

# Food Inspection



*Where Health Knows No Borders*

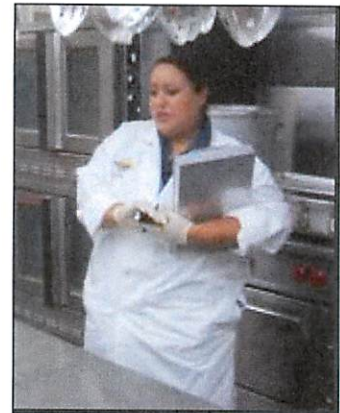
## Food Inspection Program

### Mission

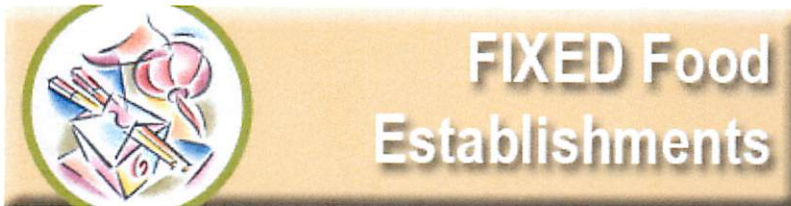
To prevent food and waterborne illnesses by ensuring compliance with all applicable local, state and federal regulations governing all types of food establishments through active inspection, surveillance, enforcement and monitoring. Services

### Hours of Operation

Monday – Thursday 7:00 a.m. – 5:30 p.m.



[Click here to fill out/print a Food Permit Form](#)



(Permanently Housed Restaurants)

[Print Fixed Food Establishments Information](#)

[Print Fixed Food Establishments FAQs -Coming Soon-](#)



(Food Vans, Ice Cream Trucks, etc.)

### Services

- Review and approve plans for new food service establishments
- Issue permits for food service establishments
- Inspect food service establishments for legal compliance
- Investigate food related complaints
- Initiate legal actions

 [Print Mobile Food Establishments Information](#)

 [Print Mobile Food Establishments FAQs](#)



## TEMPORARY Food Vendor Information

(Special Events, Celebrations etc.)

 [Print Temporary Food Vendor Information](#)

 [Print Temporary Food Establishments FAQs](#)



## RECURRENT Food Vendor Information

(Swap Meets and Outdoor Markets)

 [Print Recurrent Food Establishments Information](#)

 [Print Recurrent Food Establishments FAQs](#) -Coming Soon-



## SEASONAL Food Vendor Information

(Seasonal and Sporting Events)

 [Print Seasonal Food Vendor Information](#)

 [Print Seasonal Food Establishments FAQs](#) -Coming Soon-

- Obtain voluntary closures of facilities
- Recommend suspension or revocation of health permits
- Provide educational and informational classes for individuals working in food establishments
- Issue food handler and manager cards
- Educate the public in safe food handling practices.

### Inspection Data

You can find out how your favorite food service establishment did on its recent inspections by clicking on the link below:

 [Food Establishment Inspections Search Page](#)

### Program Location

222 S. Campbell Street, Second Floor  
El Paso, Texas

79901

Phone: (915)  
543-3645

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City of El Paso Department of Public Health - 5115 El Paso Drive - El Paso, TX 79905 - (915) 771-5702 - [[see map](#)]

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**CITY OF EL PASO - DEPARTMENT OF PUBLIC HEALTH  
FOOD INSPECTION PROGRAM**



