



Catering Operation Application

Catering Operation Name: _____

Owner/Operator: _____ Email: _____

Mailing Address: _____ Phone No: _____

Commissary Information- Attach Commissary Verification Form to this application

Name of Commissary: _____

Address: _____

Commissary Permit Holder: _____ Phone No: _____

The following information is required to accompany this application. Check the following items as you include them with this document.

- Standard Operating Procedures (SOP's)- A space has been provided for you to develop your SOP's beginning on page 3. If handwriting instead of typing, handwriting must be legible.
Professional Food Safety Manager's Certificate and Food Handler Cards- An owner or employee must have a valid Food Safety Manager's Certification and all employees must have current food handler cards. Include copies.
Menu, Business Card, and other Marketing Tools- List all food and beverage items to be sold or served.
Specification Sheets- of all equipment used to store, prepare, serve, transport and keep food at required temperatures both at the off-site contracted event and at the commissary kitchen. Submit manufacturer specification or cut sheets for your equipment, including the portable mechanical refrigeration, overhead protection/enclosure, and portable hand-washing sink(s) carts that will be utilized during a Catering event. Provide documentation that shows the certification for sanitation and electrical standards by an American National Standards Institute (ANSI) accredited certification program such as NSF, UL EPH, or ETL sanitation showing that your equipment is food grade.

■ **Log**- A written log must be maintained for a minimum of 90 days after each operation to include the event organizer name and contact information, location of service, menu of foods and beverages served. When operating at a host facility, the log shall include your menu and location/date/time of operation. Please describe how you will log this information (i.e. What type of database) and provide a sample of that log.

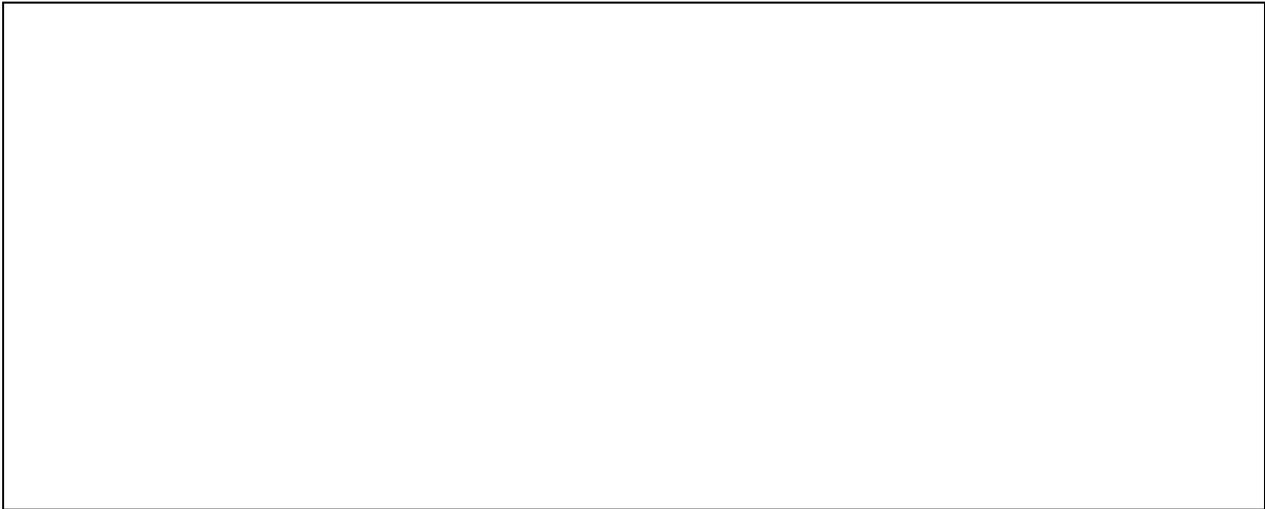
■ **Commissary Verification Form-** The caterer must prepare and store all food (with the exception of limited food prep defined in Section 113818) and equipment at a commissary kitchen. Unless the caterer also owns and operates a permitted retail brick and mortar food facility, a commissary verification form is required with the application.

