



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION

2156 Sierra Way STE. B, San Luis Obispo, CA 93401
PO Box 1489, San Luis Obispo, CA 93406
Phone: (805) 781-5544 Fax: (805)781-4211
Email: ehs@co.slo.ca.us

HEALTH PERMIT APPLICATION

PERMIT TYPE (CHECK ONE):

- RESTAURANT, # OF SEATS:
BAR (NO FOOD PREPARATION)
MARKET OR BAKERY, SQUARE FOOTAGE:
BED AND BREAKFAST, AG HOME STAY
FARMSTAND
CATERING OPERATION FACILITY
DEPENDENT FOOD SERVICE OPERATOR
MOBILE FOOD FACILITY COMMISSARY
SHARED FOOD FACILITY
HOST FACILITY FOR CATERING OPERATOR
COTTAGE FOOD OPERATOR: A B
MOBILE FOOD FACILITY: CMFO PREPACK/NO PHF CMFO UNPACK/PHF
PREP UNIT: VEHICLE LICENSE # (IF APPLICABLE)
PRODUCE VEHICLE SEASONAL YEAR-ROUND
SWAP MEET PREPACKAGED PRODUCE
OTHER FOOD(DESCRIBE)
BODY ART FACILITY MOBILE TEMPORARY
POOL # SPA #
POOL/SPA ONLY OPEN SEASONALLY (AT LEAST 6 MONTHS PER YEAR)

IF REQUESTING A CHANGE, CHECK ALL THAT APPLY:

- BUSINESS NAME CHANGE
OWNERSHIP CHANGE
BUSINESS SITE LOCATION CHANGE
BILLING INFORMATION CHANGE
OTHER:

IS FOOD FACILITY USED AS A MOBILE FOOD FACILITY COMMISSARY OR SHARED FOOD FACILITY? (KITCHEN AND/OR STORAGE AREAS ARE AVAILABLE TO BE RENTED TO MOBILE FOOD FACILITIES OR OTHER DEPENDENT OPERATOR BUSINESSES)

YES NO

WERE PLANS FOR THIS PROJECT PREVIOUSLY SUBMITTED TO ENVIRONMENTAL HEALTH?

YES NO

PLEASE CHECK IF YOUR BUSINESS QUALIFIES FOR ONE OF THE FOLLOWING

- REPRESENTS A NONPROFIT ORGANIZATION: PLEASE ATTACH A COPY OF YOUR 501C FORM
VETERAN'S EXEMPTION: PLEASE PROVIDE ENVIRONMENTAL HEALTH AFFIDAVIT AND SUPPORTING DOCUMENTS

FACILITY INFORMATION

BUSINESS NAME (DBA)
PREVIOUS BUSINESS NAME (ONLY IF APPLICABLE)
BUSINESS SITE ADDRESS CITY ZIP
LEGAL OWNER NAME
SELECT ONE: SOLE PROPRIETORSHIP PARTNERSHIP INCORPORATED
BUSINESS TELEPHONE NUMBER
OWNER/BUSINESS EMAIL ADDRESS

BILLING ADDRESS (TO BE USED FOR SENDING INVOICES AND ALL CORRESPONDENCE)

IF YOU WOULD LIKE US TO USE THE BUSINESS ADDRESS ABOVE, CHECK THIS BOX

ADDRESSEE NAME (IF DIFFERENT THAN OWNER NAME)
BILLING TELEPHONE NUMBER CELL PHONE NUMBER
BILLING ADDRESS CITY STATE ZIP

By signing below, I represent as follows: I am the Owner or Authorized Representative of the business applying for this Health Permit (hereafter "Permit"). I consent to all necessary fees and inspections permitted by law and incidental to the issuance of this Permit. I agree to operate the business in compliance with all applicable state and local laws, ordinances, regulations, and procedures and to obtain all authorizations and permits required by all local planning and building agencies, in order to ensure compliance with the Permit, its rights, and its limitations. I shall immediately notify Environmental Health Services in writing if business closes or a change of ownership occurs. I acknowledge that HEALTH PERMITS ARE NON-TRANSFERRABLE. I declare under penalty of perjury under the laws of the state of California that the statements made in this Health Permit Application are true and correct.

SIGNATURE OF APPLICANT PRINTED NAME

FOR OFFICE USE ONLY

DATE RECEIVED RECEIVED BY ASSIGNED TO ENTERED BY ENTERED DATE
PE# AMOUNT DUE AMOUNT PAID CHECK OR CC AUTH # CASH
NONPROFIT: 501C FORM ATTACHED YES NO VETERAN EXEMPT PAPER WORK ATTACHED YES NO
PR# SR# FA# INVOICE NUMBER
INSPECTOR APPROVED DATE

**MENU ITEMS AND FOOD OPERATIONS**

<b>Facility Name</b>	<b>Owner Name</b>	
<b>Facility Address</b>	<b>City</b>	<b>Zip</b>
<b>Owner Phone</b>	<b>Owner Email</b>	

<input checked="" type="checkbox"/>	<b>TYPE OF FOOD FACILITY OPERATION:</b> Check the box below which best describes your food facility.
<input type="checkbox"/>	<b>Commercially, Prepackaged Food Service:</b> All food (100%) onsite is commercially prepackaged. There is no food or drink preparation or service
<input type="checkbox"/>	<b>Non-Prepackaged Food Service:</b> Unpackaged foods are stored, prepared, and served.
<input type="checkbox"/>	<b>Minimal Food Preparation:</b> Unpackaged beverages and commercially prepackaged foods are sold. There is no cooking, cooling, reheating, or hot holding of perishable food items.
<input type="checkbox"/>	<b>Full Food Preparation:</b> Complete food preparation occurs, including the handling, cooking, and serving of unpackaged foods
<input type="checkbox"/>	<b>Countywide Vending:</b> Mobile Food Facility, Temporary Food Facility, Catering Operation, Dependent Food Service Operation

*Check the menu items in the left-hand column below which will be prepared and served at your food establishment. Check those food operations in the right-hand column below which will occur at your establishment. This information will be used to determine your equipment and refrigeration needs.*

<input checked="" type="checkbox"/>	<b>FOOD ITEM</b>	<input checked="" type="checkbox"/>	<b>FOOD OPERATION</b>
<input type="checkbox"/>	Meat or meat dishes	<input type="checkbox"/>	Refrigeration of foods
<input type="checkbox"/>	Fish or fish dishes	<input type="checkbox"/>	Cooling foods which have been heated or cooked
<input type="checkbox"/>	Poultry or poultry dishes	<input type="checkbox"/>	Cooking foods
<input type="checkbox"/>	Shellfish	<input type="checkbox"/>	Holding foods hot for more than 30 minutes
<input type="checkbox"/>	Vegetables	<input type="checkbox"/>	Reheating foods which have been prepared on site
<input type="checkbox"/>	Rice or Beans	<input type="checkbox"/>	Preparing foods one day for service the next day
<input type="checkbox"/>	Pasta	<input type="checkbox"/>	Washing:      produce      fish      poultry
<input type="checkbox"/>	Gravies, Sauces, or Soups	<input type="checkbox"/>	Food handling:      Slicing      grinding      portioning
<input type="checkbox"/>	Green salads	<input type="checkbox"/>	Thawing Frozen Foods
<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>	Packaging of foods
<input type="checkbox"/>	Beverages	<input type="checkbox"/>	Acidification of foods
<input type="checkbox"/>	Condiments	<input type="checkbox"/>	Other (describe):
<input type="checkbox"/>	Other (describe):	<input type="checkbox"/>	

*Potentially hazardous foods (such as meats, poultry, fish, shellfish, rice, beans, pasta, gravies) must be rapidly cooled after they have been cooked or heated if they are not going to be served immediately or held in a hot holding device. Rapid cooling must be completed by one or more of the following methods listed below based on the type of food being cooled. Check the method(s) below which you plan to use to cool hot food.*

<input checked="" type="checkbox"/>	<b>APPROVED COOLING METHODS</b>
<input type="checkbox"/>	Placing foods in shallow heat-conducting pans such as stainless steel with product 2-3 inches deep.
<input type="checkbox"/>	Separating the food into smaller or thinner portions
<input type="checkbox"/>	Using rapid cooling equipment
<input type="checkbox"/>	Using containers that facilitate heat transfer
<input type="checkbox"/>	Adding ice as an ingredient
<input type="checkbox"/>	Inserting appropriately designed containers in an ice bath and stirring
<input type="checkbox"/>	In accordance with a HACCP plan. (HACCP plan must be submitted for review and approval).

