

FOOD SERVICE MANAGEMENT -
HEALTH REGULATION COMPLIANCE FOR SCHOOL CONCESSIONSCity 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 1st 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.

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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 1st 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.

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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