**FOOD ESTABLISHMENT APPLICATION**

Rev: Sept. 2012

1. Name of Business/*Nombre del Negocio*: **DBA** \_\_\_\_\_  
 Business Address /*Domicilio del Negocio*: \_\_\_\_\_  
 City/*Ciudad*: \_\_\_\_\_ State/*Estado*: \_\_\_\_\_ Zip Code/*Zona Postal*: \_\_\_\_\_ Phone/*Teléfono*: \_\_\_\_\_  
 Fax/*Fax*: \_\_\_\_\_ Cell Phone/*Celular*: \_\_\_\_\_ E-Mail Address/*Domicilio Electronico*: \_\_\_\_\_
2. Mailing Address/*Domicilio Postal*: \_\_\_\_\_
- IF THE OWNER IS A CORPORATION, LIST CORPORATE NAME / SI EL PROPIETARIO ES CORPORACION, PONGA EL NOMBRE DE LA CORPORACION**
3. Owner of Business/*Propietario del Negocio*: \_\_\_\_\_  
 Home Address/*Domicilio de Casa*: \_\_\_\_\_  
 City/*Ciudad*: \_\_\_\_\_ State/*Estado*: \_\_\_\_\_ Zip Code/*Zona Postal*: \_\_\_\_\_ Phone/*Teléfono*: \_\_\_\_\_  
 Fax/*Fax*: \_\_\_\_\_ Cell Phone/*Celular*: \_\_\_\_\_ E-Mail Address/*Domicilio Electronico*: \_\_\_\_\_  
 List name, title, address, and phone number of the principal officers of the corporation. *!Ponga el nombre, titulo, domicilio y telefono de los oficiales principal de la corporacion.*  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Manager-Person in Charge/*Gerente-Persona a Cargo*: \_\_\_\_\_ Phone/*Teléfono*: \_\_\_\_\_
5. Types of Food/*Tipos de Alimentos*: \_\_\_\_\_
6. If Applicable, Central Preparation Facility/*Si Aplica, Centro de Preparación de Alimentos*: \_\_\_\_\_  
 Address/*Domicilio*: \_\_\_\_\_

**FOOD SERVICE (CITY & COUNTY) - FOOD PRODUCT (CITY) - RETAIL FOOD STORE (COUNTY)**  
**SERVICIOS DE ALIMENTOS (CIUDAD Y CONDADO) - PRODUCTOS ALIMENTICIOS (CIUDAD) - TIENDA DE ALIMENTOS (CONDADO)**

Square Footage/*Pies Cuadrados*: \_\_\_\_\_ Water System Name/*Nombre del Sistema de Agua*: \_\_\_\_\_  
 Sewage System Name/*Nombre de Sistema de Drenaje*: \_\_\_\_\_

**CHILD OR ADULT CARE FACILITY (CITY & COUNTY) / CENTRO DE CUIDADO PARA NINOS O ADULTOS (CIUDAD Y CONDADO)**

# Care Recipients/*Personas que va cuidar*: \_\_\_\_\_ Water System Name/*Nombre de Sistema de Agua*: \_\_\_\_\_  
 Sewage System Name/*Nombre de Sistema de Drenaje*: \_\_\_\_\_

**TEMPORARY (CITY & COUNTY) - SEASONAL (CITY) / TEMPORAL (CIUDAD Y CONDADO) - PERMISO DE SEIS MESES (CIUDAD)**

Event-Celebration/*Event-Celebracion*: \_\_\_\_\_ Address/*Domicilio*: \_\_\_\_\_  
 Start Date/*Fecha de Comienzo*: \_\_\_\_\_ Start Time/*Hora de Comienzo*: \_\_\_\_\_ End Date/*Fecha de Conclusión*: \_\_\_\_\_ End Time/*Hora de Conclusión*: \_\_\_\_\_

**MOBILE (CITY & COUNTY) - OUTDOOR MARKET (CITY) - ROADSIDE FOOD VENDING (COUNTY)**  
**AMBULANTE (CITY & COUNTY) - MERCADO AL AIRE LIBRE (CIUDAD) - VENDEDOR AL BORDE DE LA CARRETERA (CONDADO)**

**POLITICAL JURISDICTION (CIRCLE ALL AREAS YOU WISH TO SELL IN) / JURISDICCION POLITICA (MARQUE TODAS LAS AREAS QUE DESEA VENDER EN):**  
**CITY OF EL PASO / EL PASO COUNTY / ANTHONY / CLINT / HORIZON CITY / SOCORRO / VINTON**

