



## TEMPORARY FOOD ESTABLISHMENTS

A *special event* shall mean an event that is sponsored, recognized or organized by an organization such as a neighborhood association, religious group, cultural group, political party, church, school, sports team, fraternal organization, non-profit group/organization, city, county, state, or federal government. This term also applies to an organized mass gathering of people such as a concert, sporting event, trade show, flea market, carnival, circus, or other similar type of show or celebration, or a celebration or gathering which may be based around a specific calendar date which is recognized by the federal, state, county or city government as a holiday or celebratory day, or by an abovementioned group or organization, or an event approved by the health director. Booths are considered “open to the public” if they are advertised using any medium that has a general distribution or if banners or signs are displayed in public view.

A person or organization is allowed four (4) special events in a calendar year (unless granted an exemption by the health director) with the exception of:

- Properties overseen by the City or Bexar County and multi-use facilities that are used for trade shows or conventions are exempt from this restriction.
- A temporary food establishment may operate for a maximum of fourteen (14) consecutive days after which all operations must cease unless granted an exemption by the health director.

Contact the *Food Sanitation Division* at 207-0135 for any questions or to arrange a pre-event meeting with a Sanitarian to discuss the Rules on Temporary Food Establishments.

### FEES FOR TEMPORARY FOOD ESTABLISHMENTS

- Booths that are selling only whole, uncut fresh fruits and vegetables or *GIVING AWAY* pre-packaged, non-potentially hazardous food items are exempt from permitting.
- A permit fee of \$30.90 *per booth, per day*, will be charged for all food and drink booths if paid at least three (3) days prior to the event. Fees paid less than three (3) days before the event will be \$36.05 *per booth, per day*. Fees must be paid prior to commencing operations.
- Fees must be paid at the Development and Business Service Center, located at 1901 South Alamo Street. The hours of operation are 7:45 am to 4:30 pm Monday thru Friday.
- The permit fees are non-refundable. The event coordinator or person-in-charge of the event is responsible for insuring that payment is made.
- The date of the event may be rescheduled or the event may be canceled and rescheduled if the applicant makes a request to reschedule the event in person at the Development and Business Service Center at least two business days prior to the event.
- Sanitarians cannot accept payments for permits at the event.

### OPERATIONAL GUIDELINES

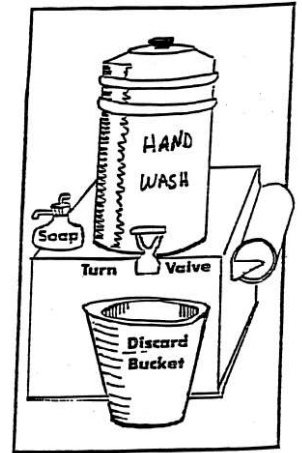
All temporary food establishments shall meet the sanitation requirements of a temporary food establishment listed in *Section 229.170 of the Texas Food Establishment Rules (TFER)* and Chapter 13, Article II, Section 13-27 (e) of the City Ordinance. Each temporary food establishment will be inspected, approved and permitted before the actual operations begin.

- ◆ Proof of purchase of a Temporary Food Establishment permit(s) must be presented at the beginning of the event to the Sanitarian.
- ◆ Beginning on January 1, 2010, at least one person working in a Temporary Food Establishment must be a Certified Food Handler for all events lasting four (4) or more days. All persons working in the booth should wear clean clothes and approved hair restraints to protect the food. Rings and bracelets should not be worn.
- ◆ All foods must be from an approved source and/or licensed facility or prepared in the temporary food establishment. An approved source is considered an establishment that is under inspection and/or licensed by a health authority. No homemade cakes, cookies, beans, tacos, or other preparations are permitted to be sold. We cannot approve or license a private home. Food will be thrown away if not from an approved source.
- ◆ Food and drink shall be dispensed from a roofed concession stand.
- ◆ Charcoal cookers may be placed outside the stand and away from potential overhead contamination.