Please develop your SOP's in this section in accordance with California Retail Food Code Section 114328 (c) (1) – (5). You may add additional pages as needed. Handwriting MUST be legible. SOP's must include information that addresses the following:

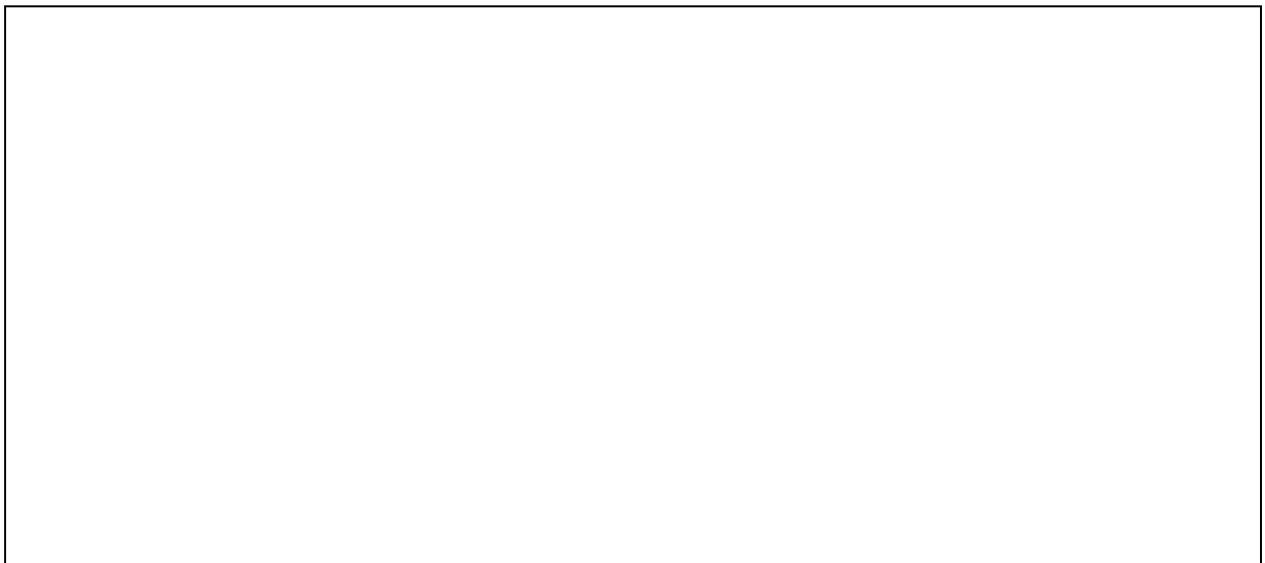
- 1.) Describe the manner in which food will be transported to and from the commissary/permanent food facility and the offsite food service location or host facility and the procedures that will prevent contamination of the food. Transportation must be done in a vehicle that meets the requirements of Section 113982. See definitions and code sections beginning on page 7.

- 2.) Describe the equipment used for limited food preparation, as defined in Section 113818 (Page 8), that is to be conducted at an offsite food service event. Overhead protection is required for all food preparation except for open air BBQ and deep fat frying. Also describe equipment that will be used at your commissary kitchen.

