



HEALTH DEPARTMENT

Environmental Health, Mosquito Control, Neighborhood Protection, and Storm Water

P.O.BOX 424, 220 W. DEFEE, BAYTOWN, TX 77522-0424

PHONE: (281) 420-5384 FAX: (281) 420-7184

Requirements for Food Booths and Special Events

The City of Baytown Health Department has established the following requirements for the temporary service of foods from booths at special events. Special events are generally recognized as an operation of one to five days for the express purpose for providing public entertainment, promoting a business or as a fund-raiser. While the regulations for temporary food service are greatly reduced from those that may apply to permanent establishments, it remains important for basic sanitation and food protection standards to be met. The City of Baytown Code of Ordinances provides the Health Department the authority to prohibit or restrict the service of certain foods, which are likely to cause illness. In accordance with the authority and responsibility vested in the Health Department, and in the interest of consumer health protection, the following is a synopsis of the requirements for the temporary service of foods from food booths. Generally, the degree of regulation depends upon the type of food to be served (sold or given) and extent of preparation required.

I. Food Booths

- A. There are some potentially hazardous food products that require limited preparation and may be conveyed from a food booth. Approved products include hot dogs, hamburgers (pre-formed patties), bacon, pre-cooked link products, corn dogs, pre-breaded chicken fried steaks and commercially prepared chili and barbecue where only heating is required. Food products other than those listed above are allowed only by specific approval of the Director of the Health Department.
1. A temporary food establishment permit must be obtained from the Health Department. An application for such permits must be filed at least 48 hours prior to the scheduled event or the required fee will be twice the normal fee. A permit for a temporary food service establishment shall be issued for a period not to exceed 14 days and for a specific location. This permit shall not be renewable within 30 days of expiration.
 2. An approved booth will be constructed with:
 - a. Hard surface flooring such as concrete, asphalt or plywood.
 - b. A roof covering all food storage, preparation and service areas. Roof material may be canvas, nylon, plywood, etc. Events, which are indoors, do not require individual roofs over each booth.
 - c. Fabric or plywood sidewalls extending at least 30" from the ground on three sides of the booth.

3. Only those potentially hazardous foods that require limited preparation as determined by the Health Authority will be authorized for preparation and conveyance (frankfurters, linked-sausage, pre-formed hamburgers, pre-breaded beef patties, and pre-sliced fajita meat).
4. Mechanical refrigeration capable of maintaining all potentially hazardous food products at 41 degrees or below will be provided in the temporary food establishment; however, other forms of non-mechanical refrigeration may be authorized depending upon the duration of the event and the type of potentially hazardous food products to be conveyed.
5. Effective insect control measures such as screening; fans or combinations of insect control methods shall be provided in food cooking and food preparation areas during monthly fly activity (generally April through November).
6. All condiments will be served in single serving containers or from bottles with manual pump dispensers. **No open condiment containers will be permitted.**
7. A suitable temporary hand-wash facility will be located within food preparation areas. The hand wash facility may consist of a container of water with spigot and catch pan or two separate basins, one for washing and one for rinsing, and will have a minimum of two- (2) gallon capacity. The sink will be supplied with running water through gravity flow or a marine-type pump. Suitable hand soap and paper towels will be provided. Adequate containers for holding wastewater will be provided at the hand-wash facility (5-gallon capacities).
8. All tableware conveyed to consumers will be single service.
9. At events where only limited preparation foods are conveyed, utensil sanitization may be accomplished using three pans with soap, clean water and sanitizer. The pans must be large enough to immerse the largest utensils used. (Three five-gallon buckets may be used, if appropriate for size.) If an event last longer than three days and/or if significant on-site food preparation will be conducted, the Health Department may require hot and cold water under pressure at the three-compartment sink. Each booth will have chlorine test kits or test strips for use at the utensil washing area. Chlorine solutions shall be maintained at 50 parts per million (PPM). Note: Normally, a solution of two teaspoons of household bleach per gallon of water produces a 50 PPM chlorine sanitizer.
10. Approved electric, gas-fired, or canned fuel hot holding device with sufficient capacity to maintain all hot potentially hazardous foods at 140 degrees F or above shall be available in temporary food establishment; provided the commercial-type barbecue pits may be used for heating hot holding devices.
11. All food contact surfaces must be easily cleanable and shall consist of stainless steel, plastic laminated wood, polymer cutting boards or equivalent as approved by the Health Department.
12. A minimum of ten (10) gallons of potable (safe for drinking) water shall be kept within the booth for washing and sanitizing soiled food contact surfaces. This water shall contain a minimum of 50 PM chlorine concentration.
13. **Toilet facilities shall be available and readily accessible, but in no case shall toilet facilities be greater than 300 feet from preparation areas.** The permit holder must provide a suitable toilet facility or have written permission to use a facility for the duration of the event.

