a high-enough temperature. Instead, a 3-compartment sink should be used to wash, rinse and sanitize dishes, provided the water used is commercially-available bottled water or tap water that had been heated to a rolling boil for at least 5 minutes and provided any item to be washed in the 3-compartment sink can be fully submerged in the water. Water must be heated to between 110°F and 120°F for use in the wash and rinse sinks. Alternatively, single-service/disposable items can be substituted for all or some items.

The source of water for dishwashing is:

The procedure used to boil tap water, cool, then store it is for dishwashing is (include estimated amounts of water):

The estimated number of bottles of water needed per day for dishwashing is:

The vendor from whom I will obtain bottled water from for dishwashing is:

The procedure used to add the appropriate amount of sanitizer is:

The following single-service/disposable items will be used:

Cleaning:

Water coming directly from the tap cannot be used to clean any food equipment or food contact surface. Instead, *commercially-available bottled water or tap water that had been heated to a rolling boil for at least 5 minutes can be used.*

The source of water for cleaning is:

The procedure used to boil tap water, cool, then store it is for cleaning is (include estimated amounts of water):

The estimated number of bottles of water needed per day for cleaning is:

The vendor from whom I will obtain bottled water from for cleaning is:

The procedure that will be used to dispense water for cleaning is:

Printed Name of Person Completing Form:		Date Submitted:	
Signature:			
For Office Use Only			
Reviewed By:	Approved By:	Date:	