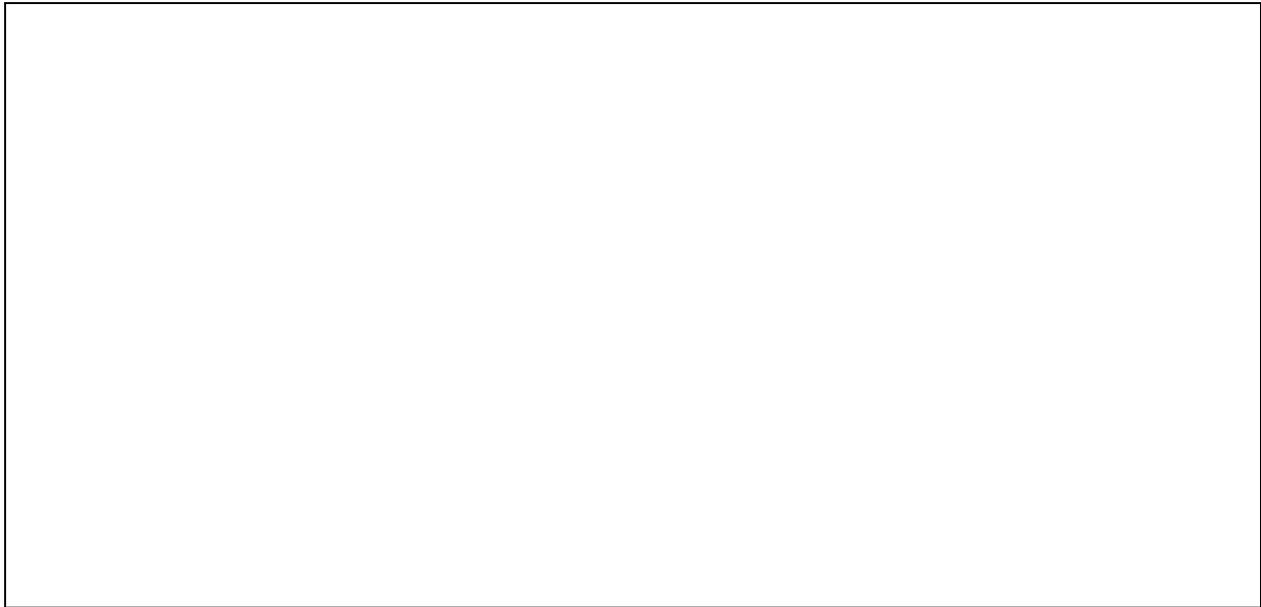
3.) Describe how temperatures of potentially hazardous food will be maintained in accordance with Section 113996. Be specific about hot holding of 135 degrees F or above both during transport and at the event and cold holding of 41 degrees F or below both during transport and at the event.



4.) Describe schedules and procedures for cleaning and sanitizing multi-use utensils, equipment and for the proper disposal of wastewater and refuse. Describe cleaning of any structures including floors, walls, and overhead protection. Also describe which sanitizing method you will use for food contact surfaces at your commissary kitchen. (i.e. Contact with a solution of 100 ppm available chlorine for at least 30 seconds, contact with a solution of 200 ppm available quaternary ammonium for at least one minute, etc.)



5.) Describe your handwash set up that will ensure compliance with Section 113953.
Describe when employees are required to wash hands.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of their handwashing station and the circumstances under which employees must wash their hands.

Please read and initial to confirm understanding and agreement with the following California Retail Food Code (CRFC) and Nevada County Department of Environmental Health (NCDEH) requirements:

- _____ A. All food and equipment shall be stored and prepared only at the commissary/permitted permanent food facility. A caterer operation may not store or prepare food or equipment at home. (An alternative storage variance may be granted depending on specific circumstance, however, PHF can not be stored at home despite variance.)
- _____ B. A Catering Operation Permit may be used to prepare and serve food at private events and permitted Host Facilities only. Operating at a Community Event or Certified Farmer's Market requires a separate health permit.
- _____ C. Food preparation and dispensing utensils shall be stored in the food with their handles above the top of the food and the container.
- _____ D. Equipment food contact surfaces and utensils shall be cleaned and sanitized throughout the day at least every four hours and again at the commissary/permanent food facility.
- _____ E. While operating offsite, the Catering Operation shall be identified by the name of the business, city, state, zip code, and the name of the permitted operator to any consumer or enforcement agency upon request. A sign and permit must be posted while operating.
- _____ F. Operating at a Host Facility is limited to a four (4) hour duration in any twelve (12) hour period. Upon request, you must provide your operation schedule to Environmental Health for review.
- _____ G. A Catering Operation shall maintain records for 90 days after each event. The catering operation shall provide those records to the enforcement agency upon request with ALL of the following information:
- Menu items
 - Location, date, and time of the food service activity
 - Customer name, address, email address, and phone number
 - Indicate whether food was delivered to a customer or served to a guest at a catered function or host facility.
 - Departure and arrival food temperatures and corrective action taken for PHF within the temperature danger zone
- _____ H. The caterer shall bring an adequate supply of potable water to the offsite event in the absence of a plumbed potable water supply.

