

Off-Premise Temporary Events:

- A. Application for Temporary Food Establishment Permits shall be made with the City of The Colony Development Services Department at 6800 Main Street. Applications must be made a minimum of **thirty (30) days** in advance of the event.
- B. A list of all foods to be served shall accompany the application for the permit and must be approved in advance by the Health Inspector. Only those food items requiring minimum of handling, mixing or preparation (including but not limited to foods such as hot dogs or proportioned hamburgers) are allowed to be prepared inside the temporary facility. If the facility is fully equipped with sinks and hot and cold running water, preparation of other food items may be allowed as permitted by the Health Inspector. **(ONLY FOODS APPROVED BY THE HEALTH INSPECTOR WILL BE ALLOWED FOR SALE AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED OR CITATIONS MAY BE ISSUED).**
- C. Events consisting of ten (10) or more booths shall have a designated representative to coordinate the affair with the Health Inspector. This representative should be a Certified Food Manager.
- D. Permitted Food Items:
  1. All food distributed to the public must originate from an approved / permitted source and may not be prepared or stored in a facility not permitted by the appropriate Health Inspector.
  2. Home preparation or storage is not permitted.
  3. All applicants that are not routinely inspected by the City of The Colony Health Inspections must provide past inspection records from the appropriate Health Authority of jurisdiction.
- E. Establishment Requirements:
  1. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood. If a booth is located on grass, a four (4) inch high platform will be required to elevate the floor to allow the proper runoff of rain water.
  2. All stands must have suitable covering over food preparation, cooking, washing, and serving areas. Such cover must meet Fire Code Requirements.
- F. Food Care in Temporary Establishment:
  1. All meat, dairy and perishable food products while being stored, prepared, displayed and transported must be kept at the following safe temperatures:
    - a. Cold foods must be maintained at 41°F or below.
    - b. Hot foods must be maintained at 135°F or above.
    - c. Hamburger patties must be cooked to an internal temperature of 155°F during preparation (Reheat PHF'S to 165°F or above).
  2. A metal stemmed thermometer must be provided for checking food temperatures during preparation and storage.
  3. All condiments, including onions, relish, peppers, catsup, mustard, etc. must be in individual single service packets or shall be dispensed from sanitary automatic dispenser.
  4. All foods, food containers, utensils, napkins, straws, etc. must be stored a minimum of six (6) inches above the floor and adequately protected from splash, dust, insects, weather or other contamination.

5. No open displays of food products will be permitted. Baked goods such as cakes, cookies, pies, etc. must be sold wrapped as a whole or provided as wrapped, individual servings.
6. When self service ice dispensers are not provided, ice scoops are required. Handles of ice scoops must extend out of ice. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans or bottles in melted ice water.

G. Sanitation in Temporary Establishments:

1. All stands in which open food will be handled or prepared will be required to have convenient hand washing and utensil washing facilities. The size, type, and number of sink compartments will depend upon the type of operation and will be determined by the Health Inspector.
2. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves may be used and are recommended.
3. Those facilities which are in operation for more than 96 hours, and that sell non-packed, potentially hazardous foods must provide both hot and cold running water in quantities sufficient for hand washing by employees and for cleaning and sanitizing utensils and equipment.
4. Those establishments which are in operation for 96 hours or less, and that sell non-packed, potentially hazardous foods must furnish the following facilities if hot and cold running water and sanitary sewage facilities are not conveniently available.
  - a. At least five gallons of potable water in a sturdy 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.
  - b. One empty sturdy pail or tub to collect wastewater from washing hands.
  - c. An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least 50 parts per million (ppm).
  - d. Disposable paper towels and hand cleaning soap or detergent.
  - e. Three (3) sturdy plastic pails or tubs at least two (2) gallons capacity, one (1) for washing (fill with water and dish soap), one (1) with plain water (for rinsing off soap), and one (1) with water and liquid chlorine bleach solution of 50 parts per million or greater (for sanitizing).
  - f. A sturdy five (5) gallon plastic container with a small opening and funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.
  - g. Convenient solid waste containers, preferably with plastic liners.
5. The use of tobacco, eating food or drinking beverages is prohibited in food preparation and food service areas. Sitting on tables and counters is prohibited.
6. Animals are prohibited in all food establishments.
7. Wastewater from sinks, steam tables, etc. must be drained into the city sanitary sewer system of disposed of in accordance with liquid waste disposal ordinances and regulation.

# TEMPORARY FOOD PERMIT APPLICATION

**A menu must be attached.**

Permit # \_\_\_\_\_ (office use only)

To qualify for a temporary permit, please read this fact sheet, complete the application, sign, and detach at the perforated line. Return to the Development Services Department but **retain the fact sheet** for you to use as a guide at your event.

Applicant Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_

FEE: (circle one)      \*\*Max 14 days      \$50 per event/vendor      \$25 per event/vendor Nonprofit\*

**\*NOTE: To be charged as a nonprofit organization, a copy of your 501(c)(3) must be submitted with this application.\***

As a responsible food service manager or operator, I have received the temporary event guidelines and read this pamphlet distributed by the City of The Colony. I understand that pursuant to Sec. 6-139 of the Code of Ordinances, temporary food service events must comply with the provisions set forth therein.

