

TEMPORARY & SPECIAL EVENT FOOD SAFETY GUIDELINES

Any group, organization, company or individual preparing, selling or offering any food item(s) to the public must first obtain a temporary food permit from the City of Richardson Health Department. Permits will not exceed fourteen (14) days and may be applied for at 411 W. Arapaho, Suite 107, Richardson, TX. A representative of the Health Department will contact you prior to permit issuance to discuss these requirements.

Please read the following guidelines carefully prior to application to ensure these minimum requirements can be met.

1. Only approved food products will be permitted. Only food items requiring minimal preparation and handling will be approved. Home preparation or the storage of food in the home is not allowed. All condiments including relish, sauces, catsup, mustard, etc. available for customer self-service must be in single-service packets or be dispensed from sanitary dispensers.
2. All meat, dairy and perishable food products must be maintained under proper temperature control. Hot foods must be maintained at 140 degrees or above and cold foods at 45 degrees or below.
3. Food shall be protected at all times. Open, unprotected displays of food products will not be allowed.
4. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice scoops shall be provided where self-service ice is available to customers.
5. All employees shall:
 - a. Wear clean clothes and effective hair restraints;
 - b. Wash hands with soap and water prior to beginning work, after smoking, eating or drinking, and after using the rest room;
 - c. Use disposable gloves or utensils when handling food products;
 - d. Refrain from smoking or use of tobacco products while inside the concession or preparing or handling food.
6. An adequate supply of potable water shall be available for handwashing, utensil washing, rinsing and sanitizing. Containers will be filled and available for these procedures. An adequate supply of bleach shall be available for use as a sanitizer. Water from ice bins shall be drained into containers and disposed of properly along with all other waste water. An adequate supply of paper towels shall be available for drying hands after washing.
7. Temporary food establishments shall be limited to single-service articles for use by the consumer (Paper plates and plastic tableware, etc.).
8. All trash and garbage must be contained in leak proof, non-absorbent containers lined with plastic bags and covered with lids.
9. Floor surfaces allowed are concrete, asphalt, wood or other hard cleanable surfaces).
10. Chemicals and other toxic items shall be stored away from food prep, service or display areas.



For more information please contact:

**The City of Richardson
Health Department
(972) 744-4080**



**City of Richardson Health Department
TEMPORARY FOOD SERVICE PERMIT APPLICATION**

APPLICATION AND FEE MUST BE RECEIVED AT LEAST 5 BUSINESS DAYS PRIOR TO EVENT

EVENT: _____

EVENT LOCATION: _____

DATE(S): _____ TIME(S): _____

COMPANY/ORGANIZATION NAME: _____

(THIS NAME WILL APPEAR ON HEALTH PERMIT)

CONTACT PERSON: _____

MAILING ADDRESS: _____ PHONE: _____

ALT. PHONE: _____

ATTENTION VENDORS OUTSIDE THE DFW METRO AREA: Please submit a copy of your current health permit - e.g. USDA certificate, manufacturer's repacker's license, state or local health authority permit, etc.

* MENU: _____

I have read and can comply with the attached guidelines for Temporary Food Service operations. Questions regarding these requirements may be referred to the Health Department.

DATE

SIGNATURE OF APPLICANT/REPRESENTATIVE

PLEASE CHECK ONE: MAIL PERMIT WILL PICK-UP: _____

PLEASE DO NOT WRITE BELOW THIS LINE

FEE: \$50.00

NON-PROFIT ORGANIZATION

COMMENTS: _____

APPROVED: _____
Health Authority

* BAKE SALES:
Health permits are not issued for bake sales. Sponsors are encouraged to contact the Health Department for guidelines.