- ◆ An impervious floor shall be installed if the booth is not placed on concrete or rolled asphalt. (Cardboard or carpet is not an acceptable floor covering.)
- ◆ *Each* temporary food establishment preparing or serving food, other than drinks, shall have the following items present in the booth before being approved for operation and during operating hours:

- A hand washing station with running water is required. This shall consist of a clean water container with a spigot, filled with potable water, and catch basin to hold the wastewater until properly disposed. Hand washing mechanism should allow for water to flow freely over both hands while washing. *A push button spigot is not approved.*
- Soap and paper towels for hand washing.
- Three (3) plastic or metal containers to wash, rinse and sanitize utensils used in the booth.
- A small bottle of liquid detergent for utensil washing.
- A container of potable water if running water is not available.
- Facilities for trash: Plastic bags or metal or plastic waste receptacles with lids.
- A scoop for dispensing ice.
- A small bottle of bleach for sanitizing.
- Facilities to maintain perishable foods at temperatures of 41°F or less or 135°F or greater.



- ◆ Breather shields (*sneeze guards*) shall be used if food is to be displayed on the service counter where the public may have access to it. Self-service items such as pickles, onions, hot sauce, etc. shall be stored in containers with flip-top lids, covers, or be provided in single-portion packets.
- ◆ Gloves and hand sanitizer are not an allowable replacement for the hand wash station.
- ◆ Hot, potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated to 165°F in two hours or less before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are unacceptable for reheating of foods.
- ◆ Frozen foods should be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat or other potentially hazardous foods at ambient temperature.
- ◆ *Potentially hazardous foods* left out at ambient temperature for more than *four (4) hours*, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause foodborne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded. Leftover potentially hazardous foods must be discarded at the end of each day's operation.
- ◆ All vegetables and fruits should be washed before processing for cooking and making salads, guacamole, pico de gallo, chili sauces, fruit salads, etc. A small amount of vinegar will help preserve chili sauces.
- ◆ If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should a problem develop. Shucked oysters need to be maintained at 41°F or below in the original container.
- ◆ The booth shall be cleaned at the end of each day, or more frequently if required, to reduce the attraction of rodents and roaches. The water in utensil-washing and handwashing containers must be changed when it becomes dirty. All wastewater must be disposed of in an approved manner. Items in the booth must be secured overnight to prevent contamination.
- ◆ Store all food products and single service articles (disposable) at least *six (6)* inches above the ground.
- ◆ It is recommended that children under the age of 14 not be permitted to work or be in the food booth.

# San Antonio Metropolitan Health District

## Food and Environmental Health Division

### Food Handler Safety Requirements

#### **I. Food Borne Illness Protection:**

- a. An employee or volunteer must report to the person in charge if he or she has an illness due to:
  - i. Norovirus
  - ii. Hepatitis A
  - iii. Salmonella typhi
  - iv. Shigella spp:
  - v. shiga toxin-producing E. coli
- b. An employee or volunteer must report to the person in charge if he or she has the following symptoms now or within the last month:
  - i. vomiting
  - ii. diarrhea
  - iii. jaundice
  - iv. sore throat with fever
  - v. a sore containing pus that is open

#### **II. Good Hygienic Practices:**

- a. **HANDWASHING:** Hands and exposed portions of arms that may contact food must be washed for at least 20 seconds using soap and water, followed by thorough drying of cleaned hands and arms using individual disposable towels, a continuous towel system or a heated air hand-drying device.
- b. **WHEN TO WASH HANDS:** Hands need to be washed after: touching bare human body parts (other than clean hand); using the toilet; caring for or handling animals; coughing, sneezing, using a handkerchief or a disposable tissue; using tobacco; eating or drinking. During food preparation hands must be washed as often as necessary to remove food debris that can cross contaminate other foods; when switching from raw food to cooked or handling ready-to-eat foods; before putting on gloves; and after engaging in other activities that contaminate hands or gloves.
- c. **HAND SANITIZERS:** Hand sanitizers are to be used after hands have been properly washed and dried prior to handling ready-to-eat foods.
- d. **FINGERNAILS:** Must be kept clean. If fingernail polish is worn gloves must be used before preparing food.
- e. **EATING, DRINKING AND TOBACCO USE:** Eating and drinking must only be done in designated areas to ensure foods are not contaminated. Smoking or the use of smokeless tobacco is not permitted inside any food booth.
- f. **HAIR RESTRAINTS:** While working with foods or drinks hair restraints such as hats or hairnets must be worn at all times.

