

Fillable Procedures Template for Consumer-Owned Containers

Illinois food establishments may allow customers to bring and to use their food containers if a written plan is prepared in advance and maintained at the food establishment. The written procedures should be available upon request by the local health department and during inspections.

Establishment Name	
Physical Address	
Owner/Operator (Print Name)	Title
Owner/Operator (Signature)	Date
Email Address	Phone Number

- I. **Allowed Activities:** Describe when consumer-owned containers are allowed for your facility, e.g., self-service for bulk food, self-service for beverages, filling by a food employee for beverages, filling by a food employee for ready-to-eat foods, etc.

- II. **Container Design/Condition:** Food establishments should have procedures to evaluate which consumer-owned containers may be filled or refilled in the food establishment. Describe the type of containers that will be allowed, what containers will be prohibited, and how the containers' condition will be visually assessed if filled by food employees.

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- III. **Consumer Education:** Food establishments must educate consumers on: (1) the type of containers that may be filled/refilled, (2) the requirements for containers to be visibly clean and good repair, (3) the type of foods that may be placed in consumer-owned containers, (4) instructions on how to fill containers, and (5) how to notify a food employee if concerns were observed. Describe the plan for consumer education.

- IV. **Employee Training:** Food establishments must train employees on procedures for consumer-owned containers. Describe the employee training plan and how training is documented.

- V. **Record Keeping:** Describe how your written plan will be made available to inspectors during inspections or upon request.