<input checked="" type="checkbox"/>	<b>DISHES AND UTENSILS</b>
<input type="checkbox"/>	Food will be served with reusable dishes and utensils, to be washed and sanitized on site.
<input type="checkbox"/>	Food will be served with disposable dishes and utensils.



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**SHARED PERMANENT FOOD FACILITY REVIEW FORM**

To initiate the review of your request for a health permit to operate a food business from a shared food facility (**Permanent** food facility); **complete and submit this form**, along with **all additional relevant documents** indicated below, and a **health permit application** as a **Food Service/Caterer permit** with the **applicable fee** to the Environmental Health Services Division.

**SUPPLEMENTAL FORMS AND DOCUMENTS**

Indicate below all provided items included along with this form for review (check all that apply):

<input type="checkbox"/> *Health Permit Application	<input type="checkbox"/> * Shared Food Facility Use Agreement	<input type="checkbox"/> *Sample menu and/or product label(s)	<input type="checkbox"/> Business License No.
<input type="checkbox"/> Written Operational Procedures (Catering operations only)		<input type="checkbox"/> CDPH Processed Food Registration or Cannery Lic.	<input type="checkbox"/> CDFA License

**DEPENDENT FOOD FACILITY OPERATOR INFORMATION**

Name of Business:			
Owner's Name:		Operator Name (if different from owner):	
Owner's Address:		City:	State: ZIP:
Billing Address:		City:	State: ZIP:
Owner Phone Number:		Operator Phone Number (if different):	
Email(s):			

**PERMANENT FOOD FACILITY OPERATOR INFORMATION**

Facility Name:		Contact Person & Title:		PR#
Facility Address:		City:	State:	ZIP:
Email:		Phone Numbers:		

**PROPOSED DEPENDENT OPERATION**

1. Days/Hours of Operation:

Sun: \_\_\_\_\_  Mon: \_\_\_\_\_  Tue: \_\_\_\_\_  Wed: \_\_\_\_\_  Thu: \_\_\_\_\_  Fri: \_\_\_\_\_  Sat: \_\_\_\_\_

2. Type of Business:

Catering Operation  Retail Food Service (check all that apply):  On-site service  Off-site service  Delivery service

Mixed: \_\_\_\_\_ % Catering Op \_\_\_\_\_ % Retail \_\_\_\_\_ % Wholesale

Other (describe):

3. Type of Food Preparation and Service

Prepare/prepackage only nonpotentially hazardous (*non*-PHF<sup>†</sup>) foods.

Involves the preparation of potentially hazardous food (PHF<sup>†</sup>), and the PHF travels through the temperature danger zone (41-135°F) more than once.

Food preparation is limited to same-day service only; prepared foods that are not sold or served the same day are discarded.

<sup>†</sup>Non-PHF are similar to shelf-stable foods and do not need temperature control to prevent foodborne illness.

<sup>†</sup>PHF foods require temperature control to prevent growth of organisms that cause foodborne illness.

4. Where will food products be sold or provided to the consumer?

<input type="checkbox"/> Off-site Catered Event	<input type="checkbox"/> At a Catering Host Facility	<input type="checkbox"/> Customer Pick-up	<input type="checkbox"/> Delivery to Customer	<input type="checkbox"/> Third-party Delivery
<input type="checkbox"/> Local Businesses or Market (CDPH/CDFA licenses req'd)		<input type="checkbox"/> Community Event (Temporary food facility permit required)		
<input type="checkbox"/> Mail Delivery (CDPH/CDFA licenses req'd)		<input type="checkbox"/> Other (describe):		

5. How will the food be transported to and from the shared food facility and the location where the food will be sold or provided to the consumer?

\_\_\_\_\_

\_\_\_\_\_

**PERMANENT FOOD FACILITY - EQUIPMENT OVERVIEW**

1. Do you require the use of equipment not currently available in the permanent food facility?  Yes  No

1a. If yes, identify the type of equipment (attach Equipment Specification Sheet): \_\_\_\_\_

2. Indicate the equipment\*\*/utensils at the permanent food facility you plan to use:

- |                                                                           |                                                                      |                                                                                          |                                                         |                                 |
|---------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------|
| <input type="checkbox"/> Handwashing sinks                                | <input type="checkbox"/> Food prep sink                              | <input type="checkbox"/> Three-compartment sink                                          | <input type="checkbox"/> Commercial dishwashing machine | <input type="checkbox"/> Mixers |
| <input type="checkbox"/> Cooking equipment                                | <input type="checkbox"/> Prep tables                                 | <input type="checkbox"/> Hot holding equipment                                           | <input type="checkbox"/> Rapid cooling blast chiller    |                                 |
| <input type="checkbox"/> Refrigerator ( <input type="checkbox"/> walk-in) | <input type="checkbox"/> Freezer ( <input type="checkbox"/> walk-in) | <input type="checkbox"/> Barbeque (permitted use only at commissary or community events) |                                                         |                                 |
| <input type="checkbox"/> Other (describe): _____                          |                                                                      |                                                                                          |                                                         |                                 |

3. If food is prepared or multi-use utensils and equipment are used, is washing and sanitizing equipment provided?  Yes  No

3a. If no, how will these items be washed and sanitized?  clean-in-place protocols  Other (describe): \_\_\_\_\_

4. Type of sanitizer to be used (test strips must be provided for confirmation):

- |                                                    |                                                              |                                                |
|----------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Chlorine (100 ppm/30 sec) | <input type="checkbox"/> Quaternary Ammonium (200 ppm/1 min) | <input type="checkbox"/> Iodine (25 ppm/1 min) |
|----------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|

**FOOD PRODUCT & PROCESSING / PACKAGING / SOURCE / FOOD & SUPPLIES STORAGE**

**FOOD PRODUCT(S):**

1. Generally speaking, what food products or types of food products will you produce? \_\_\_\_\_

\_\_\_\_\_

2. List typical ingredients used for production. Indicate if ingredients are refrigerated or frozen, purchased raw or precooked:

\_\_\_\_\_

3. Describe the process for making your product, or general procedures used when making numerous foods at one time. In brief terms, go from start to finish, including what types of equipment\*\* will be used and if additional food preparation will occur at any off-site locations. Use reverse or additional pages if necessary: \_\_\_\_\_

\_\_\_\_\_

4. Is cooling a part of your food process? If so, please describe what foods are cooled and how you do it: \_\_\_\_\_

\_\_\_\_\_

5. Indicate below the final product sold or provided to the consumer (check all that apply):

- |                                                                     |                                                                                           |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Prepared from refrigerated and served cold | <input type="checkbox"/> Cooked, cooled, then reheated and served hot (at or above 135oF) |
| <input type="checkbox"/> Cooked then held hot (at or above 135°F)   | <input type="checkbox"/> Served at ambient temperature                                    |
| <input type="checkbox"/> Served prepackaged                         |                                                                                           |
| <input type="checkbox"/> Other (describe): _____                    |                                                                                           |

6. Describe what you will do with leftovers (note - potentially hazardous foods hot held at or above 135oF must be discarded at the end of each operating day): \_\_\_\_\_

**FOOD PACKAGING**

7. Indicate the type of food packaging that will be utilized:

- |                                               |                                                   |                                                  |                                                 |
|-----------------------------------------------|---------------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Cook-chill packaging | <input type="checkbox"/> Reduced Oxygen Packaging | <input type="checkbox"/> Vacuum Packaging        | <input type="checkbox"/> Canning/bottling foods |
| <input type="checkbox"/> Sous Vide            | <input type="checkbox"/> Prepackaged Juice        | <input type="checkbox"/> Other (describe): _____ |                                                 |

**FOOD SOURCE (All food ingredients must be obtained from an approved source. Maintain receipts)**

8. Indicate where food will be obtained:	<input type="checkbox"/> Retail store	Store Name(s):
	<input type="checkbox"/> Delivery service	Company Name(s):

9. How often will refrigerated or frozen foods be obtained/delivered?  Daily  Weekly  Other (describe): \_\_\_\_\_

10. How often will dry foods or supplies be obtained/delivered?  Daily  Weekly  Other (describe): \_\_\_\_\_

\*Indicates required item

\*\* Equipment must be NSF approved or equivalent

**FOOD, UTENSILS, LINENS, AND OTHER SUPPLIES STORAGE**

11. Identify amount of shelving utilized specifically assigned to your business:

	Dry Storage (sq ft)	Refrigerated Storage (sq ft)	Frozen Storage (sq ft)
<u>Ingredients:</u>			
<u>Finished product:</u>			
<u>Utensils, linens, supplies:</u>			

12. Are you storing any food items at any place other than the commissary or mobile food facility?  Yes  No

12a. If yes, describe:

**STATEMENT OF INTENDED COMPLIANCE**

**NOTE:** During the review of your food operation, you may be required to provide additional forms and/or obtain approvals (licenses, registrations etc.) from other State or Federal agencies for special processes such as canning/jarring, producing products with meat, poultry, eggs and/or milk, or mail order and/or online sales. These approvals will need to be obtained prior to operation. **You must contact this Agency in writing prior to changes in the menu, location, equipment, or operations are made, or the Dependent food facility operator’s health permit may be void.**

**Dependent Food Facility Operator Name (print and sign):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

Proposed permanent food facility is:  Approved  Rejected

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**SHARED PERMANENT FOOD FACILITY USE AGREEMENT**

This agreement must be signed by the Permanent food facility permittee and the Dependent food facility operator as part of the permit review process.

**CONDITIONS OF APPROVAL**

- All food and food related items used in the Dependent operator’s business (utensils, mixing bowls, pots, pans, etc.), must always be stored within the approved facility.
- If significant or major violations are noted, Environmental Health Services (EHS) has the right to rescind the health permit of the Dependent operator, and Permanent facility operator, as applicable.
- EHS staff may conduct inspections and investigate consumer complaints associated with the food business.
- The Dependent operator must immediately cease all operations in the event the Permanent food facility’s permit is suspended or if an imminent health hazard exists that includes, but is not limited to either: a vermin infestation, the lack of hot water, a sewage system backup/failure, etc.
- During an inspection, any violations observed in a common-use area shall be issued to all permitted food facilities in operation at the time of the inspection.
- Permanent food facility operator is responsible for the proper operation and maintenance of permanent equipment used by the Dependent operator (e.g., dish machine, refrigeration units, hand wash facilities, preparation sinks and restrooms, etc.).
- The Permanent food facility operator and Dependent operator are responsible for complying with all applicable laws.
- The Dependent operator shall provide the Permanent food facility operator with a copy of their annual health permit and the Permanent food facility operator shall maintain a copy at the facility.
- The Permanent food facility operator or Dependent operator shall notify EHS in writing within 10 days of severance of this agreement.

***Form on reverse***

**Note: This agreement is non-transferable. If at any time there is a change in the business or a modification to this agreement, contact the County of San Luis Obispo Environmental Health Services Division.**

**PERMANENT FOOD FACILITY OPERATOR INFORMATION**

Name of Business <i>(please print)</i> :	Email:		
Facility Address:	City:	Zip:	
Representative:	Business Phone:	Cell:	

I, the Permanent food facility operator can and will provide the necessary facilities for the Dependent operator at my permanent food facility as checked below (check all that apply):

**Food Storage**    Refrigeration    Walk-in refrigerator    Produce    Dry food    Frozen food    Walk-in freezer

**Food Preparation**    Prep tables/counter space    Cooking equipment    Mixers    Quick chillers

**Washing and Sanitizing**    Handwashing sink    Food preparation sink    3-compartment sink    Commercial dishwashing machine

**Supply Storage**    Utensils    Linens    Packaging items    Chemicals

**Premises**    Restroom with handwashing facilities    Grease trap/interceptor    Other:

**By signing below, I, the Permanent food facility operator, declare that I have read, understand, and will comply with the conditions of approval described above and that the information I have provided is accurate and correct.**

**Signature:**

**Date:**

**DEPENDENT FOOD FACILITY OPERATOR INFORMATION**

Name of Business <i>(please print)</i> :	Email:		
Dependent Operator Mailing Address:	City:	St:	Zip:
Representative:	Business Phone:	Cell:	

**By signing below, I, the Dependent food facility operator, declare that I have read, understand, and will comply with the conditions of approval described above and that the information I have provided is accurate and correct.**

**Signature:**

**Date:**

**OFFICE USE ONLY**

Specialist Name <i>(please print)</i> :		
Signature:		Date:
FA	PR	SR



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**WRITTEN OPERATIONAL PROCEDURES FOR CATERING OPERATIONS**

These written operational procedures must be **completed and returned to this office for approval before the permit to operate will be issued.** An approved and signed copy must be maintained with the catering operator during all operational periods.

**CATERING OPERATION OWNER/OPERATOR INFORMATION**

<b>Name of Business:</b>			
<b>Owner's Name:</b>		<b>Operator Name (if different from owner):</b>	
<b>Owner's Address:</b>		<b>City:</b>	<b>State:</b>
<b>Billing Address (if different):</b>		<b>City:</b>	<b>State:</b>
<b>Owner Phone Number:</b>		<b>Operator Phone Number (if different):</b>	
<b>Email(s):</b>			

**SHARED PERMANENT KITCHEN FACILITY INFORMATION (required only for dependent catering operations)**

<b>Permanent Facility Name:</b>	<b>Contact Person &amp; Title:</b>	<b>PR#</b>
<b>Permanent Facility Address:</b>	<b>City:</b>	<b>ZIP:</b>
<b>Permanent Facility Email:</b>	<b>Phone Number(s):</b>	

**Hours/Days of Operation at permanent facility:**

Sun: \_\_\_\_\_  Mon: \_\_\_\_\_  Tue: \_\_\_\_\_  Wed: \_\_\_\_\_  Thu: \_\_\_\_\_  Fri: \_\_\_\_\_  Sat: \_\_\_\_\_

**FOOD PRODUCTS AND PREPARATION**

**FOOD PRODUCTS**

1. Indicate applicable menu items:

<input checked="" type="checkbox"/>	FOOD ITEM	<input checked="" type="checkbox"/>	FOOD ITEM
<input type="checkbox"/>	Beef or pork: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked	<input type="checkbox"/>	Gravies, Sauces, or Soups
<input type="checkbox"/>	Fish: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked	<input type="checkbox"/>	Green salads
<input type="checkbox"/>	Poultry: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked	<input type="checkbox"/>	Sandwiches
<input type="checkbox"/>	Shellfish: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked	<input type="checkbox"/>	Condiments
<input type="checkbox"/>	Vegetables: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked	<input type="checkbox"/>	Beverages
<input type="checkbox"/>	Rice or Beans	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Pasta		

2. Indicate where foods are obtained:

<input type="checkbox"/> Retail store	<b>Store Name(s):</b>
<input type="checkbox"/> Delivery service	<b>Company Name(s):</b>

3. How often are refrigerated or frozen foods obtained/delivered?  Daily  Weekly  Other (describe): \_\_\_\_\_

4. How often are dry foods or supplies obtained/delivered?  Daily  Weekly  Other (describe): \_\_\_\_\_

**FOOD PREPARATION**

5. Owner/operator food safety certification and employee food handler cards are valid and current:  Yes  No

6. Indicate the types of food preparation activities

<input checked="" type="checkbox"/>	ACTIVITY	<input checked="" type="checkbox"/>	ACTIVITY
<input type="checkbox"/>	Refrigeration of foods	<input type="checkbox"/>	Washing foods (requires food prep sink at commissary)
<input type="checkbox"/>	Cooking foods	<input type="checkbox"/>	Thawing frozen foods (requires food prep sink at commissary)
<input type="checkbox"/>	Holding foods hot for more than 30 minutes	<input type="checkbox"/>	Slicing, grinding, portioning of foods
<input type="checkbox"/>	Cooling foods which have been heated or cooked	<input type="checkbox"/>	Packaging of foods
<input type="checkbox"/>	Reheating foods	<input type="checkbox"/>	Acidification of foods
<input type="checkbox"/>	Preparing foods for next day service	<input type="checkbox"/>	Other:



7. Indicate which food items will be prepared at the permanent food facility and the process of preparation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Indicate which food items will be prepared at off-site events and the process of preparation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe in detail the methods of packaging food items – explain the method of packaging and include a sample food label:  
 Cook-chill packaging    Reduced Oxygen Packaging    Vacuum Packaging    Canning/bottling foods  
 Sous Vide    Prepackaged Juice    Other (**describe**): \_\_\_\_\_  
\_\_\_\_\_

10. Describe what you will do with leftovers: \_\_\_\_\_  
\_\_\_\_\_

11. Are you storing any items at any place other than the shared permanent food facility?  Yes    No  
12a. If yes, **describe** (storage of food, beverages, utensils, or equipment at a private home is strictly prohibited): \_\_\_\_\_

**SHARED PERMANENT FOOD FACILITY EQUIPMENT, UTENSILS, LINENS, AND SUPPLIES**

12. Indicate the equipment/utensils provided at the shared permanent food facility that will be used for operation:  
 Handwashing sinks    Food prep sink    Three-compartment sink    Commercial dishwashing machine    Mixers  
 Cooking equipment    Prep tables    Hot holding equipment    Rapid cooling blast chiller  
 Refrigerator ( walk-in)    Freezer ( walk-in)    Barbeque (permitted use only at commissary or community events)  
 Other (**describe**): \_\_\_\_\_

13. Describe the **procedures and schedules for cleaning and sanitizing of utensils and equipment** at the permanent food facility:  
\_\_\_\_\_

14. Indicate the type of sanitizer to be used for the sanitization of food contact utensils and equipment? Provide test strips for confirmation):    Chlorine (100 ppm/30 sec)    Quaternary Ammonium (200 ppm/1 min)    Iodine (25 ppm/1 min)

**OFF-SITE OPERATION**

**ACKNOWLEDGEMENT OF INTENDED COMPLIANCE**

→ \_\_\_\_\_ ***Initial next to each item as indicated to acknowledge compliance with each.***

**FOOD STORAGE AND PREPARATION**

- \_\_\_\_\_ 1. All food storage and preparation, prior to off-site food service, will occur at the approved permanent food facility.
- \_\_\_\_\_ 2. No food, beverages, equipment, or utensils will be stored in a private home.
- \_\_\_\_\_ 3. Direct-to-consumer sales, if occurring, will only be conducted at a permitted Host Facility.

**FOOD TRANSPORTATION**

4. Describe **how food will be transported between the permanent food facility and the off-site event or host facility**:  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 5. Vehicle interior floor, sides, and top of the food holding area are smooth, washable, and of impervious material to withstand frequent cleaning.
- \_\_\_\_\_ 6. The food holding area must be contained and operated so that no liquid wastes can drain onto any street, sidewalk, or premises.
- \_\_\_\_\_ 7. Potentially hazardous foods will be maintained at the required holding temperatures (below 41°F or above 135°F).

**WATER SUPPLY AT OFF-SITE FOOD SERVICE EVENT**

→ \_\_\_\_\_ 8. While operating off-site, the catering operator will ensure access to potable water or shall bring an adequate supply of potable water with it to the off-site event.

**TOILET FACILITIES AT OFF-SITE FOOD SERVICE EVENT**

→ \_\_\_\_\_ 9. Approved toilet with handwashing facility will be available within 200 feet of the off-site food service operation.

### HANDWASHING AT OFF-SITE FOOD SERVICE EVENT

- **10.** Adequate handwashing facilities will be provided at food preparation and service areas at offsite food service events.  
**10a.** Describe **how handwashing will be performed at off-site service locations**, include frequency, supplies for off-site operation, etc.: \_\_\_\_\_

### CLEANING AND SANITIZING OF UTENSILS AND EQUIPMENT DURING OFF-SITE OPERATION

**11.** Describe the **procedures and schedules for cleaning and sanitizing of utensils and equipment** at off-site events or host facility: \_\_\_\_\_

**12.** Will you be bringing extra utensils in lieu of washing and sanitizing at the off-site event or host facility?  Yes  No

### FOOD, UTENSILS, EQUIPMENT, LINENS STORAGE & PROTECTION FROM CONTAMINATION

- **13.** Food, utensils, equipment, and linens will be protected from contamination at all times.  
**13a.** Describe the **procedures for maintaining food temperatures** and **protecting food from contamination** during:  
**Hot and Cold Storage:** \_\_\_\_\_

**Preparation:** \_\_\_\_\_

**Transport:** \_\_\_\_\_

**Food Service:** \_\_\_\_\_

**13b.** Describe the **procedures for how utensils, equipment, and linens** used in conjunction with the catering operation will be **stored and protected from contamination**: \_\_\_\_\_

- **14.** Utensils used to serve food are approved for retail food service.  
→ **15.** Utensils will be stored in the food with the handle extended out of the food, on a clean surface, or in a clean container.  
→ **16.** Utensils will be replaced every four hours, or sooner if observed to be mishandled by the guest, dropped, or otherwise contaminated during the serving process.

### DISPOSAL OF REFUSE AND LIQUID WASTE GENERATED DURING OFF-SITE FOOD SERVICE EVENT

- **17.** All garbage and refuse generated during an off-site event re disposed of in an approved manner  
**17a.** Describe the **methods and schedules for the disposal of refuse**: \_\_\_\_\_
- **18.** All liquid waste generated during an off-site event will be disposed of through an approved plumbing system in an approved manner.  
**18a.** Describe the **methods and schedules for the disposal of liquid waste**: \_\_\_\_\_

### IDENTIFICATION AND RECORD KEEPING OF OFF-SITE CATERING ACTIVITY

- **19.** While operating off-site, the catering operation will provide the name and operator of the catering operation, city, state, and zip code to any consumer or Environmental Health Services (EHS) upon request.
- **20.** The catering operation will **maintain records** for all off-site food service activities for 90 days after each event and provide those records to EHS upon request.
- **20a. Records will include the following information:**
- Location, date, and time of offsite food service activity.
  - Customer name and contact information, including address, email address, and phone number.
  - Whether food was delivered to a customer or served to a guest at a catered function or Host facility.
  - Departure & arrival transportation temperature logs and corrective action taken if the food arrived out of temperature.
  - Complete menu of food provided.

**PERSON IN CHARGE RESPONSIBILITIES**

→ \_\_\_\_\_ **21.** For off-site food service where a catering operation is serving the food, the **person in charge** on behalf of the catering operation will ensure that basic food safety is maintained at all times, including, but not limited to, all of the following:

- \_\_\_\_\_ Protecting food from contamination during service.
- \_\_\_\_\_ Providing overhead protection over all food handling areas.
- \_\_\_\_\_ Providing utensils for individual use and eliminating the use of community dipping containers where consumers could dip a utensil or a food item they have already placed into their mouth.
- \_\_\_\_\_ Preventing consumers' used plates or utensils from returning to the self-service display.
- \_\_\_\_\_ Replacing utensils that become contaminated with clean and sanitized utensils.
- \_\_\_\_\_ Ensuring open or potentially hazardous foods not consumed or sold are discarded unless the food was held at required temperatures and protected from contamination at all times.
- \_\_\_\_\_ Discarding any food that has become contaminated or is suspected of becoming contaminated, or that is presumed unsafe because required temperatures were not maintained.

**OFF-SITE EVENT STRUCTURAL REQUIREMENTS**

→ \_\_\_\_\_ **22.** I understand that Environmental Health Service may establish additional structural or operational requirements, or both, based on the proposed facility method of operation and as necessary to ensure compliance with operational requirements.

**STATEMENT OF INTENDED COMPLIANCE; DEPARTMENT APPROVAL**

**I hereby certify under penalty of perjury that the above information is true and correct, that I have read and understand the "Catering Operation Permitting and Operational Requirements" handout, and will operate my catering operation in compliance with the requirements set forth in the California Health and Safety Code. Any changes to the approved operation must be reported to this Agency in writing prior to changes in the menu, location, equipment, or operations, or the catering operator's health permit may be void.**

Catering Operator Name (print and sign): \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date \_\_\_\_\_



**COUNTY OF SAN LUIS OBISPO HEALTH AGENCY  
ENVIRONMENTAL HEALTH SERVICES DIVISION**

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## Dependent Operator Guide to Permitting

A **Dependent Food Service Operator** is any person or business who engages in a lease or rental agreement with the permit holder of a permitted permanent food establishment, or **Shared Permanent Food Facility (SPFF)**, to use the SPFF to perform food production and/or food service operations to supply food and related services to the general public.

- A dependent food service operator may be a mobile food facility operator, a temporary food facility (food booth) operator, may provide direct sales of food products at the leased or rented permitted food establishment or host facility, or may prepare for off-site catering operations.
  - *If you do not have a permanent retail food facility under permit with this Department and you wish to utilize one that another person holds the permit for to perform your food production or food service operations, then you are a dependent food service operator.*

The Environmental Health Services Division (EHS) recognizes that there is a growing demand by **Dependent Food Service Operators** to have access to the County's local permanent food facilities to prepare their food products. EHS's goal is to make the sharing of food facilities by multiple businesses work smoothly, while ensuring that safe food handling practices are in place to protect the public's health.

The following is a **step-by-step guide** to help a potential **Dependent** food facility operator and the permit holder of a permanent food facility (shared **Permanent** food facility operator), such as a commissary, restaurant, or other EHS approved food facility.

A **shared permanent food facility** may be a permitted commissary or other approved permitted **Retail Permanent Food Facility**, such as a Restaurant, Retail Market, or Catering Operation Facility, wherein the permit holder leases or rents kitchen facilities to **dependent food service operators**. The permanent food facility must possess the adequate space and equipment necessary for the safe operation of the dependent food service operator.

- **Commissaries** are intentionally designed to be used by mobile food facilities such that the operational requirements of the mobile food facility can be accomplished. This permanent food facility operator possesses a commissary permit.
- **Other approved Retail Permanent Food Facilities** are not commissaries but are approved to share kitchen facilities. These may be approved to service some mobile food facilities, however approval is not guaranteed.

### **Steps in the permit review and approval process for Dependent food facility operators:**

#### **Step 1: Apply for a Health Permit**

The **Dependent** food facility operator must submit copies of the following documents along with payment of their health permit to EHS to begin the permit review process:

- Health Permit **Application** for a **Dependent Food Service Operator Permit**
- Shared Primary Food Facility Review Form**
- Shared Primary Food Facility Use Agreement** must be signed by both the **Primary** food facility operator who holds the facility's health permit and the prospective **Dependent** food facility operator.
- Written Operational Procedures for Catering Operation** (if operation includes catering off-site events)
- Sample menu** of food items to be prepared or served.
- Prepackaged food label sample(s)** of food items prepackaged prior to service.
- State of California **Processed Food Registration**, as required by the CDPH-FDB.
- State of California **Cannery License**, as required by the CDPH-FDB.
- State of California **Milk Product Plant License**, as required by the CDFA-MDFS.
- State of California **Meat Processing Establishment License**, as required by the CDFA-MPES.
- Food Manager Certificate & Food Handler Cards**

## **Step 2: Review the Health Permit Application Package**

EHS staff will review the *Permit Application Packet and all applicable documents*. EHS staff will contact the **Dependent** and **Primary** operators as needed to complete the evaluation of the Dependent operator permit. If a site inspection is required, EHS staff will contact the interested parties to arrange a site visit.

## **Step 3: Post the Permit at the Facility**

Once issued by EHS, the approved health permit must be posted in a conspicuous location at the **Primary** food facility. **Dependent** food operators will be subject to at least one annual inspection.

### **Prepackaged Food Label Guidance**

If food will be prepackaged prior to sale or distribution, visit:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/GeneralFoodLabelingRequirements.pdf> for information on labeling requirements.

### **State of California Processed Food Registration**

The California Department of Public Health's Food and Drug Branch (CDPH-FDB) regulates the manufacture, processing, storage, and distribution of food products in California. California law requires that businesses obtain a Processed Food Registration (PFR) if food is manufactured, packaged, labeled, or warehoused in California. The foods covered include:

*General foods such as; bakery products, noodles, seafood (except molluscan shellfish), fruit juices, snacks, nuts, oils, processed or packaged vegetables, candy, etc. The PFR allows firms to manufacture products not specifically covered by another CDPH-FDB or CDFA license.*

For information on what food production may require a PFR and how to obtain one, visit:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/Pages/FDBPrograms/FoodSafetyProgram/ProcessedFoodRegistration.aspx> For more information, you may call: **(916) 650-6500**.

### **Cannery License**

Retail food operators that are interested in low-acid or acidified canned, jarred, or hermetically sealed foods are to contact the CDPH-FDB to determine if their food item requires a PFR or Cannery License. For information regarding whether the food you process requires a PFR or Cannery License, **you may call: (916) 650-6500**. It is the responsibility of the food facility operator to obtain the required registration or license from the CDPH-FDB.

### **Food Manager Certificate & Food Handler Cards**

Each **Dependent** food facility that prepares, handles, or serves nonprepackaged potentially hazardous food must have at an owner or employee who has successfully passed an approved and accredited **food safety certification** examination within 60 days of commencing operation. Food facilities that prepare, handle, or serve only food other than nonprepackaged potentially hazardous food must demonstrate adequate knowledge of food safety principles as they relate to the specific food facility operation. All other individuals involved in the preparation, storage, or service of any food in the food facility must obtain a valid **food handler card** from an accredited provider within 30 days after the date of hire. For more information on accredited food certification and food handler programs, visit the following website:

<https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=8&prgID=8&status=4>



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### Shared Permanent Food Facility Guidelines

The Environmental Health Services Division (EHS) recognizes that there is a growing demand by **Dependent Food Service Operators** to have access to the County's local permanent food facilities to prepare their food products. EHS's goal is to make the sharing of food facilities by multiple businesses work smoothly, while ensuring that safe food handling practices are in place to protect the public's health.

A **Dependent Food Service Operator** is any person or business who engages in a lease or rental agreement with the permit holder of a permitted permanent food establishment, or **Shared Permanent Food Facility (SPFF)**, to use the SPFF to perform food production and/or food service operations to supply food and related services to the general public.

- A dependent food service operator may be a mobile food facility operator, a temporary food facility (food booth) operator, may provide direct sales of food products at the leased or rented permitted food establishment or host facility, or may prepare for off-site catering operations.

A **shared permanent food facility** may be a permitted commissary or other approved permitted **Retail Permanent Food Facility**, such as a Restaurant, Retail Market, or Catering Operation Facility, wherein the permit holder leases or rents kitchen facilities to **dependent food service operators**. The permanent food facility must possess the adequate space and equipment necessary for the safe operation of the dependent food service operator.

- **Commissaries** are intentionally designed to be used by mobile food facilities such that the operational requirements of the mobile food facility can be accomplished. This permanent food facility operator possesses a commissary permit.
- **Other approved Permanent Retail Food Facilities** are not commissaries but are approved to share kitchen facilities. These may be approved to service some mobile food facilities, however approval is not guaranteed.

#### Requirements for Sharing a Food Facility:

To obtain approval as a Shared permanent food facility, the **Permanent** food facility operator must comply with the following requirements:

1. The **Permanent** food facility must have a health permit issued by EHS.
2. It is the responsibility of the **Permanent** food facility operator to ensure that each **Dependent** food service operator has obtained a health permit to operate as a Dependent Food Service Operator prior to operating within the shared permanent food facility.
3. The **Permanent** food facility operator is responsible for ensuring that each **Dependent** food service operator has adequate storage space (e.g., dry storage, finished product storage, refrigerated and freezer storage, etc.) that is clearly labeled to identify the **Dependent** food service operator the space is assigned to. Storage space will be evaluated during the permit review process based on the **Dependent** food service operator's proposed operation.
4. The **Permanent** food facility operator is responsible for maintaining a list of all **Dependent** food service operators along with operating times and provide it to EHS upon request.
5. The **Permanent** food facility operator shall immediately notify EHS of the cancellation of a **Dependent** food service operator contract.
6. The **Permanent** food facility operator shall maintain all necessary shared equipment and utensils in good working condition. It should be noted that the day-to-day cleaning and sanitizing of utensils and equipment used solely by the **Dependent** food service operator is the responsibility of the **Dependent** food service operator. All equipment must be certified or classified for sanitation.

For more information regarding Host facility operations or permitting, contact our offices during normal business hours or by email at [ehs@co.slo.ca.us](mailto:ehs@co.slo.ca.us) . You can also visit our website at <https://www.slopublichealth.org/ehs>



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## Catering Operation Permitting and Operating Requirements

### Background

A health permit to operate is required for any operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level.

### Definitions

- **Catering Operation** means a food service that is conducted from a permanent food facility (permanent food facility) approved for food preparation where food is served, or limited food preparation is conducted, at a location other than its permitted location as part of an off-site food service event or when operating in conjunction with a host facility. **A catering operation does not include food ordered as takeout, delivery for consumer self-service, food service at a community event, or food prepared or served at a private event.**
- **Consumer** means a person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food facility, and does not offer the food for resale.
- **Cook-for-Hire** means a person who is hired to prepare and/or serve food at a private event. All food prepared by the cook-for-hire is handled at the location of the event\*. A cook-for-hire is not a catering operation. It is not regulated by this division and does not require a health permit to operate. No food or utensils may be stored, prepared or handled at the private home of the cook-for-hire. **\*A cook for hire must purchase/obtain the food immediately prior to the start of the event. Storage or handling at any location other than the event site requires a food service operation/catering permit.**
- **Retail** means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food for dispensing or sale directly to the consumer or indirectly through a delivery service.

### Application Checklist:

Prior to receiving a health permit to conduct a **Catering Operation**, the following items are required:

- |                                                                                                |                                                                                                       |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application for health permit                                         | <input type="checkbox"/> Shared Permanent Food Facility Use Agreement form (dependent operators only) |
| <input type="checkbox"/> Health permit fee payment                                             | <input type="checkbox"/> "Menu Items and Food Operation" form                                         |
| <input type="checkbox"/> Valid Food Safety Certification                                       | <input type="checkbox"/> Written Operational Procedures for Catering Operations                       |
| <input type="checkbox"/> Shared Permanent Food Facility Review form (dependent operators only) |                                                                                                       |

### Catering Operation Requirements

Catering operations must comply with applicable sections of the California Retail Food Code. All health agency permitted catering operators, employees and volunteers MUST comply with the following requirements during food preparation and all hours of operation. All health agency permitted catering operations are subject to inspection by the Environmental Health Services Division. The owner, manager, or operator of any food service operation is responsible for any action of an employee resulting in a violation of any of the food handling requirements set forth in the California Health and Safety Code.

#### I. General Requirements

1. Catering operation means food service or limited food preparation conducted at a site other than the permitted shared food facility, aka off-site food service activities. Catering operations may occur by either of the two circumstances:

- As part of a contracted off-site food service event.
  - Direct-to-consumer sales, if operating in conjunction with a Host facility for no more than 4 hours in any 12-hour period, unless additional hours are otherwise approved by this agency.
2. Operations, including food preparation, food, equipment, & utensil storage must be conducted from a permitted permanent food facility, such as a shared food facility, commissary, restaurant, or retail market, capable of supporting the proposed food service and type of food that is to be prepared or served.
  3. Only approved limited food preparation may be conducted at an off-site location.
  4. Prior to commencing operations, the Written Operational Procedures for Catering Operation form or an equivalent provided by the applicant, must be submitted.
  5. Food transport vehicle food holding areas must be constructed of smooth, washable, impervious material capable of withstanding frequent cleaning. The food holding area may not allow liquid wastes to drain onto any street, sidewalk, or premises. Required hot and cold holding must be maintained, except when transport lasts less than 30 minutes or when time is used as a public health control.
  6. While operating off-site, catering operations must be able to provide the name of the operation, city, state, zip code, and the name of the operator to any consumer or enforcement agency upon request.
  7. Records of all off-site food service activities must be maintained for 90 days after each event and provided to the enforcement agency upon request. The information must include:
    - A. **Location**, date, and time of the off-site food service activity.
    - B. **Customer** name, mailing & email addresses, and phone number.
    - C. **Whether** food was delivered to a customer or served at a event or Host facility.
    - D. Logs of departure and arrival temperatures, including corrective actions taken if food arrived out of **temperature**.
    - E. **Complete** menu of food provided at the off-site activity.
  8. Potable water or an adequate supply must be provided at all off-site food service activities.
  9. Ensure basic food safety while serving food including:
    - A. **Protecting** the food from contamination.
    - B. **Providing** overhead protection over all food handling areas.
    - C. **Providing** utensils for individual use and eliminate the use of community dipping containers where consumers could dip a utensil or a d=food item they have already placed in their mouth.
    - D. **Preventing** consumers; used plates or utensils from returning to the self-service display.
    - E. **Replacing** utensils that become contaminated with clean and sanitized utensils.
    - F. **Ensuring** open or potentially hazardous foods not consumed or sold by the catering operation are discarded unless the food was held at required temperatures and protected from contamination at all times.
    - G. **Discarding** any food that has become contaminated or is suspected of becoming contaminated, or that is presumed unsafe because temperatures were not maintained as required.
  10. Utensils must be food safety certified, such as NSF or equivalent. While in service, utensils must be stored either in the food with the handle extended out of the food, or on a clean surface, or in a clean container. Replace utensils every four hours or sooner if observed to be mishandled by the guest, dropped, or otherwise contaminated during the service.
  11. If the Catering operation is conducting approved limited food preparation beyond holding and portioning or dispensing food with utensils, an additional handwashing sink may be required. Handwashing sinks must provide warm water and soap & paper towels in dispensers.



12. Approved toilet and handwashing facilities are required within 200 feet in travel distance of the Catering operation. The toilet room must meet all local building and plumbing code standards, have washable floors, warm water at the sink, and soap and paper towels in dispensers.
13. All garbage and refuse generated during the food service and clean-up must be disposed in an approved manner.
14. Liquid waste must be disposed through an approved plumbing system.

For more information regarding Catering operation requirements or permitting, contact our offices during normal business hours or by email at [ehs@co.slo.ca.us](mailto:ehs@co.slo.ca.us). You can also visit our website at <https://www.slopublichealth.org/ehs>.

## II. Food, Equipment, and Utensils: Protection from Contamination

1. **No home-prepared food may be served.** All food must be stored and prepared, and all utensils and equipment must be stored and cleaned at the catering operator's permitted food facility.
2. At all times that the **catering operator has control over the food** (including periods of storage, preparation, transportation, and service) **all food must be adequately protected** so as to be maintained pure and free of contamination, adulteration, and spoilage.
  - A. **Utensils and equipment must be of adequate construction and design** (smooth, nonabsorbent, easily cleanable) and protected from contamination.
  - B. **Supplies** used for food preparation and service **must be of adequate construction and design** (smooth, non-absorbent, easily cleanable) **and protected** from contamination.
  - C. **Sufficient equipment** must be provided **to properly store** food and utensils during transport, storage, and service (shelves, totes with lids, pallets, crates, etc.).
  - D. **Sneeze protection** and **barbecue protection** must be provided during the catering operation.
3. Prevent cross-contamination during periods of transportation, storage, preparation, holding, service, and display.
  - A. **Keep raw foods of animal origin separated from ready-to-eat food, including raw food of animal origin** (sushi), raw produce, and cooked ready-to-eat food.
    - i. Wrap food and use covers on all containers.
    - ii. Store all raw potentially hazardous foods below all raw and cooked ready-to-eat foods.
    - iii. Use separate equipment, containers, cutting boards, etc.
  - B. **Separate** different types of raw foods of animal origin from each other.
    - i. Store raw foods of animal origin in the following order from top to bottom:
      1. Fish, seafood (top, lowest required cooking temperature),
      2. Pork,
      3. Beef,
      4. Poultry (bottom, highest required cooking temperature).
    - ii. Prepare each type of food at different times or in different areas; always prepare foods requiring a higher cooking temperature after those requiring a lower temperature.
  - C. Pre-wash:
    - i. All fruits and vegetables,
    - ii. Hermetically sealed bags and cans with visible soil prior to opening.
  - D. **Store** all food 6 inches off of the floor/ground.