14. All food handlers must abide by applicable sections of the Food Service Sanitation Ordinance with respect to personal hygiene. This would include “effective” hair restraints for food handlers, clean aprons, and/or street clothes or uniforms. Smoking, eating, or drinking in food preparation areas is not permitted.
15. Home preparation or home storage of food is not allowed.
16. Open unprotected displays of food are not allowed.
17. Non-inspected meats and/or any foods from an unapproved source are not allowed.
18. Trash cans with liners and tight-fitting lids shall be provided. They shall be conveniently located, adequate in number, and properly maintained to minimize vermin, odors, and litter.
19. The Health Director may waive certain requirements for temporary food establishments in which only certain pre-packaged potentially hazardous foods are conveyed.
20. Food thermometers (metal stem-type, 0-220 degrees F scale) must be present in all booths for temperature measurements.
21. Ready to eat food shall be protected from exposure to bare hands by use of suitable utensils such as deli paper, spatulas, tongs or single use gloves.

II. TEMPORARY SERVICE OF NON-POTENTIALLY HAZARDOUS FOODS

- A. Non-potentially hazardous foods are those which do not support the rapid growth of disease-causing bacteria and which are seldom implicated in food-borne illnesses (e.g. fruits and vegetables in their natural, unaltered state, chips, soft drinks, candy, popcorn, cakes, cookies, etc.) Most non-potentially hazardous foods require no refrigeration and may be conveyed from food booths provided the following conditions are met:
 1. A temporary food service permit shall be obtained from the Health Department.
 2. The requirements listed in items I: 1-21 above shall be met, provided that the Health Department may waive non-essential requirements.

III. BAKE SALES

- A. Bake sales are one of the more popular fund raising activities utilized by non-profit organizations. The following points should be remembered when a group wished to conduct a bake sale:
 1. A Temporary Food Service Permit must be obtained from the Health Department.
 2. Only approved, non-potentially hazardous baked foods may be sold at bake sales. Cream or custard-filled foods and home-canned products are prohibited.

3. Non-potentially hazardous baked foods may be prepared in the home, but all food portions must be individually wrapped and protected from contamination. Food portions must also be labeled to identify who prepared it and the name, address, and phone # of the sponsor of the event.
 - a. the items offered for sale or given away shall be limited to baked food products that are not potentially hazardous;
 - b. the items are offered for sale at a function conducted by or under the auspices of a sponsoring organization, which may be a school or religious or non-profit organization;
 - c. the sale shall not be conducted in a food establishment except that if the sponsoring organization is a food establishment then the sale may be conducted on it's premises, provided that the sale is conducted separately and apart from the sponsoring organization's food sales or service;
 - d. the consumer is informed by a clearly visible placard at the sales or service location that the food was prepared in a kitchen that is not subject to regulation and inspection by the city or any other health inspection agency. The person conducting the bake sale shall provide the placard, which shall be in a form approved by the regulatory authority, and
 - e. a master list shall be maintained by the sponsoring organization with the name, address, phone number of the person providing the baked food products.

IV. PERMITTING REQUIREMENTS

A. Most events in which food is conveyed require a Temporary Food Service Permit. You must notify the Health Department a minimum of 48 hours before the scheduled event so an application can be filed and questions can be answered. A complete menu of foods to be conveyed must be provided at the time of application. **Applications for conveyance of potentially hazardous food, which are filed less than 48 hours prior to an event, may be denied.**

1. The Health Department must be allowed to inspect all potentially hazardous food preparation facilities prior to the event. Arrangements for these inspections are the responsibility of the 'responsible person' as indicated on the Permit Application.
2. Facilities designed for the sale of those foods classified as non-potentially hazardous will normally not require prior inspection.
3. Please remember that each food sale event your organization conducts will require a separate Food Service Permit.

B. What type of events requires a Temporary Food Service Permit?

If the answer to any of the following questions is yes, you may need a Temporary Food Service Permit:

1. Is the general public invited to the event?
2. Can persons other than members of the organization and their family members attend?

3. Have you advertised the fundraiser in newspapers, on the radio, posted bulletins or mailed out flyers?
4. Have you sold tickets to persons other than organization members?

The Health Department recognizes that in many instances, non-profit organization food service functions do not involve the public. We refer to these activities as “closed party functions” in which organization members, their families and invited guests are the only persons present. Examples of closed party functions include church dinners, regular meetings of civic organizations and clubs. If you are unsure whether your group’s planned food service requires a permit, please call the Health Department at (281) 420-5384.

C. Permit Fees

Permit fees for Temporary Food Establishments are \$15.00 application fee + \$30 per day per booth or trailer per event or up to 14 days, whichever applies. This permit shall not be renewable within 30 days of expiration. Non-profit organization shall be waived from fees.

D. Permit Display

Temporary Food Establishment Permits shall be displayed in plain view of the public.

