



## Environmental Health Services

1035 First Ave. West Kalispell, MT 59901  
(406) 751-8130 Fax: 751-8131

Administration  
751-8101 FAX 751-8101  
Community Health Services  
751-8110 FAX 751-8111  
Reproductive Health Services  
751-8150 FAX 751-8151  
WIC Services  
751-8170 FAX 751-8171  
Home Health  
751-6800 FAX 751-6807

### Waiver Request Form-(Special Processes)

#### General Information

Establishment Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### Use of Waiver

Process Waiver request for:

- Smoking or curing food for preservation
- Using food additives for food preservation or rendering food so that it is not time/temperature controlled for safety
- Packaging time/temperature control for safety food using reduced oxygen packaging methods (except where controlled as specified as per 2013 Food Code regulation 3-502.12)
- Operating a molluscan shellfish tank
- Custom processing animals that are for personal use as food and not for sale or service in a food establishment
- Sprouting seeds or beans
- Preparing food by another method that is determined by the regulatory authority to require a waiver

Will the waiver be applied at more than one location? Yes No

If yes, list name(s) and location(s) where alternate process will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the product be sold at retail only? Yes No

**Note:** If wholesale sales are planned, please contact your Sanitarian.

**Wholesale** means the sale or provision of food to a retail food establishment or to another person engaged in retail sales who sells or provides the food directly to the consumer.

**Required Documentation** (Check the applicable box and attach documentation-see HACCP Plan Requirements for Special Process Checklist for detailed list of requirements by process)

Documentation	FCCHD sample not modified	FCCHD sample modified	Other Documentation	Not Submitted
Recipe(s)/List of ingredients	NA	NA		NA
List of Equipment and Materials	NA	NA		NA
Hazard Worksheet/List of Hazards	NA			NA
Process Flow Diagram	NA			NA
HACCP Worksheet	NA			NA
Cooking Potentially Hazardous Foods SOP				
Cooling Potentially Hazardous Foods SOP				
Eliminating Bare Hand Contact SOP				
Handwashing SOP				
Hot and Cold Holding of Potentially Hazardous Foods SOP				
Personal Hygiene SOP				
Time as a Control SOP				
Using and Calibrating Thermometer/pH meter SOP				
Cooking and Reheating Log				
Cooling Log				
Refrigeration Log				
Thermometer Calibration Log				
Training Log				

**Modifications and Waivers**

The Regulatory Authority may grant a waiver by modifying or waiving the requirements of the Food Code, if in the opinion of the regulatory authority a **health hazard** or **nuisance will not result** from the waiver. If a waiver is granted, the regulatory authority shall retain the information in its records for the food establishment. Failure to meet conditions of the waiver may result in revocation of the waiver.

Owner Signature:

Date: