



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.



**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

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

SHARED PERMANENT KITCHEN FACILITY INFORMATION (required only for dependent catering operations)		
Permanent Facility Name:	Contact Person & Title:	PR#
Permanent Facility Address:	City:	ZIP:
Permanent Facility Email:	Phone Number(s):	
Hours/Days of Operation at permanent facility:		
<input type="checkbox"/> Sun: _____ <input type="checkbox"/> Mon: _____ <input type="checkbox"/> Tue: _____ <input type="checkbox"/> Wed: _____ <input type="checkbox"/> Thu: _____ <input type="checkbox"/> Fri: _____ <input type="checkbox"/> Sat: _____		

**FOOD PRODUCTS AND PREPARATION**

**FOOD PRODUCTS**

<b>1. Indicate applicable menu items:</b>			
<input checked="" type="checkbox"/>	<b>FOOD ITEM</b>	<input checked="" type="checkbox"/>	<b>FOOD ITEM</b>
	Beef or pork: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked		Gravies, Sauces, or Soups
	Fish: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked		Green salads
	Poultry: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked		Sandwiches
	Shellfish: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked		Condiments
	Vegetables: <input type="checkbox"/> frozen <input type="checkbox"/> raw <input type="checkbox"/> precooked		Beverages
	Rice or Beans		Other:
	Pasta		
<b>2. Indicate where foods are obtained:</b>		<input type="checkbox"/> Retail store	<b>Store Name(s):</b>
		<input type="checkbox"/> Delivery service	<b>Company Name(s):</b>
<b>3. How often are refrigerated or frozen foods obtained/delivered?</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other (describe): _____			
<b>4. How often are dry foods or supplies obtained/delivered?</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other (describe): _____			

**FOOD PREPARATION**

<b>5. Owner/operator food safety certification and employee food handler cards are valid and current:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>6. Indicate the types of food preparation activities</b>			
<input checked="" type="checkbox"/>	<b>ACTIVITY</b>	<input checked="" type="checkbox"/>	<b>ACTIVITY</b>
	Refrigeration of foods		Washing foods (requires food prep sink at commissary)
	Cooking foods		Thawing frozen foods (requires food prep sink at commissary)
	Holding foods hot for more than 30 minutes		Slicing, grinding, portioning of foods
	Cooling foods which have been heated or cooked		Packaging of foods
	Reheating foods		Acidification of foods
	Preparing foods for next day service		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

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

## 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

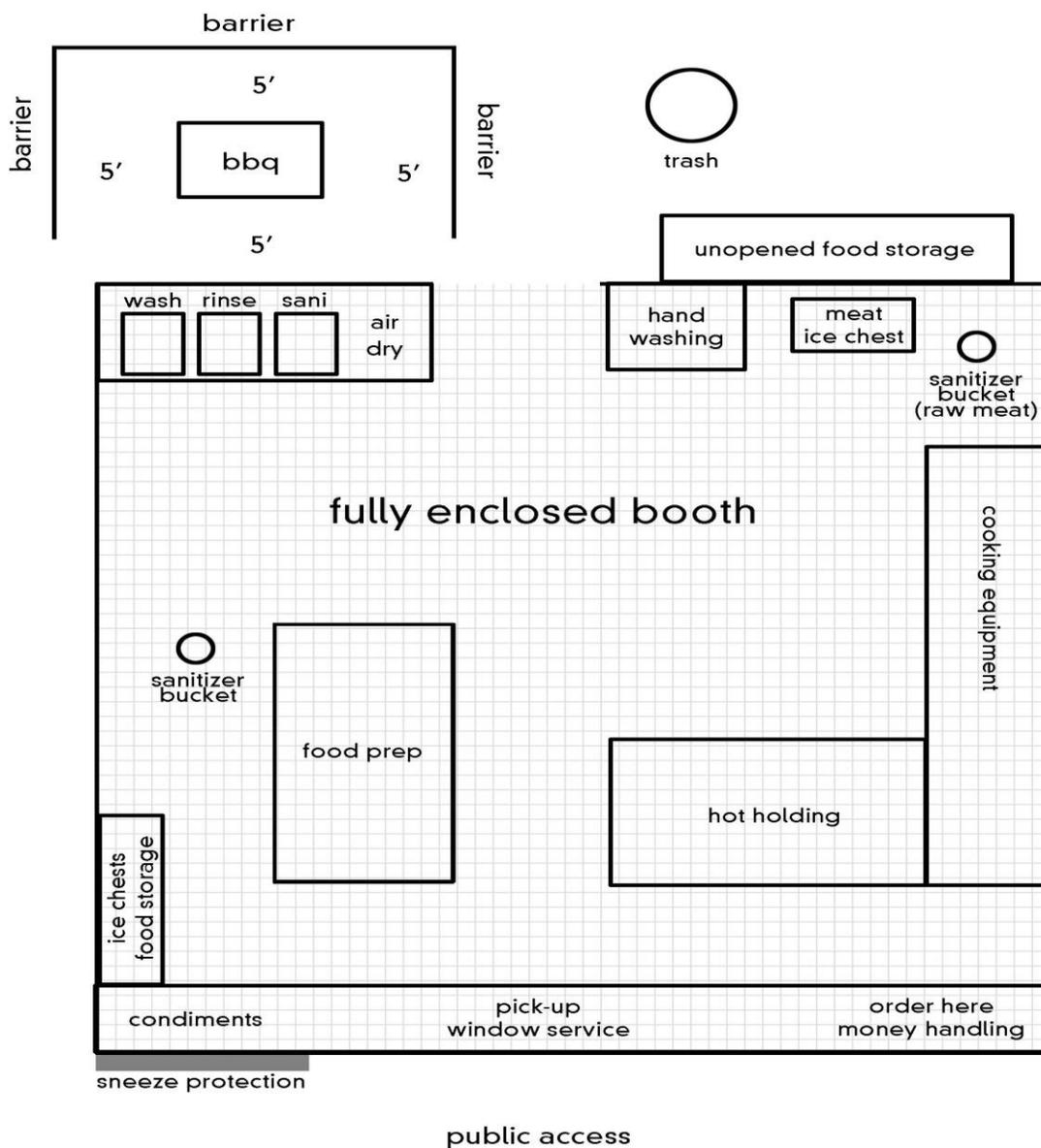
1. Only limited food preparation and service may occur at off-site event locations. Wherever possible, food preparation shall occur at the permanent food facility.
2. One **toilet** for every 15 employees with adequate handwashing facilities must be available within 200 feet of the catering operation 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:

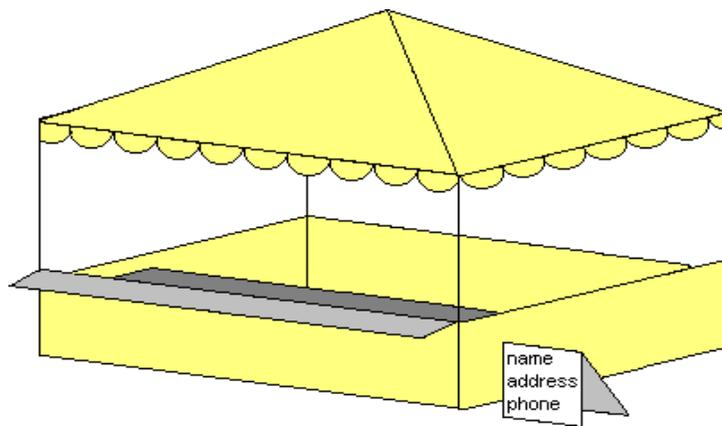
- A. That sanitary facilities, equipment and utensil washing areas and adequate refrigerated storage space is provided for the use of the BBQ operator.
- B. That the Open-Air Barbecue is subject to the requirements of Chapter 6 of the California Retail Food Code and that any violation will be against 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.

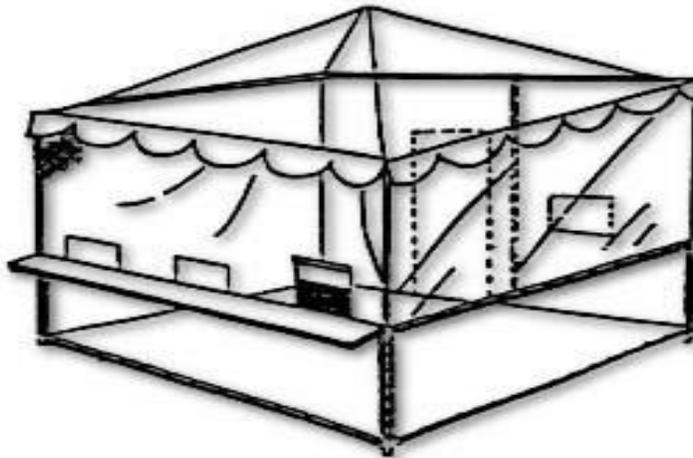
2. **The barbecue must be approved** by the Environmental Health Services Division and Fire Department.
  - A. Only Fire Department approved barbecue fuels may be used.
  - B. The cooking surface and cover must be easy to clean.
  - C. The barbecue must be located and barricaded to prevent injury to 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