- E. Store all open dry goods inside a tightly sealed container.
- 4. During pauses in food preparation or dispensing, store food preparation and dispensing utensils used with potentially hazardous foods:
  - A. In the food with their handles above the top of the food,
  - B. On a clean portion of the food preparation table or cooking equipment, ensuring that the utensils and surfaces are cleaned and sanitized as specified (in section II),
  - C. In running water with sufficient velocity to flush food particles to the drain,
  - D. In a container of water 135°F or higher.
- 5. For utensils used with non-potentially hazardous foods (ice, flour, sugar, etc.):
  - A. Keep stored in a clean, protected location when not in use,
  - B. Use scoops with handles,
  - C. Keep handles out of contact with the food being dispensed.
- 6. Vehicles used for catering operations must be maintained in a clean, sanitary condition where food is stored.
- 7. Ice used for refrigeration purposes cannot be served for consumption.
- 8. Condiments must be in pump or squeeze type containers, single-service packets, or have self-closing lids.

### III. Equipment and Utensil Sanitation

- 1. All **utensils must be effectively cleaned and sanitized** as follows:
  - A. All utensils and equipment must be pre-rinsed, washed, rinsed, sanitized, and air-dried.
  - B. **Manual warewashing** must be completed **as follows**:
    - i. **First step:** Pre-scrape utensils and equipment. Clean and sanitize work surfaces.
    - ii. **First compartment, wash** using hot soapy water (above 110° F).
    - iii. **Second compartment, rinse** in clear water.
    - iv. **Third compartment, sanitize.** Manual sanitization may be performed by:
      - Immersion in a **100-ppm chlorine** solution for at least **30 seconds** (2 tsp bleach/1 gal water) or
      - Immersion in a **200-ppm quaternary ammonium** solution for at least **60 seconds** (follow instructions on label) or
      - Immersion in a **25-ppm iodine** solution for at least **60 seconds**
    - v. **Final step:** Air dry
  - C. A **mechanical dish machine** must be capable of providing both of the following:
    - i. 120°F wash water, and
    - ii. A minimum chlorine residual of 50 ppm, or
    - iii. 180°F rinse water for effective sanitizing.
- Please note: Sanitizer test strips are required** for verifying proper sanitizer concentration noted above.
- 2. Equipment, food-contact surfaces, and utensils shall be cleaned and sanitized:
  - A. Before use and between uses when working with a different type of raw food of animal origin,
  - B. Each time there is a change from working with raw foods to working with ready-to-eat foods,
  - C. Between uses with raw produce and with potentially hazardous food,
  - D. Before using or storing a food temperature measuring device,

- E. At any time during the operation when contamination may have occurred,
- F. Throughout the day or at least every four hours.

#### IV. Temperature Control

1. All potentially hazardous **food must be maintained at proper temperatures as listed below:**
  - A. **Cold** holding of potentially hazardous food must be held at or below **41°F**
  - B. **Hot** holding of potentially hazardous food must be held at or above **135°F**.
    - i. **All foods remaining unserved at the end of an event must be discarded.**
2. Sufficient **equipment** must be provided **to maintain required temperatures** for all perishable food during transport, storage and service (refrigerators, ice chests, steam tables, chafing dishes, etc.).
3. All potentially hazardous **food** must be **cooked** to the required **minimum cooking temperatures:**
  - A. Cooked Vegetables for hot holding: **135°F**
  - B. Seafood, beef or pork steaks, eggs: **145°F**
  - C. Ground beef or pork: **155°F**
  - D. Poultry, stuffed foods, reheated/microwaved foods: **165°F**
4. When preparation includes cooling of cooked foods, foods must be **quickly cooled from 135°F to 70°F within 2 hours**, and from **70°F to 41°F within 4 additional hours**.
  - A. **Place foods in shallow metal pans** such as stainless steel with **product 2 inches deep**.
  - B. Separate the food into **smaller or thinner portions**.
  - C. Use **rapid cooling equipment**, such as an ice paddle.
  - D. Insert appropriately designed containers in an **ice bath, stirring frequently**.
5. **Reheat** foods quickly, **within 2 hours** to a minimum temperature of **165°F**.
6. A **probe thermometer** must be provided during preparation and event operation for measuring the internal temperature of food products during cold and hot holding, cooking, cooling, and reheating.

#### V. Food Handlers

1. All food handlers must be **in good health**.
2. **Hands and arms** must be **washed** with cleanser and warm water before commencing work, after using toilet facilities, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks, or when contamination may have occurred.
3. **Hair** must be **restrained** at all times when working with unpackaged food.
4. **Outer garments** and aprons must be **clean**.

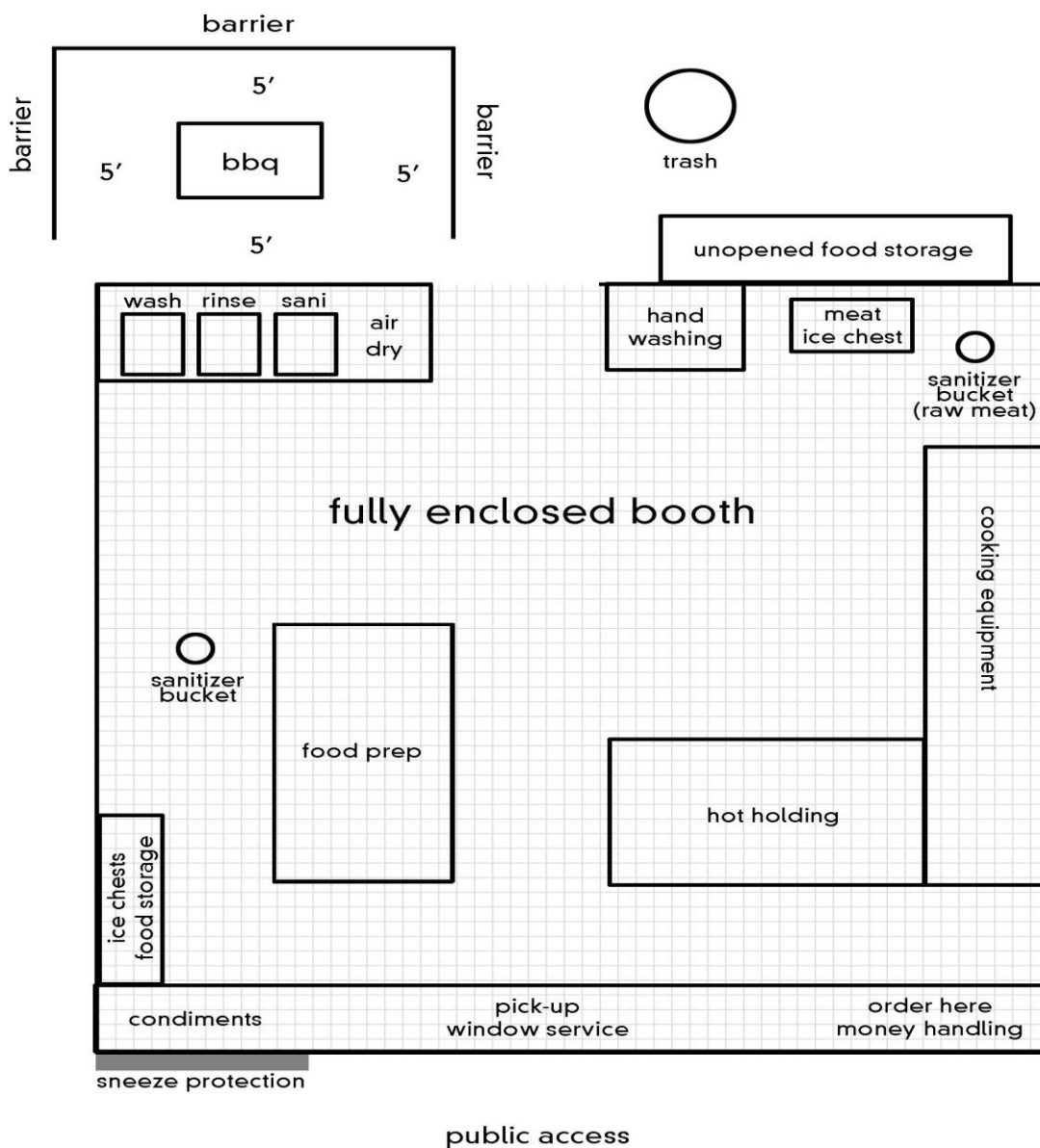
#### VI. Off-site Facilities/Event Locations