- #### **III. PREVENTING CROSS CONTAMINATION BY WORKERS:** Food workers are strongly encouraged to only handle ready-to-eat foods using proper utensils, deli tissue, spatulas, tongs, single use gloves, or dispensing equipment. If these are not used, food workers must properly wash and dry their hands and follow with a hand sanitizer immediately prior to handling any ready-to-eat foods.

#### IV. CROSS CONTAMINATION:

- a. **PREVENTING CONTAMINATION WHEN TASTING:** Workers must not use a utensil more than once to taste food.
- b. **PREVENTING FOOD AND INGREDIENT CONTAMINATION:** At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination.
- c. **PREVENTING CONTAMINATION FROM ICE USED AS A COOLANT:** Ice used to cool foods or canned drinks, cooling coils and tubes of equipment may not be used as food or placed in drinks. Packaged foods may not be stored in direct contact with ice or water unless the packaging will not allow water to penetrate such packaging.
- d. **PREVENTING CONTAMINATION FROM EQUIPMENT, UTENSILS:** Food shall only contact surfaces of equipment that have been properly washed, rinsed, and sanitized. In use food utensils may only be stored: handles up in the food; on a clean portion of the food preparation table or cooking equipment if the equipment is properly cleaned and sanitized; in running water; or in a container of water if the water is maintained at a temperature of at least 135 degrees F.
- e. **PREVENTING CONTAMINATION FROM THE PREMISES:** Food, equipment, single service items such as cups, plates, disposable tableware, napkins, etc. must be stored in a clean dry location, where it is not exposed to splash, dust or other contamination and at least 6 inches above the floor.
- f. **PREVENTING CONTAMINATION FROM CONSUMERS:** Food on display shall be protected from contamination by the use of packaging, counter, service line, salad bar food guards, display cases, or other effective means. Condiments shall be protected from contamination by being kept in: dispensers that are designed to provide protection; protected food displays provided with the proper utensils; original containers designed for dispensing, or individual packages or portions.

#### V. TIME AND TEMPERATURE CONTROL:

- a. **REFRIGERATED FOOD:** Refrigerated food **must be held at 41°F. or below.**
- b. **HOT HOLDING:** Food meant to be held hot **must be kept at 135°F. or above.**
- c. **COOKING TEMPERATURES:**
  - i. Raw animal foods such as raw shell eggs for immediate service, fish, meat, pork and exotic animals commercially raised **must be cooked to 145°F. for 15 seconds.**
  - ii. Meat such as ratite (e.g. ostrich), injected meats, ground fish, meat, game animal and exotic animals commercially raised for food **must be cooked to 155° F. for 15 seconds.**
  - iii. Poultry, wild game animals, exotic animals, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry or ratite **must be cooked to 165° F. for 15 seconds.**
  - iv. Microwaved foods **must be heated to 165° F. and allowed to sit for 2 minutes before serving.**
  - v. Reheating: Potentially hazardous food that is cooked, cooled and reheated for hot holding **must be reheated to 165° F. for 15 seconds.**



CITY OF SAN ANTONIO  
METROPOLITAN HEALTH DISTRICT

1901 S. Alamo San Antonio, TX 78204  
Phone (210) 207-8780 Fax (210) 207-6359

**TEMPORARY FOOD ESTABLISHMENT PERMIT  
APPLICATION**

(Please Print)

Today's Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Event Sponsor:\* \_\_\_\_\_

Sponsor Add: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone#: \_\_\_\_\_

On-site Coordinator: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Starting: \_\_\_\_\_ Ending: \_\_\_\_\_ Total # Days: \_\_\_\_\_  
Date Time Date Time (May be contacted during event)

Number of Stands/Booths: \_\_\_\_\_

Items Being Sold/Given Away: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**NOTE:** Payment of license fees will not constitute approval for operation unless Temporary Food Ordinance Standards are met. Permit fees are non-refundable. However, the date of the event may be rescheduled or the event may be canceled and rescheduled if the applicant makes a request to reschedule in person at the development and business service center at least three (3) business days prior to the event.

*\*May be asked to show proof of Sponsorship upon request*

**For Office Information Only**

Amount Paid: _____	Temporary Permit #'s: _____
SAP Number: _____	_____
Date Paid: _____	_____

Sanitarian Signature: \_\_\_\_\_  
*(Approval if needed)*