REMEMBER! Good food handling practices are vital to protect both you and your customers from a food-borne illness. Bacteria and viruses that cause food poisoning can be spread through food served at Temporary Food Establishments as easily as from large commercial kitchens. Although the information listed above can serve as a guide as your organization plans its activities, please do not hesitate to call (281) 420-5384 if we can help you answer your specific questions.

NOTE:

1. Permanent, permitted food establishments wishing to conduct a benefit or any kind, or wishing to serve food because of a special event or holiday, may qualify for consideration as a temporary food establishment, depending on the frequency of events.
2. The Director of the Health Department reserves the right to rescind, waives, alter or otherwise change any part of these requirements depending upon the circumstances.



Checklist for Food Booth Operators

- _____ Liquid Soap
- _____ Bleach
- _____ At Least 10-gallons of drinking water (two or more 5-gallon containers)
- _____ Utensil washing facilities - 3 compartments (soap, rinse, sanitize)
- _____ Paper towels / hand soap
- _____ Sponges / wiping cloths
- _____ Aprons and clean clothing
- _____ Hair nets, caps or other approved hair restraints
- _____ Ice, as needed (from a commercial source) Dry ice may be used.
- _____ Proper mechanical refrigeration (45 degrees F or below)
- _____ Serving spoons, spatulas, tongs, etc.
- _____ Cutting boards (proper materials - polymer)
- _____ Roll of plastic wrap for covering food
- _____ Washable containers for food storage
- _____ Means of elevating food and food related items 6" off ground
- _____ Adequate number of tables with washable surfaces
- _____ Trash cans with liners and tight-fitting lids
- _____ Concrete, asphalt, plywood flooring
- _____ Canvas, nylon, plywood roof
- _____ Fabric/plywood sidewalks extending 30" from ground
- _____ Effective insect control measures (screens, fans, etc.)
- _____ Proper hand-washing facilities (min. 2 gallon capacity)-gravity flow into a plastic bucket
- _____ Proper hot holding devices (140 degrees or above)
- _____ Metal stem-type food thermometer
- _____ Food present are only those approved on my application
- _____ Wastewater holding container at least 5 gallon capacity
- _____ Toilet facilities within 300 feet of booth
- _____ Temporary food establishment permit posted in plain view

**City of Baytown
Health Department
Temporary Food Service Establishment
Permit Application Only**
(Permit will be issued after approval by Sanitarian)

Non-refundable Fees: \$15 Application Fee + \$30 per day up to 14 days per booth or trailer (this fee will be doubled if 48 hour notice is not given)

Copy of 501C35 for Non-Profit _____ Date Received in Health Dept. _____ Time _____

NOTE: Part A must be completed in its entirety. If applicable, Part B on the next page must be completed by the person responsible for preparing and serving the food.

If conveying foods other than pre-packaged drinks, baked goods, candy, chips, ice cream, nachos, fresh fruit, or vegetables, or popcorn, applicant must complete Part B on the next page.

PART A:

Event: _____

Dates of Event: From: _____ To: _____ Time of Operation: _____

Location of Event: _____

Organization Conveying Food: _____

Responsible Person: _____ Texas Drivers License: _____

Home Address and Phone #: _____

	Food Items to be Served (Only Foods & drinks listed are authorized for sale)	Place of Preparation (No home preparation allowed)	If needed, what equipment will be used to maintain temperature
1.			
2.			
3.			
4.			
5.			

Water Connection: Yes _____ No _____ Water Source _____

Sewer Connection: Yes _____ No _____ Describe wastewater disposal site and method of collection: _____

Describe hand-washing facilities: _____

If setting up a food booth, please describe overhead, floor and side protection:

Overhead Protection Used: _____

Floor Covering Used: _____

Side Protection Used: _____

Describe utensil-washing facilities: _____

Describe location and type of toilet facilities: _____

If mobile food vendor, list name and address of commissary: _____

Food Item	1	2	3	4	Example: Beef Brisket
a. Where will item or ingredients be purchased?					Patterson meats in Dallas
b. When will item be purchased?					May 30, 2003
c. Where will items be stored?					Hester's BBQ
d. Where will items be prepared?					Hester's BBQ
e. Date & Time preparation will begin?					May 30, 9:00 am
f. How long will preparation take?					12 hours
g. How much time between preparation and service?					8 hours
h. If item is kept hot or cold after preparation and service, what equipment will be used?					Briskets quick cooled, in ice bath, placed in walk-in refrigerator
i. If reheating prior to service, what equipment will be used?					Placed in portable pit at event for reheating
j. What equipment will be used to maintain temperature at event?					Placed in warming compartment on pit
k. What type of containers will be used to transport items?					Insulated food containers.
l. How long will transportation to event take?					30 Minutes
m. If event is more than one day, will you carry over any leftovers? If yes, describe storing procedures.					Unsold brisket taken to Hester's quick-cooled, placed in walk-in cooler. Transported back to event, reheated and stored on pit.

Application reviewed by: _____

approved

denied