1. Only limited food preparation and service may occur at off-site event locations. Wherever possible, food preparation shall occur at the permanent food facility.
2. One **toilet** for every 15 employees with adequate handwashing facilities must be available within 200 feet of the catering operation event site.
3. **Garbage and wastewater receptacles** sufficient to contain all waste pending disposal must be provided during each operation. Wastewater must be discarded in an approved sewer system only.
4. To ensure food safety and protection from cross-contamination at **off-site locations** where no indoor kitchen facility or indoor fully enclosed structure is available, Environmental Health Services may require additional structural requirements as necessary. This may require operation from within a temporary food facility,

supplied with all necessary hand and ware washing facilities and operational equipment.

- A. The Temporary Food Facility **booth** should be **fully enclosed** consisting of overhead protection, walls of mesh or tarp, and washable flooring.
- B. Portable **handwashing facilities** consisting of a water container with a hands-free spigot, warmwater (100°F), a catch basin, pump soap, paper towels, and a trash receptacle should be conveniently located.  
**NOTE: Glove use does not substitute hand washing; Hand Sanitizer maybe used in conjunction with, but not in place of, hand washing.**
- C. Portable **warewashing facilities** should be provided through one of the following methods:
  - i. Using a three-compartment sink with two integral metal drainboards, **OR**
  - ii. Utensil washing station consisting of three tubs: one with hot soapy water, one with hot rinse water, and one with sanitizer.

Below is an example of a temporary food facility setup. This setup is based on operation at community events but can be modified to accommodate a catering operation:



## VII. Requirements For Catering Operations Utilizing Open Air Barbecue Units

Operation of Open-Air Barbecue Facilities is governed by the specific regulations set forth in Chapter 6 of the California Retail Food Code section 114143.

**Operation of an Open-Air Barbecue Facility can be approved by the Environmental Health Services Division under the following conditions:**

1. The facility is operated **in conjunction with and within reasonable proximity to** (within 200 ft.) **an acceptable and appropriate catering operation** (i.e., the catering operation is permitted and approved for food preparation. This does not apply to cook-for-hire operations).

The term “in conjunction with” means either under the **same ownership or by written agreement** between the **barbecue operator** and the **holder of the catering operation** health permit. Written agreements must specify:

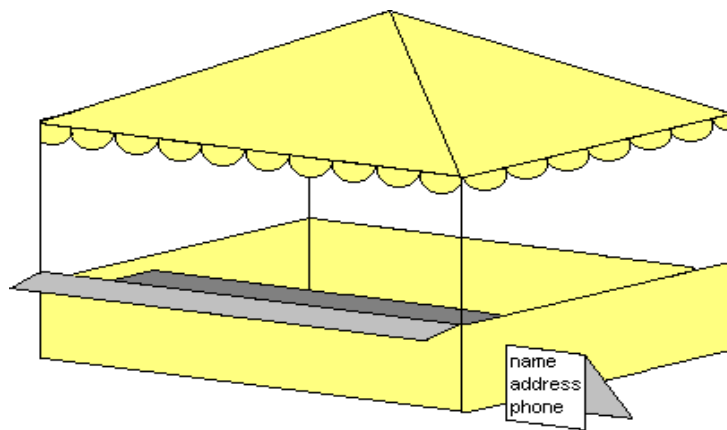
- A. That sanitary facilities, equipment and utensil washing areas and adequate refrigerated storage space is provided for the use of the BBQ operator.
- B. That the Open-Air Barbecue is subject to the requirements of Chapter 6 of the California Retail Food Code and that any violation will be against the permit issued to the approved food facility with which the barbecue operation is in conjunction.
- C. An understanding and agreement between the two parties that a serious violation with regard to the Open-Air Barbecue operation may subject the food establishment permit to possible suspension or revocation as set forth in Chapter 13 of the California Retail Food Code.
- D. An understanding and agreement between the two parties that a serious violation within the food facility that causes suspension of the health permit will mean automatic closure of the Open-Air Barbecue since there is no longer an approved supporting food facility.

Any such written agreement is subject to review and approval by the Environmental Health Services Division and must be renewed annually along with the establishment’s health permit.

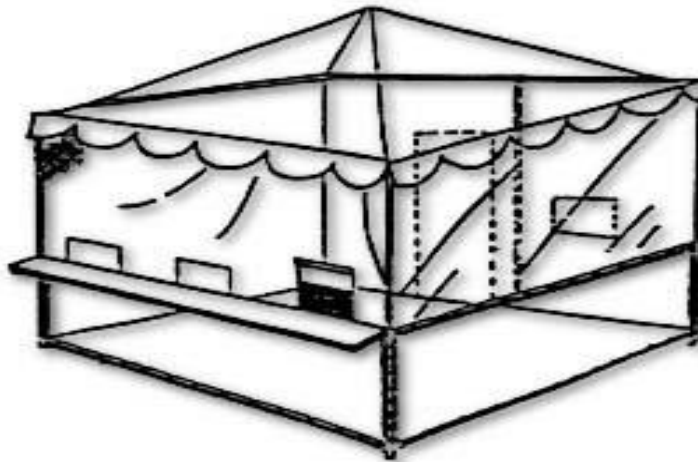
2. **The barbecue must be approved** by the Environmental Health Services Division and Fire Department.
  - A. Only Fire Department approved barbecue fuels may be used.
  - B. The cooking surface and cover must be easy to clean.
  - C. The barbecue must be located and barricaded to prevent injury to or contamination by the public.
3. Barbecues shall be used for **cooking only**. When the catering operation requires some food assembly/additional preparation or processing beyond “**pit-to-plate**” activities (i.e. cooking on and service from the grill straight to the plate), a fully enclosed structure or temporary food facility booth (see #5 below) used in conjunction with the catering operation may be required to ensure food safety and protection from cross-contamination at **off-site locations** where no indoor kitchen facility or indoor fully enclosed structure is available.
  - A. Cooking on the barbecue should be limited to items which can be cooked directly on an open grate grill (without an intermediate utensil such as a pan, except for allowed side dish, see below).
  - B. Food preparation meeting “**pit-to-plate**” standards is limited to:
    - i. Cutting apart ribs (on grill or cutting board attached to BBQ unit)
    - ii. Wrapping of grilled foods in paper or foil,
    - iii. Seasoning of food on the grill
    - iv. Portioning of side dish
    - v. Placing whole individually barbecued food items such as hotdogs, sausages, hamburgers, etc. onto/into buns.

4. **One** side dish may be served with the food(s) cooked on the grill to more or less comprise a meal:
- A. Beans, rice, vegetables, bread, etc.
  - B. Side dish must be held in and served from an appropriate container which is on the grill or part of the BBQ unit. The temperature of a hot-held potentially hazardous side dish must be maintained at or above 135°F.
5. When the catering operation meets all of the criteria listed under #3 b above, an **open-air** Temporary Food Facility booth (3 or fewer walls, see image below) is sufficient.

When the criteria listed (under #3 B– previous page) **are not met** and the Open-Air Barbecue operation requires additional preparation/processing of the food item prior to cooking or being served (i.e. preparing food prior to barbecue or slicing of tri-tip for sandwiches after barbecue), a **fully enclosed** Temporary Food Facility booth is strongly recommended (4 walls with pass-thru service window openings, see image below) within which the additional preparation/processing occurs.



Open Air Booth



Fully Enclosed Booth