Operational Dates/*Días de Operación*: \_\_\_\_\_ Start Time/*Hora de Comienzo*: \_\_\_\_\_ End Time/*Hora de Conclusión*: \_\_\_\_\_  
 Vehicle Information/*Información del Vehiculo*: Year/*Año*: \_\_\_\_\_ Make/*Marca*: \_\_\_\_\_ Model/*Modelo*: \_\_\_\_\_  
 License Plate/*Placa*: \_\_\_\_\_ State/*Estado*: \_\_\_\_\_ VIN-Registration/*Registración*: \_\_\_\_\_

**RECURRENT (CITY) / RECURRENTE (CIUDAD)**

Swap Meet (circle only one) / *Swap (marque solamente uno)*: Ascarate Drive In / Bronco Swap Meet / Fox Plaza Swap / El Paso Flea Market / Angelo's Traders Market  
 Operational Dates/*Días de Operación*: \_\_\_\_\_ Start Time/*Hora de Comienzo*: \_\_\_\_\_ End Time/*Hora de Conclusión*: \_\_\_\_\_

In accordance with Vernon's Texas Codes Annotated, Chapter 437 and 438 of the Texas Health and Safety Code, Chapter 9.12 of the Municipal Code and/or El Paso County Food Safety Order a food establishment application is hereby filed for approval. The information herein provided is accurate and correct. I hereby allow the Director to inspect my premises, personnel, equipment, utensils, products and environs to ensure the above mentioned laws, rules and ordinances are in compliance. I have been informed that permits and licenses are not transferable from one person to another nor from one location to another, that plans must be submitted for new or extensively remodeled establishments and that no person shall operate a food establishment without meeting the above mentioned laws, rules and ordinances. I understand that any violation of the aforementioned laws, rules or ordinances is a misdemeanor punishable by said law. I have been informed and received a copy of the requirements.

*De acuerdo con Vernon's Códigos de Tejas Anotado, Capítulo 437 y 438 del Código de Seguridad y Salud de Tejas, Capítulo 9.12 del Código Municipal de El Paso y/o Orden del Condado de El Paso de Salud y Seguridad de Alimento el debo someter una aplicación para aprobación. La información proveniente es precisa y correcta. Yo autorizo el Director que inspeccione mi local, personal, equipo, utensilios, producto y alrededores para asegurar que las leyes, reglas y ordenanzas mencionadas están en cumplimiento. Se me ha informado que los permisos y licencias no son transferibles de una persona a otra o de una ubicación a otra, que planos deben de someterse para establecimientos nuevos o extensivamente remodelados, y que ninguna persona puede operar un establecimiento de alimentos sin haber cumplido con las leyes, reglas y ordenanzas mencionadas. Yo comprendo que alguna violación de las leyes, reglas o ordenanzas es un delito penable por dicha ley. Reconozco haber recibido una copia de los requisitos.*

Signature/*Firma*: \_\_\_\_\_ Date/*Fecha*: \_\_\_\_\_

<b>ECM USE ONLY -- ZONING APPROVAL STAMP</b>				<b>PUBLIC HEALTH USE ONLY -- APPROVAL STAMP</b>			
CARE FACILITY: # CARING FOR _____							
<b>FOR DEPARTMENT OF PUBLIC HEALTH USE ONLY</b>				<b>NEW / RENEWAL / ADM CHG</b>			
I have inspected this food establishment, verified the information herein and recommend issuance of a permit.				Type of Establishment: _____ Permit No: _____ Issued: _____ Expires: PERMANENT / _____ Section: 9.12.070 / 4 ( ) Restriction: 9.12.050 / 5 ( ) Area: _____ Risk: _____ Receipt: _____ Fee: _____			
Inspector _____ Date _____		APPROVED: _____ Director _____					
Accela No:	Inputted By/Date:	Inspector Assigned:	1st QA/Date:	2nd QA/Date:	Cleared By/Date:	Final QA/Date:	

