The purpose of these requirements is to prevent foodborne illness and protect public health by assisting purveyors of temporary food operations in meeting minimum construction standards and in using safe techniques when storing, procuring, displaying or serving foods.

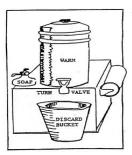
# HOME PREPARATION OR STORAGE OF FOOD IS NOT ALLOWED

#### **PERMITS:**

Temporary food operation shall mean any food service setup which operates at a fixed location for a temporary period of time, not to exceed 14 consecutive days. All events open to the public in which food is conveyed requires a food service permit. A complete menu of foods to be conveyed must be provided at the time of application. A permit fee of fifty dollars (\$50.00) shall be paid by each applicant to operate a temporary food operation. No fee will be charged to non-profit organizations. The Health Department may impose additional requirements related to a temporary food operation to protect the health of the consumer and may prohibit the sale of some or all potentially hazardous foods.

#### **WATER SUPPLY**

At least five (5) gallons of potable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing; if potable water replenishment is not readily available, additional containers of potable water may be required.



#### Hand washing:

- A one (1) gallon container of warm water with a spigot to provide a flow of water and a small basin to contain the wastewater. Liquid bleach (approximately 1 tablespoon) may be added for hand washing.
- Disposable paper towels, hand cleaning soap or detergent.

**Personal Hygiene:** Suitable hair restraints, including hair nets or caps are required in preparation/service areas. Eating, drinking, or the use of any tobacco product is prohibited in preparation/service areas.

## **Utensil Washing and Sanitizing:**



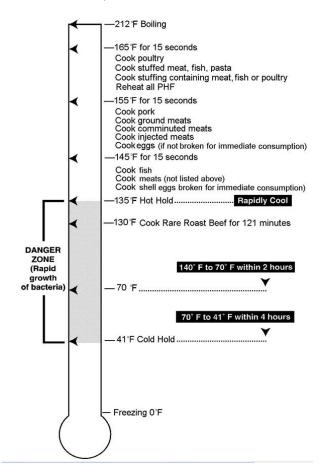
- Three (3) sturdy plastic pails or tubs of at least two gallon capacity; one for washing, one for rinsing; and one for sanitizing.
- An adequate quantity of sanitizer, such as a household liquid chlorine bleach. A solution of at least 50 ppm chlorine is required for sanitizing. (One tablespoon of bleach per gallon of water).
- Test strips to verify the concentration of sanitizer.

### **Wastewater Disposal:**

A sturdy five gallon plastic container with a small opening and a funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.

#### **FOOD TEMPERATURES:**

All potentially hazardous foods such as meat, poultry, fish or diary products must be maintained at 40° F or below, or 140° F above at all times.



- 1. Applications for a Temporary Food Service Permit are made at the City of Richardson City Hall/Civic Center, 411 W. Arapaho Road, Room 107. Applications should be submitted at least 5 days prior to the event.
- 2. Only approved foods will be permitted. Foods requiring minimal handling will be allowed to be prepared on-site. More extensive food preparation should be conducted in a permitted kitchen, unless the temporary facility can be provided with running water and an enclosed food preparation area.
- 3. If the permitted kitchen is located outside of the Dallas Metroplex, you must attach a copy of the current permit from the regulatory authority (state, county, local, or federal).
- 4. Bake sales: The Health Department will not issue permits for bake sales. If your organization will be selling home-baked goods, the following guidelines should be followed:
- No cream filled (custard or pudding) type desserts may be sold as these require refrigeration.
- Baked goods should be portioned out and wrapped prior to the sale to eliminate the need for handling.
- 5. All potentially hazardous foods such as meat, poultry, fish or diary products must be maintained at 40° F or below, or 135° F above at all times. This is to prevent the incubation of food borne bacteria. Mechanical hot holding and refrigeration is required, unless otherwise approved. Canned heat (sterno type) is not allowed at outside events.
- 6. Open, unprotected displays of food are not allowed.
- Eating, drinking and the use of tobacco in all forms are prohibited in food preparation or service areas.
- 8. Food handling personnel must wash their hands as frequently as necessary to keep them clean, even though disposable gloves may be used.
- Suitable hair restraints, including hair nets or caps, are required in food preparation and serving areas.
- 10. All establishments that handle or prepare unpackaged foods are required to have convenient hand washing and utensil washing facilities. The number, type, and size of sinks required will be

determined by the type of operation to be conducted.

- 11. All waste water from sinks, steam tables, etc. must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal code requirements.
- 12. Covered trash containers must be provided.
- 13. All foods, good containers, utensils, napkins, straws and single service articles must be stored well above the floor and adequately protected from splash, dust, insects, weather, or other contamination
- 14. All condiments, including onion, relish, sauces, peppers, catsup, mustard, etc. available for customer self service must be available in single self-service packets or dispensers.
- 15. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice storage units must drain to prevent submergence of chilled drink cartons, cans or bottles from contacting melted ice water.
- 16. Handling of foods or ice must be minimized, Utensils such as scoops, tongs, forks, or spoons are to be used whenever possible. If direct handling of foods is required, disposable plastic gloves are required.
- 17. All temporary food operations are required to have approved flooring, which includes: concrete, asphalt or tight-fitting plywood.
- 18. All stands must have suitable covering over food preparation, cooking and serving areas. Such cover must meet fire code requirements. A skirt is recommended to protect food and utensils.
- 19. Animals are prohibited from food prep areas.
- 20. Employees must have access to adequate restroom facilities.

#### HEALTH DEPARTMENT

CITY HALL/CIVIC CENTER BUILDING 411 W. ARAPAHO ROAD, ROOM 107 8 a.m. to 5 p.m. Monday - Friday (972) 744-4080

## CITY OF RICHARDSON

**HEALTH** 

# What every

# Temporary and Special Event

# Food Service Operator Needs to know



