

GENERAL GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

A temporary food establishment is one, which operates at a fixed location for a limited period of time in connection with a single event or celebration (i.e. fair, carnival, circus, public exhibition or similar transitory gathering); or a concessionaire operating under a seasonal contract with either the park and recreation department or the municipal produce market. The “temporary” classification of food service establishments may not be used to circumvent the law by selling food on a continual basis under a temporary permit instead of obtaining a building permit and fixed facility health permit.

FAILURE TO MEET PROVISIONS OF THESE REGULATIONS WILL RESULT IN A MUNICIPAL COURT CITATION AND FINES OF UP TO \$2,000 FOR EACH VIOLATION.

1. Before the Manager of Food Protection and Education issues a permit to a temporary food service establishment, the applicant for the permit must pay the City a non-refundable application fee of \$190.00 plus \$5.00 for each day of operation per temporary food service establishment. Permits may be obtained from the Restaurant and Bar Inspection Division at 7901 Goforth Road, between the hours of 8:00-12:30 and 1:00-4:30. Applications should be submitted at least 2 working days prior to the event. Each application is reviewed with the applicant to ensure that they are aware of all requirements. Guidelines as well as comments and approved menu items are printed on the application. The applicant is given the yellow copy, which is to be displayed during operation. The pink copy is given to the inspector assigned to work the event. The white copy is for the office.

Out-of-town vendors will need to submit a copy of the current local health permit and a copy of the last health inspection conducted by the local health department.

Food Manufacturers must submit a copy of the state manufacturer’s license along with the application.

Caterers located outside the City of Dallas which cater food to public or private events must register with this department as an “Out-of-Town Caterer” and pay a \$40.00 registration fee. All caterers must be approved by the City of Dallas and permitted by the appropriate regulatory authority.

No Route Sheet is necessary if the event is held under a Special Event Permit.

2. Only certain foods, which are pre-approved and require minimal handling, will be considered. Slicing, dicing and/or cutting of food products **will not** be allowed onsite. Potentially Hazardous Foods (PHF) will be limited to **only three (3) types**. PHF include meats, eggs, dairy products, rice, beans, potatoes, etc. Seafood and poultry are only allowed under **two** conditions:
 - a. Raw product must be pre-cut, breaded and frozen, and go from the freezer to the deep fryer or
 - b. Product must be pre-cooked.

The only PHF allowed to be cooked on site from a raw state are those which are fast cooking, such as:

- a. Pre-formed hamburger patties
- b. Beef fajitas
- c. Sausages, hotdogs, etc.

All other PHF must be prepared and cooked at a permitted food facility that is inspected regularly. All cooked food products must be properly transported to the temporary site while maintaining proper temperatures. If hot and cold running water with a three-compartment sink is available, more extensive food preparation may be allowed. **HOME PREPARATION OR STORAGE OF FOOD IS NOT ALLOWED.**

3. All temporary food establishments are required to have approved flooring, which may include concrete, asphalt, or tight-fitting plywood.
4. All stands must have a suitable overhead covering for food preparation, cooking, utensil washing and serving areas. Such covering must meet Dallas Fire Code requirements. A table skirt or other form of protection is recommended to protect food, single service articles and utensils. Booths must have barriers to protect food and prevent customers from entering into the booth. All grills must have overhead covering while in use.
5. Effective hair restraints, including hairnets, caps or hair sprays, are required in food preparation and serving areas.
6. Food handling personnel must wash their hands as frequently as necessary to keep them clean, even though disposable gloves may be used. Nails must be closely trimmed and maintained. **No sculptured nails or chipped nail polish is allowed.**
7. Gum chewing, eating, drinking, and the use of tobacco in all forms are **prohibited** in food preparation or service areas.
8. All foods, food containers, utensils, napkins, straws and single service articles must be stored at least 6" off the floor and adequately protected from splash, dust, insects, weather or other contaminations.
9. All condiments, including onions, relish, sauces, peppers, catsup, mustard, etc., available for customer use must be in self-service packets or be dispensed from sanitary automatic dispensers.
10. All PHF requiring refrigeration must be stored at a temperature not to exceed 41°F or colder. PHF, which are required to be held hot, must maintain a temperature of 135°F or hotter to prevent bacterial growth. Mechanical holding units are required in each booth to ensure that proper temperature is maintained. Canned heat (sternos) is **not** allowed for maintaining hot food temperatures outside. Ice chests are **not** allowed for maintaining cold food temperatures.
11. **Open and unprotected displays of food are not allowed.** When using chafing dishes, only hinged-lid types will be allowed so that at least half of the food remains covered at all times.
12. All establishments that handle or prepare unpackaged foods are required to have convenient hand washing and utensil washing facilities. The number, type and size of sinks required will be determined by the type of operation to be conducted. Disposable gloves are recommended and may be utilized.
13. Those establishments that operate for **96 hours or less** and **do not have conveniently available hot and cold running water and sanitary sewerage facilities** **MUST FURNISH THE FOLLOWING FACILITIES**, when all food items are not pre-packaged.