**INSTRUCTIONS**

- PLEASE PRINT LEGIBLY AND FILL IN ALL OF THE BLANKS (FORM WILL NOT BE ACCEPTED IF THERE ARE ANY BLANKS).
- #1 - WRITE IN NAME OF BUSINESS, BUSINESS ADDRESS, CITY, STATE, ZIP CODE, PHONE/FAX/CELL NUMBER AND E-MAIL ADDRESS.
  - #2 - WRITE IN MAILING ADDRESS - ADDRESS, CITY, STATE AND ZIP CODE.
  - #3 - WRITE IN OWNER OF BUSINESS, HOME ADDRESS, CITY, STATE, ZIP CODE, PHONE/FAX/CELL NUMBER AND E-MAIL ADDRESS. IF OWNER IS A PARTNERSHIP, LIST ALL PARTNERS WITH THEIR RESPECTIVE ADDRESSES. IF OWNER IS A CORPORATION, LIST THE CORPORATION'S NAME AND WRITE IN ALL PRINCIPAL OFFICERS WITH THEIR RESPECTIVE ADDRESSES IN THE SPACE PROVIDED (OR ON AN ADDITIONAL PIECE OF PAPER).
  - #4 - WRITE IN NAME AND PHONE NUMBER OF ACTUAL BUSINESS SITE MANAGER/PERSON IN CHARGE.
  - #5 - WRITE IN THE TYPES OF FOOD YOU WILL BE SELLING.
  - #6 - WRITE IN THIS SPACE ONLY IF OPERATING OUT OF A CENTRAL PREPARATION FACILITY. THE CENTRAL PREPARATION FACILITY AGREEMENT FORM WILL BE PROVIDED BY FOOD INSPECTION PROGRAM.
  - #7 - WRITE IN THE INFORMATION IN THE BOX THAT CORRESPONDS WITH THE TYPE OF PERMIT YOU ARE APPLYING FOR.
  - #8 - READ THE INFORMATION PARAGRAPH AND THEN SIGN, DATE, PRINT NAME OF SIGNER AND TITLE.

CHARITABLE OR NON-PROFIT ORGANIZATIONS WILL NEED TO PROVIDE PROOF OF SUCH AT THE TIME APPLICATION IS SUBMITTED TO FOOD INSPECTION PROGRAM. FOOD ESTABLISHMENT REQUIREMENT LISTS CAN BE OBTAINED AT THE FOOD INSPECTION PROGRAM OFFICE.

**INSTRUCCIONES**

*POR FAVOR ESCRIBA CON LETRA LEGIBLE Y LLENE TODOS LOS ESPACIOS EN BLANCO (NO SE ACEPTARÁ LA FORMA SI HAY CUALQUIER ESPACIO EN BLANCO).*

- #1 - ESCRIBA EL NOMBRE DEL NEGOCIO, DOMICILIO, CIUDAD, ESTADO, ZONA POSTAL, NÚMERO DE TELÉFONO/FAX/CELULAR Y DIRECCION DE CORREO ELECTRONICO.
- #2 - ESCRIBA EL DOMICILIO POSTAL DEL NEGOCIO - DOMICILIO, CIUDAD, ESTADO Y ZONA POSTAL.
- #3 - ESCRIBA EL NOMBRE DEL PROPIETARIO, DOMICILIO, CIUDAD, ESTADO, ZONA POSTAL, NÚMERO DEL TELEFONO/FAX/CELULAR Y CORREO ELECTRONICO. SI EL NEGOCIO ES UNA CORPORACION, MENCIONE TODOS LOS NOMBRES DE LOS SOCIOS CON SUS RESPECTIVOS DOMICILIOS. SI EL NEGOCIO ES UNA CORPORACIÓN, MENCIONE EL NOMBRE DE LA CORPORACIÓN Y LOS NOMBRES DE LOS OFICIALES PRINCIPALES CON SUS RESPECTIVOS DOMICILIOS EN EL ESPACIO PROVISTO O EN UNA HOJA ADICIONAL.
- #4 - ESCRIBA EL NOMBRE Y TELEFONO DEL GERENTE/PERSONA A CARGO.
- #5 ESCRIBA LOS TIPOS DE ALIMENTOS QUE VA VENDER.
- #6 ESCRIBA EN ESTE ESPACIO ÚNICAMENTE SI ESTÁ OPERANDO DE CENTRO DE PREPARACION. NUESTRO DEPARTAMENTO PROVEERÁ LA FORMA PARA EL ACUERDO DEL CENTRO DE PREPARACION.
- #7 LLENE LA INFORMACION EN EL CUADRO QUE CORRESPONDE CON EL TIPO DE PERMISO QUE SE ESTA SOLICITANDO.
- #8 - LEA LA INFORMACIÓN DEL PÁRRAFO Y FIRME, ESCRIBA LA FECHA, NOMBRE EN LETRA DE MOLDE Y TITULO.