- _____ I. The Person In Charge (PIC) on behalf of the Catering Operation shall be onsite during all operating hours and shall ensure each of the following:
- Protection of the food from contamination during service
 - Food preparation areas have overhead protection
 - Provide utensils for single use as to eliminate reuse of a soiled/contaminated utensil
 - Ensure consumers obtain clean plates or utensils when returning to the self-service display
 - Replace utensils that become contaminated with clean and sanitized utensils
 - Discards any PHF not consumed or sold that were subject to temperature abuse
 - Discards any food that has become contaminated or is suspected of being contaminated
 - Have adequate knowledge of major food allergens, foods identified as major food allergens, and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction
 - Ensure that all food handlers are in good health and free of any gastrointestinal symptoms or illness. Employees with these symptoms shall be excluded from the food operation.
 - Ensure that food handlers practice personal cleanliness (hair, aprons, jewelry, nails etc) and hand hygiene.
 - Ensure that a toilet facility is available within 200 feet of the operation
 - Ensure that adequate consumer advisory is posted for any foods of animal origin that are served raw or undercooked.

_____ J. Understands that NCDEH is to conduct an annual routine health inspection at the commissary during a time when food preparation is occurring and agrees to cooperate with regards to scheduling said inspection.

_____ K. Agrees to keep an open an honest communication with NCDEH should anything change (menu, commissary, procedures etc.) with this Catering Operation.

I/we will comply with the requirements of a Catering Operation as dictated in California Retail Food Code, as required by Nevada County Department of Environmental Health, and as laid out in this application. If there are ANY changes to my standard operating procedures (SOP's) or other information, I will contact Nevada County Department of Environmental Health for approval prior to the change:

Applicant Signature: _____ Date: _____

Applicant Name Printed: _____

For Office Use Only: Approved Denied, reason: _____

Staff Signature: _____, REHS

Date: _____

Cal Code Sections Pertinent to Catering:

CalCode Definitions:

Acute Gastrointestinal Illness: (113733) means a short duration illness most often characterized by either of the following, which are known to be commonly associated with the agents most likely to be transmitted from infect food employees through contaminated food: (a) Diarrhea, either alone or in conjunction with other gastrointestinal symptoms, such as vomiting, fever, or abdominal cramps. (b) Vomiting in conjunction with either diarrhea or two other gastrointestinal symptoms, such as fever or abdominal cramps.

Catering Operation: (113739.1) (a) means a food service that is conducted by a permanent food facility approved for food preparation where food is served, or limited food preparation is conducted, at a location other than its permitted location, in either of the following circumstances:

1. As part of a contracted offsite food service event.
2. When operating in conjunction with a host facility with direct food sales.

(b) catering operation shall not include either of the following:

1. Food ordered as takeout or delivery from a food facility where the food is provided to the consumer for self-service.
2. A food facility that is participating as part of a community event.

Host Facility: (113806.1) means a facility permitted (114328.1) as a host facility and located in a brewery, winery, commercial building, or another location as approved by the local enforcement agency that meets applicable requirements to support a catering operation that provides food directly to individual consumers. The caterer operation may work for up to four hours, in any one 12-hour period. Host facility does not include the premises described in paragraph (5) of subdivision (c) of Section 113789.

Limited Food Preparation: (113818) (a) Limited Food Prep means food preparation that is restricted to one or more of the following:

1. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
2. Dispensing and portioning of non-potentially hazardous food.
3. Holding, portioning, and dispensing of any foods that are prepared by a catering operation for a host facility.
4. Slicing and chopping of food on a heated cooking surface during the cooking process.
5. Cooking and seasoning to order.
6. Juicing or preparing beverages that are for immediate service, in response to an individual consumer order that do not contain frozen milk products.

