

TEMPORARY FOOD SERVICE RESPONSIBLE PARTY IDENTIFICATION
NO HOME PREPARED FOODS ALLOWED

I, _____, am the operator of the temporary food service:
printed your name

_____ providing food at _____
name of booth or organization name of temporary event,

on _____, AM/PM. I hereby certify that I have received the guidelines
Date
for temporary food service operations provided by the Austin/Travis County Health
and Human Services Department and, _____

Print name of Event Organizer

on _____. I agree, as a condition of my operation at this event, to
Date
be responsible to insure that these guidelines are strictly adhered to at all times. I
will conform to these guidelines and insure that all individuals involved in this
operation conform to these guidelines. I understand that failure to do so may result
in the immediate suspension of my operation at this event. I understand that failure
to conform to these guidelines may result in a complaint being filed against me in the
Municipal Court of the City of Austin for violation of these guidelines and the Code of
the City of Austin. I understand that such a complaint would charge a criminal
violation (Class C misdemeanor) and that, under the Code of the City of Austin, such
a complaint might result in a fine of up to \$2,000 on conviction.

_____ (signature)

_____ (mailing address)

_____ (driver's license number/state)

_____ (date of birth)

_____ (today's date)

TEMPORARY FOOD SERVICE CRITICAL ON SITE REQUIREMENTS

The following are requirements for organizers and individuals involved in temporary food service operations in Austin and Travis County. A temporary food service is service of food at a location for no more than 14 consecutive days in conjunction with an organized event or celebration. These requirements are based on the Texas Food Establishment Rules and have been adopted by the City of Austin City and Travis County.

Violation of any requirement may result in an immediate closure; condemnation of food products or legal charges.

- 1. Phone the Health Department temporary food service coordinator at (972-5671), at least 10 days prior to event.** For large events, it may be necessary for the event organizer to meet with a Health Department coordinator 1 month prior to the event in order to properly plan food and sanitation facilities. The phone number is 512-972-5671.
- 2. Complete permit application and submit required fee.** See payment schedule on application.
- 3. Distribute copies of "Temporary Food Service Requirements for Individual Booth Vendors"** at least 1 week prior to the event to the participants who will be serving or preparing food.
- 4. Provide adequate toilet facilities** for both food service participants and the public.
- 5. Provide adequate wastewater facilities** for the disposal of wastewater and grease generated by the participants from hand washing, utensil washing, draining of iced foods, and cooking. Collected wastewater should be held in screen-covered barrels until properly disposed into the sanitary sewer or removed by a liquid waste hauler.
- 6. Provide adequate electrical supply** to all vendors who require it for the maintenance of proper food temperatures and adequate lighting.
- 7. Provide refrigeration facilities** needed by the vendors for maintenance of proper food temperatures. Refrigerators and refrigerated trucks shall be provided with interior lighting and thermometers.
- 8. Provide adequate dust control and floor covering.**

TEMPORARY FOOD SERVICE REQUIREMENTS

The following requirements are for temporary food service operations in Austin and Travis County. These requirements are based upon the Texas Food Establishment Rules. Which have been adopted by the Austin City Code. A temporary establishment is the service of food at a location for a period of no more than 14 consecutive days in conjunction with an organized event or celebration. The event organizer is responsible for providing these requirements to each booth coordinator/vendors at least one week prior to the event. It is the responsibility of each individual food service booth coordinator/vendor to meet the following requirements:

Post at each booth a valid permit and booth guidelines issued by the Austin/Travis County Health and Human Services Department.

Critical operation requirements:

Failure to comply with the following items shall result in an immediate closure. Closure is in effect until the item(s) is corrected. No exceptions.

- 1. Keep potentially hazardous foods colder than 41°F or hotter than 135°F at all times.** Most hot foods should be initially heated to 165°F within 2 hours and maintained at 135°F. Leftover food intended for reuse needs to be rapidly cooled by placing food in shallow containers (depth of less than 4 inches) and refrigerating it uncovered. Cover refrigerated food as soon as the food has cooled to 41°F.
- 2. Provide facilities to wash hands to include:** hand soap, paper towels, container of warm water and a waste water bucket. Water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following hand washing, gloves or a hand-sanitizer shall be used when handling ready to eat foods. Beneath the hand washing container shall be a bucket to collect waste water. Collected wastewater must be disposed of in the waste barrels provided by the event organizer.
- 3. Provide utensil washing** if food preparation involves utensils. Provide 3 basins if no permanent facilities are on site. The first basin is for washing and has detergent wash water only. The middle basin is for rinsing and has only clean water (replace as needed). The third basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1 1/2 *teaspoons* bleach per gallon of clean water). Dry utensils in the air or with paper towels only. (Suggestion: Conserve water; use only the amount needed to prevent waste water barrels from overflowing). Keep utensil washing basins covered or beneath overhead protection. ***Remember the proper sequence: WASH, RINSE, & SANITIZE!***
- 4. Utilize fuel or electricity for hot holding units.** Insulated containers with no active source of heat are unacceptable. *Sterno is not permitted for outdoor events.* The Health Authority can pre-approve alternative means for maintaining temperatures. Wrapped sandwiches must not to be stored in direct contact with ice. Active refrigeration will be required for multiple day events.

Additional Operational requirements:

- 1. Monitor food temperatures** with a metal stem-type thermometer. Thermometers should have a range of 0°F-220°F. Thermometers should be cleaned and sanitized between uses.
- 2. Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable material.** Clean and sanitize these items frequently during the event. Table cloths can only be used if they are frequently replaced.
- 3. Use a different set of utensils and prep surfaces to prepare raw or partially cooked foods that is separate from the utensils and surfaces used to prepare fully cooked foods.**

4. **Test sanitizing solutions with chlorine test paper.** Sanitizing solution must be kept between 50-100ppm chlorine. Test papers can be found at restaurant supply stores.
5. **Use spray bottles of sanitizing solution** and paper towels to frequently wipe counters and to spot clean equipment.
6. **Store ice for drinks or consumption in their original bag** in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and open on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the ice scoop shall be stored in this ice.
7. **Protect all food,** utensils and paper goods from exposure to dirt, dust, and insects. These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed. **Thaw foods by placing them in a refrigerator** overnight, by covering them with ice in an ice chest that is constantly draining into a waste water container, by placing them under cold running water, or by cooking them from completely frozen until fully cooked. Thawing foods at air temperature or in standing water is prohibited.
8. **Provide only disposable utensils, plates, cups, knives, forks, spoons, etc. to the consumer. Provide only condiments that are individually packaged or dispensed from an approved covered container.** Foil, plastic wrap, etc. do not provide adequate protection.

Structural operations

1. **Collect drainage water** from ice bins, ice chests, beverage dispensers, hand & utensil washing, and similar equipment in buckets or pans for disposal in the waste water barrels provided by the event organizer or in a sanitary sewer. Drainage must never be discarded on the ground.
2. **Provide covered garbage containers with plastic liners.**
3. **Provide floor covering** that will eliminate dust and be easily cleaned. Flooring must be in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, clean cardboard that is replaced daily, overturned carpeting, or a surface approved in advance by the Health Authority.
4. **Provide overhead covering** above food preparation, cooking, serving, and utensil washing area.

Food prepared outside the following parameters may be detained/ or discarded.

1. **Serve only foods requiring minimum preparation** such as seasoning and cooking, or food specifically approved in advance by the Health Authority. All cutting, slicing, or chopping must be done in an approved facility, not outside.
2. **Failure to provide the name of the vendor/organization and a listing of all food items and the names and addresses of food suppliers/ facilities used for food preparation (all facilities used must be permitted).** Ice and food containing potentially hazardous foods (meat, fish, shellfish, poultry, eggs, dairy products, and cooked beans, rice, potatoes) must be supplied from and prepared from a food establishment permitted by the Health Authority. No home preparation of potentially hazardous food or ice is allowed.