ORGANIZACIONES NO LUCRATIVAS NECESITAN COMPROBARLO AL MOMENTO DE SOMETER LA SOLICITUD AL PROGRAMA DE INSPECCION DE ALIMENTOS. LA LISTA DE LOS REQUISITOS PARA LOS ESTABLECIMIENTOS DE ALIMENTOS SE PUEDEN OBTENER EN LA OFICINA DE INSPECCION DE ALIMENTOS.



## City of El Paso Department of Public Health Food Inspection Program



# FOOD ESTABLISHMENT REQUIREMENTS

The following indicate the prerequisites for the proposed food operation. These requirements must be in compliance with Section 9.12.005, Section 9.12.020 and Section 2 of the El Paso Municipal Code and/or with the Texas Food Establishment Rules and the El Paso County Food Safety Order before the Director approves issuance of the permit. A permit is not transferable from one person to another nor from one location to another.

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### SECTION 229.171(f)/9.12.020/SECTION 2 – PERMIT REQUIREMENT

No person shall operate a food establishment who does not have a valid permit nor issued by the Director and a valid license issued by the City. (Establishments outside City of El Paso are not required a license.) Neither a permit, nor license issued under this article is transferable from one person to another or from one location to another. A person planning to construct, convert an existing structure or remodel an existing food establishment shall submit plans to the Director for review and approval prior to construction.

### SECTION 9.12.030/SECTION 2 – PERMIT APPLICATION CONTENTS

Any person desiring to operate a food establishment shall submit a written application for a permit on forms provided by the Director, FOOD INSPECTION PROGRAM located on the 1st floor of city hall, or to the FOOD INSPECTION PROGRAM located at 222 South Campbell, Room 200.

### SECTION 229.167(a)(c) – FLOORS/WALLS/CEILINGS

Smooth, durable, easily cleanable and non-absorbent in areas exposed to grease and/or water: food preparation areas, walk-in refrigerators, ware washing areas, toilet rooms, etc. Floor and wall junctures enclosed or sealed. Good repair, free of holes, cracks or crevices with flush wall/ceiling junctions.

### SECTION 229.166(g)/229.167(f) – TOILETS AND URINALS

Toilet rooms shall be conveniently located and accessible to employees during all hours of operation. A toilet room located on the premises shall be completely enclosed and provided with a tight fitting and self-closing door. Ventilation of sufficient capacity shall be provided to keep rooms free of obnoxious odors. Only authorized personnel allowed in food preparation, food storage, or ware washing areas.

### SECTION 229.167(d) – DOORS/OPENINGS/WINDOWS

Outer openings of a food establishment shall be protected against the entry of insects and rodents by filling or closing holes and gaps along floors, walls and ceilings; closed, tight-fitting windows; and solid self-closing, tight fitting doors... Screening material shall not be less than sixteen (16) mesh to one inch.

### SECTION 229.165(f)(g)(h)(k) – CLEANING, SANITIZATION OF EQUIPMENT AND UTENSILS\*

A sink with at least three compartments shall be provided for manually washing, rinsing, and sanitizing equipment and utensils. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils. Drain boards, utensil racks or tables large enough to accommodate all soiled and cleaned items... before cleaning and after sanitizing. Sinks and drain boards must be self-draining. A ware washing machine and its auxiliary components shall be operated in accordance with the machine's data plate and other manufacturer's instructions. Chemical test kit/device required.