(b) "Limited food preparation" does not include any of the following:

1. Slicing and chopping unless it is on the heated cooking surface.
2. Thawing, washing of foods, and cooling of cooked, potentially hazardous food.
3. Grinding raw ingredients or potentially hazardous food.
4. Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
5. Cooking of potentially hazardous foods for later use.

6. Handling, manufacturing, freezing, processing, or packaging of milk, milk products, or products resembling milk products subject to licensing under Division 15 (commencing with Section 32501) of the Food and Agricultural Code.

Permanent Food Facility/Commercial Kitchen: (113849) a food facility operating in a permanently constructed structure, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, or otherwise handling food at the retail level.

Person In Charge (PIC): (113856) is the individual present at a food facility who is responsible for the operation of the food facility.

Potentially Hazardous Foods (PHF): (113871) (a) is a food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation.

(b) "Potentially hazardous food" includes a food of animal origin that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, cut tomatoes or mixtures of cut tomatoes and non-commercial garlic-in-oil mixtures

Food Transportation Section 113982: Food shall be transported in a manner that meets the following requirements:

1. The interior floor, sides, and top of the food holding area shall be constructed of a smooth, washable, impervious material capable of withstanding frequent cleaning.
2. The food holding area shall be constructed and operated so that no liquid wastes can drain onto any street, sidewalk, or premises.

CalCode Sections:

Temperature requirements Section 113996: Except during preparation, cooking, cooling, transportation to or from a retail food facility for a period of less than 30 minutes, or when time is used as the public health control as specified under Section 114000, or as otherwise provided in this section, potentially hazardous food shall be maintained at or above 135°F, or at or below 41°F.

Hand washing Section 113953:

(a) Handwashing facilities shall be provided within or adjacent to toilet rooms.

(1) Food Facilities that handle non-prepackaged food shall provide handwashing facilities sufficient in number and conveniently located so as to be accessible at all times for use by food employees.

(c) Handwashing facilities shall be equipped to provide warm water under pressure for a minimum of 15 seconds through a mixing valve or combination faucet. If the temperature of water provided to a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100°F, but not greater than 108°F.

(a) A handwashing facility shall be clean, unobstructed, and accessible at all times for employee use.

(b) A handwashing facility shall not be used for purposes other than handwashing.

A handwashing facility shall be provided with liquid soap and paper towels in dispensers

All employees shall thoroughly wash their hands and arms exposed to direct food contact with cleanser and warm water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 10 to 15 seconds and thoroughly rinsing with clean running water followed by drying of cleaned hands and that portion, if any, of their arms exposed. Employees shall pay attention to the

areas underneath the fingernails and between the fingers. Employees shall wash their hands in all of the following instances:

- (1) Immediately before engaging in food preparation.
- (2) After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- (3) After using the toilet room.
- (4) After caring for or handling any animal allowed in a food facility pursuant to this part.
- (5) After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
- (6) After handling soiled equipment or utensils.
- (7) During food preparation, as often as necessary to remove soil and contamination and to prevent cross- contamination when changing tasks.
- (8) When switching between working with raw food and working with ready-to-eat food.
- (9) Before initially donning gloves for working with food.
- (10) Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
- (11) After engaging in other activities that contaminate the hands.

113953.4.

- (a) A hand antiseptic used as a topical application shall meet either one of the following requirements:
- (1) Be an approved drug that is listed in the FDA publication Approved Drug Products with Therapeutic Equivalence Evaluations as an approved drug based on safety and effectiveness.
 - (2) Have active antimicrobial ingredients.
- (c) A hand antiseptic used as a topical application, shall be applied only to hands that are cleaned in a manner described in Section 113953.3.

Section 114130 Equipment Utensils and Linen: (a) Equipment and utensils shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions.
(b) Except as specified in subdivision (c), all new and replacement food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.
(d) All new and replacement electrical appliances shall meet applicable Underwriters Laboratories standards for electrical equipment as determined by an ANSI accredited certification program.