WATER SUPPLY:

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

HANDWASHING:

- a. One (1) durable plastic container with spigot containing free flowing potable water.
- b. Hand washing soap and disposable paper towels.
- c. Disposable gloves are recommended but do not take the place of hand washing.
- d. Collection container must be present for wastewater.

WASHING AND SANITIZING:

- e. Two (2) durable plastic tubs of at least two gallon capacity; one for washing and one with chlorine liquid bleach/water solution of fifty (50) parts per million or greater for sanitizing.
- f. An adequate size container of household liquid chlorine bleach and chlorine test strips to verify the concentration of chlorine is at least fifty (50) parts per million.
- g. All wiping cloths must be stored, between uses, in an approved sanitizer solution at the proper concentration. If chlorine is used as the sanitizer, a solution of hundred (100) parts per million is required. Chemical test strips for the approved sanitizer being used must be maintained on site to ensure the proper concentration of the sanitizer.

WATER & GARBAGE DISPOSAL:

- h. A five (5) gallon plastic container with a small opening and a funnel to receive and store liquid wastes until proper disposal can be made into a sanitary sewer system.
 - j. Convenient solid waste containers, preferably with plastic liners and lids are required.
14. Those establishments which operate **more than 96 hours** and serve food products other than all pre-packaged items **MUST PROVIDE HOT AND COLD RUNNING WATER** sufficient for employee hand washing and for the cleaning and sanitizing of utensils and equipment.
 15. When self-service ice dispensers are not provided, ice scoops are required. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice storage units must be drained to a wastewater receptacle or a sanitary sewer system to prevent submergence of beverage containers into melted ice.
 16. All wastewater from sinks, steam tables, buckets, etc. must be disposed of into a sanitary sewer system or in a manner that is consistent with the Liquid Waste Disposal Code Requirements.
 17. Animals are prohibited from being within fifty (50) feet of a temporary food establishment.
 18. Applicants who either operate a food business outside the City of Dallas or are not regulated by this department must provide a copy of their health permit and last inspection report from the agency that regulated their facility.

BAKE SALES

This policy is not written to condone the use of home prepared food items for sale to the general public, which cannot be justified by the Food Code. It is written to clarify that the sale of these food items will be allowed when they comply with Section 17-9.6 (b) of the Food Code, which exempts permitting requirements for those temporary food service establishments that do not serve potentially hazardous food and whose weekly gross income does not exceed \$100.00.

The intent of this section is to allow the limited selling of non-potentially hazardous baked items by neighborhood youth groups (e.g. Scouts, Campfire, etc.) and school bake sales. It is not intended to circumvent the permitting and regulation of food products to the general public at large.

Consumers who purchase goods from these 'bake sales' generally accept the fact that these items are home cooked, and thus make a reasoned judgment concerning their consumption of those goods.

Bake sale organizers and workers should be advised on the proper handling of food during preparation, storage, and display. They should be advised to:

- (a) Wash hands frequently;
- (b) Avoid the accidental contamination of the food by chemicals, toxic or other filth;
- (c) Individually wrap each food item; and
- (d) Prepare only cookies, cakes, pies, brownies, and pastries that do not require refrigeration.

Because of an increased workload, we will respond to complaints or citizen requests concerning these operations. We will not routinely inspect for violations.

Foods filled with custard, cream, cheese, fish, meat, poultry, or any other potentially hazardous food is not allowed at these types of bake sales. If any of these foods are used, a Temporary Food Permit is required.

INSPECTIONAL PROCEDURES FOR TEMPORARY FOOD ESTABLISHMENTS

1. Each facility should be inspected prior to operation when the event being held has very extensive menu items containing high hazard food.
2. An inspection report should be filled out for each facility.
3. Inspectional comments may be made on the pink copy of the permit application when necessary.
4. If imminent health hazards are found to exist, close the stand immediately, and/or remain at the facility until corrections are made. Notices and/or citations may also be issued. Stands may be re-opened as soon as corrections are verified. If non-approved foods are used, immediately restrict the food and remove from use.
5. Imminent health hazards may include, but are not limited to:
 - No water
 - Loss of electricity
 - Loss of refrigeration
6. If critical violations occur, issue notice(s) and/or citation(s). Achieve immediate corrections or follow-up during shift.
7. Critical violations may include:
 - Improper food temperatures
 - Lack of water
 - Improper storage of toxic items
 - Lack of proper sanitation
 - Improper cleaning of equipment
 - No sanitization of utensils and equipment
8. Minor violations may be handled by verbal or written warning.
9. Citations may be issued for:
 - Operating without a valid health permit
 - Improper temperature, source, and condition of food
 - Smoking, eating, drinking, or other poor hygienic practices
 - Repeat critical violations
 - Repeat non-critical violations if correction cannot be obtained
10. Food samples may be taken for reported food borne illnesses.

The purpose of these requirements is to prevent food borne illness and protect the public health by assisting operators of temporary food service establishments in meeting minimum construction standards and using safe techniques when storing, preparing, displaying and serving foods.

Failure to comply with these regulations may result in the closure of the food establishment, revocation of the permit and/or municipal court citations.

The Restaurant and Bar Inspection Division may impose additional requirements related to the operation of temporary food establishments to protect the health of the consumer and may prohibit the sale of some or all potentially hazardous foods.