### SECTION 229.166(f)(g)(h)/9.12.600 – HANDWASHING – LAVATORY FACILITIES\*

A hand washing lavatory shall be equipped to provide water at a temperature of at least 100°F through a mixing valve or combination faucet and shall be located within twenty-five feet of utensil washing areas, food preparation areas and serving areas. Distance is defined as the walking path that a food establishment employee must take to access the hand wash lavatory. Measurement must be within the room where utensil washing, food preparation and/or food serving takes place except that a hand wash lavatory can be located five feet into another room that is not separated by physical doors.

### SECTION 229.166(f)(g) – SERVICE SINK\*

At least one service sink or one curbed cleaning facility equipped with a floor drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. Shall be equipped to provide water at a temperature of 110°F.

**SECTION 229.166(e)(i)/9.12.580 – PLUMBING\***

A plumbing system shall be designed, constructed, and installed according to law. In the city, in all new or extensively remodeled establishments all plumbing and plumbing fixtures must be approved by the Development Services Department of the City of El Paso. Grease traps and grease interceptors shall be located to be easily accessible for cleaning.

**SECTION 229.165(a)-(f)/9.12420 – EQUIPMENT AND UTENSILS/DESIGN AND FABRICATION**

Equipment and utensils shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions. Materials that are used in the construction of utensils and food contact surfaces of equipment may not allow the migration of deleterious substances or impart colors, odors, or tastes to food and under normal use conditions shall be safe, durable corrosion-resistant, and nonabsorbent, sufficient in weight and thickness to withstand repeated ware washing, finished to have a smooth, easily cleanable surface and resistant to pitting, chipping, crazing, scratching, scoring, distortion and decomposition. Food equipment that is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program will be deemed to comply. In the city-all new equipment and utensils must meet National Sanitation Foundation Standards or standards certified as equivalent by the regulatory authority.

**SECTION 229.165(g) – COOLING, HEATING AND HOLDING CAPACITIES**

Equipment for cooling and heating food shall be sufficient in number and capacity to provide food temperatures as specified and shall be provided with a thermometer.

**SECTION 229.165(g) – VENTILATION HOOD SYSTEMS, ADEQUACY**

Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls and ceilings.

**SECTION 229.167(h) – VENTILATION MECHANICAL**

If necessary to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes, mechanical ventilation of sufficient capacity shall be provided.

**SECTION 229.167(g) – LIGHTING INTENSITY**

The light intensity shall be at least 10 foot candles at a distance of 30 inches above the floor, in walk-in refrigeration units and dry food storage areas; at least 20 foot candles in areas used for hand washing, ware washing and equipment and utensil storage, and in toilet rooms; and at least 50 foot candles at a surface where a food employee is working with food or working with utensils or equipment: knives, slicers, grinders or saws....

**SECTION 229.167(d) – PROTECTION SHIELDING\***

Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils and linens; or unwrapped single-service and single-use articles. Infrared or other heat lamp shall be protected against breakage by a shield surrounding and extending beyond the bulb so that only the face of the bulb is exposed.

**SECTION 229.167(b)(d) – OUTDOOR AREAS**

Outdoor walking and driving areas shall be surfaced with concrete, asphalt or gravel or other materials that have been effectively treated to minimize dust, facilitate maintenance, and prevent muddy conditions. Surfaces shall be graded to drain.

**SECTION 229.166(l)(j) – REFUSE RECEPTACLES**

Shall be durable, cleanable, insect-and rodent-resistant, leak proof and nonabsorbent. Outside receptacles shall be designed and constructed to have tight-fitting lids, doors, or covers. An outdoor storage surface shall be constructed of nonabsorbent material such as concrete or asphalt and shall be smooth, durable, and sloped to drain. Liquid waste from compacting or cleaning operations shall be disposed of as sewage.