Hence, I hereby agree to abide, as reasonably as possible, to these rules. Furthermore, I realize that failure to follow the same, may result in serious adverse effects in persons consuming food at my establishment.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## 14 STEPS TO... 'SAFE' AND SANITARY FOOD SERVICE EVENTS

Church suppers, street fairs, civic celebrations and other similar events call for food service vendors to be set up outdoors or in locations where keeping food sanitary becomes a challenge. This 14 step guide will help your temporary event stay free of the risk of foodborne illness.

### 1. PERMITS.

Obtain a temporary health permit from the City of The Colony Development Services Department at 6800 Main Street.

### 2. BOOTH.

Design your booth with food safety in mind. Include an overhead covering (entirely enclosed except for the serving window which should be screened). Only food workers are allowed inside the food preparation area. Animals must be excluded. *Exposure of food may lead to contamination.*

### 3. MENU.

Simple is key. Keep **potentially hazardous foods** (meat, eggs, dairy products, potato salad, cut fruits & vegetables, etc.) to a minimum. Cooking to order is suggested to eliminate leftovers. Use only foods from approved sources. *Preparation of food at home is prohibited. Home facilities are not inspected by the Health Authority.*

### 4. COOKING.

Use a food thermometer to measure temperatures.

#### **Cook:**

**Hamburgers...** 155°F (or until juices run clear) **Poultry/Pork...** 165°F

**Other Foods...** 165°F

**Hold all hot foods at 135°F after cooking.**

*It has determined that one of the causes for foodborne illness is temperature abuse. Foods may not be held in the temperature danger zone of 41°F to 135°F.*



## 5. REHEATING.

The use of leftover food is not permitted. *Previously prepared food is likely to have higher levels of microorganisms and would require higher temperatures to reheat. Some bacteria produce toxins that are resistant to reheating and could still cause illness anyway.*

## 6. COOLING & COLD STORAGE.

Foods that require refrigeration must be cooled to a temperature of 41°F within four (4) hours, then held at that temperature. To cool quickly, put food containers in an ice bath (60% ice and 40% water) and stir the food frequently, or refrigerate foods quickly in pans no more than 4" high. To allow better heat dissipation, do not stack pans on top of each other and leave the lids ajar until completely cooled. *Allowing potentially hazardous foods to remain unrefrigerated for too long may cause a foodborne illness.*

## 7. TRANSPORTATION.

To safely transport food, keep it well covered with adequate temperature controls. Examples of such would be refrigerated trucks or insulated containers to **keep hot foods above 135°F and cold foods below 41°F.**

## 8. FOOD HANDLING.

Avoid hand contact with ready-to-eat foods and food contact surfaces. Use disposable gloves, tongs, or napkins to handle ready-to-eat foods. *Touching ready-to-eat foods with bare hands is a form of contamination.*

## 9. HANDWASHING.

A large clean water bucket, a soap dispenser, a roll of paper towels, and another bucket to collect waste water is acceptable as an adequate temporary hand washing facility. Liquid hand sanitizer does not take the place of hand-washing, but should be used immediately afterwards. *The use of disposable gloves is strongly encouraged because they provide an additional barrier against contamination. Hand washing remains the first line of defense and must be used regardless of gloves.*



## 10. HEALTH & HYGIENE.

Only healthy workers may prepare and serve food. Workers who show symptoms of an illness such as diarrhea, cramps, nausea, fever, vomiting, jaundice, flu, etc., are not permitted in the food preparation area. Workers should not smoke or eat inside. *Unsanitary workers are a frequent cause of serious and widespread foodborne illness. Smoking contributes to the contamination of worker's hands.*

## 11. DISHWASHING.

Disposable utensils should be used for food service. Keep hands away from food contact surfaces and *never* reuse disposable utensils.

### Wash procedure:

1. **Wash** in hot soapy water
2. **Rinse** in cool water
3. **Sanitize** using a solution of one (1) capful of bleach in two (2) gallons of water.

*Use chlorine test strips to verify 50 to 100 ppm concentration. This bleach concentration does not smell or irritate hands, but effectively destroys harmful germs. Chlorine test strips can be purchased at restaurant supply stores.*

## 12. WIPING CLOTHS.

Rinse and store wiping cloths in a sanitizer bucket (one (1) tablespoon of bleach per one (1) gallon of water). Change water often. *Keep all wiping cloths in bleach-water when not in use, the actual disinfectant dissipates and becomes ineffective.*

## 13. ICE.

Use a clean scoop to dispense ice, **never use a drinking cup or bare hands.** Ice for consumption must be kept separately from ice used to store bottles and cans. Scoops may be stored in the ice if the handle faces upward to prevent contamination from hands. *Ice can become contaminated with bacteria and viruses and cause foodborne illness.*

## 14. INSECT CONTROL.

Keep foods covered to protect them from insects. Store pesticides **away from foods** and when applied, follow label directions to avoid contamination. Place food wastes and garbage in a refuse can with a tight-fitting lid to minimize odors. Dispose of waste water in a sanitary sewer or toilet. *Flies and other insects are carriers of disease. But it's easy to forget that pesticides themselves are also harmful to humans.*

# QUESTIONS??

**PLEASE CONTACT MARY BRANCH, R.S. AT  
972-624-3161 OR MBRANCH@THECOLONYTX.GOV**