**SECTION 229.166(k) – DISPOSAL FACILITY**

Sewage shall be disposed through an approved facility that is a public sewage treatment plant; or an individual sewage disposal system that is sized, constructed, maintained, and operated according to law. A permit for an approved sewage disposal system must be obtained from and will require the approval of the On-Site Sewage Facility Program.

**SECTION 229.166(a) – WATER SOURCES**

Drinking water shall be obtained from an approved source that is a public water system or a nonpublic water system that is constructed, maintained, and operated according to law.

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**\*THESE ITEMS MUST BE COMPLIED WITH IF ESTABLISHMENT WISHES TO HANDLE EXPOSED FOODS THAT WILL REQUIRE WASHING AND SANITIZING OF FOOD CONTACT SURFACES.**

**3/22/11**



# City of El Paso Department of Public Health Food Inspection Program



## TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

Applications and fees must be submitted to the FOOD INSPECTION PROGRAM located on the 1<sup>st</sup> floor of city hall, or to the FOOD INSPECTION PROGRAM located at 222 South Campbell, Room 200. Applications and fees must be submitted no later than three complete working days (72 hours) prior to the event, or a late fee will be assessed (see permit fees). No person shall operate a food establishment without a valid permit issued by the Department of Public Health. Events outside the City of El Paso are not required to have a City of El Paso license, but ARE required to have a permit from the Department of Public Health. **NOTE:** Temporary permits are issued in conjunction with a special event or celebration, and each individual booth owner/operator must submit his/her own application.

Typically, no food from home is allowed in a temporary food establishment, unless the owner/operator is a non-profit or charitable organization.

### I. FOOD HANDLING:

1. A presentation is recommended 10 days prior to an event with 4 or more booths, if requested.
2. Food handlers must wear effective hair restraints during food operations and when inside the booth.
3. Food handlers must remove all jewelry including; rings and watches or any other items not necessary to the food operation (exposed food only).
4. Food handlers must not eat, drink, chew gum or use tobacco while in the booth or while conducting food operations.
5. Food handlers must maintain a high degree of personal cleanliness, to include frequent hand washing (hands and arms); at every change of operation, before handling different foods, after using the restroom and before putting on gloves.
6. Only **authorized personnel** are allowed in the booth and food service areas.

### II. FOOD AND FOOD PREPARATION:

1. Food is not to be prepared or stored in a **home** or in an unauthorized Central Preparation Facility (CPF). However; a non-profit or charitable organization that is serving only non-potentially hazardous foods such as baked goods (cakes, cookies, bread) may be brought from home.
2. **Potentially hazardous foods (PHF) must be maintained at an internal temperature of 41°F. or below when cold or 135°F or above when hot.** Food items are to be prepared as close to the time of the event as possible.
3. All food items must be from approved sources. Receipts must be available and will be checked.
4. Food with limited preparation (i.e. hot dogs, pre-packaged frozen hamburger patties, nachos, bratwurst, frying of tortillas/gordita shells/churros) and pre-washed ready-to-eat vegetables may be prepared in the booth. Extensive preparation (i.e. enchilada/taco/ gordita/burrito meats, rice, beans, marinating, ect.) must be prepared in a CPF permitted by the Department of Public Health. A CPF must have an inspection rating of 85 or better on their last inspection report within the past 12 months. A notarized letter from a CPF is required with the application (blank CPF letters may be picked up at the counter). Reheating is the only operation permitted in the booth. Cutting/slicing/mixing of any potentially hazardous foods (PHF) is not allowed.
5. Ice used for consumption must be obtained in chipped, crushed, or cubed form and stored in plastic bags filled and sealed at the point of manufacture. The ice shall be stored in these bags until properly dispensed

### III. EQUIPMENT:

1. Equipment must be located and used in a way that prevents food contamination.
  - a. Exposed Food:
    1. Cooking Equipment – Propane gas or electric units only, i.e. grills with lids, stoves and hot burners.
    2. Hot holding equipment – Propane gas or electric units only, i.e. grills with lids, electric chafing dishes, burners, hot plates, and crock-pots. **NOTE:** Sterno chafing dishes are allowed inside buildings.
    3. Cold Storage Equipment – Refrigerators, freezers or ice chests with dry ice are required for storage of potentially hazardous foods. **Wet storage or regular bagged ice is not allowed.**
  - b. Prepackaged, non-potentially hazardous foods.
    1. No equipment required.



2. Equipment and utensils must be in good repair and capable or being washed, rinsed and sanitized. An adequate number of utensils are required. Food and food contact surfaces shall be protected from contamination at all times.
3. Wash, rinse and sanitize procedures. Three basins are required; (1) wash with clean soapy water, (2) rinse with clean water and (3) sanitize with clean water at 50 to 100 parts per million (PPM) chlorine (bleach) (4) air dry.
4. Single service articles must be provided for use by the consumer.
5. Potable water must be available at all times during food service operations for; food preparation, cleaning, washing, rinsing, and sanitizing of utensils/equipment and 20 second hand washing (hands and arms) as needed.
6. A convenient lavatory must be available for employee hand washing. This lavatory may consist of a clean water container with spigot **providing warm water** and a catch bucket for the wastewater. Soap, paper towels and a waste receptacle are required.
7. All sewage and liquid waste must be disposed of according to law
8. All food items and equipment must be stored 6 inches off the floor.
9. Clay, enamelware, copper or galvanized equipment/utensils are not permitted.
10. All equipment and utensils must be clean, working properly and in good repair.

#### **IV. BOOTH CONSTRUCTION:**

1. Booth requirements for exposed foods:
  - a. Ceiling must be made of canvas, plastic, tarp or wood or other material that protect interior from weather, windblown dust, birds and debris.
  - b. Booths must be on concrete, machine laid asphalt, dirt or gravel if it is covered with mats, removable platforms, duckboards or other suitable materials effectively treated to control dust and mud.
  - c. Outer openings shall be protected against the entry of insects and rodents by use of 16 per inch screen, properly designed and installed air curtains or other effective means. NOTE: Screening is required only when flying insects and other pests are problematic. (i.e. too many to count)
2. Booth requirements for pre-packaged non-potentially hazardous foods:
  - a. A canopy covering is required.
  - b. Food containers must be stored 6" above floor.

#### **V. PERMIT FEES: (Permit shall be posted in a location conspicuous to customers.)**

##### City of El Paso – Temporary Permit Fees

9.12.070C1 - \$53.00 Prepackaged Foods – Expedited Services Fee \$105.00 paid at Department of Public Health.

9.12.070D1 - \$79.00 Exposed Foods – Expedited Services Fee \$158.00 paid at Department of Public Health.

**Note:** Applications and fees are submitted to the Department of Public Health at City Hall 1<sup>st</sup> floor or Tillman Health Center, 222 S Campbell Street, Room 200.

**Note:** No fees will be assessed for non-profit organizations that show proper documentation.

**Note:** Permits are valid for the duration of the event only and for no more than 14 consecutive days.

##### County of El Paso – Temporary Permit Fees

4(g) - \$50.00 – Pre-packaged Food.

4(f) - \$75.00 – Exposed Food.

**Note:** Applications and fees are submitted to the Department of Public Health at City Hall 1<sup>st</sup> floor or Tillman Health Center, 222 S Campbell Street, Room 200..

**Note:** No fees for non-profit organizations with proper documentation only.

**Note:** Permits are valid for the duration of the event only and for no more than 14 consecutive days.

#### **VI. TELEPHONE NUMBERS:**

Office telephone number (915) 543-3530 /// FAX (915) 543-3632 or City Hall (915) 541-4434.

#### **VII. REFERENCES**

Texas Food Establishment Rules (TFER), 229.170 (a)-(k)

El Paso Municipal Code, Title 9 (Health & Safety), Chapter 9.12 (Food & Food Handling Establishments), Section 9.12.810 A-K

El Paso County Food Safety Order

12/08/11