



**CITY OF COPPELL
ENVIRONMENTAL HEALTH DEPARTMENT
TEMPORARY FOOD SERVICE ESTABLISHMENT GUIDELINES**

All temporary food booths serving potentially hazardous food and/or drink in the City of Coppell must be permitted by the City of Coppell Health Department prior to serving food to the public. The Health Department shall approve the menu of items served. Booth operators shall submit a complete Temporary Food Application and pay applicable fees a minimum of 1 week prior to the event. Booth operators should contact the Health Department at (972) 462-5177 or 5164 to schedule an inspection. Permits are issued after successful completion of inspections and payment of fees. Temporary Permits are \$50.00. Non-Profit Organizations are \$25.00. Fees are non-refundable.

A. Food

1. Those potentially hazardous foods requiring limited preparation, such as preformed hamburgers and hot dogs shall be prepared and served unless otherwise approved by the regulatory authority. No slicing, dicing, or cutting of food products onsite. This prohibition does not apply to potentially hazardous food that has been prepared or packaged under conditions meeting the requirements of this Ordinance, is obtained in individual servings, in facilities that meet the requirements of this Ordinance, and is served directly in the unopened container in which it was packaged. The sale or conveyance of fish, raw poultry, or shellfish products (except certain prepackaged frozen products) is prohibited.
2. Foods cooked offsite must be prepared and cooked at a currently permitted and inspected food establishment. These cooked foods must be properly transported to the temporary site while maintaining proper temperatures. **HOME PREPARATION OR STORAGE OF FOOD IS PROHIBITED.**
3. Ice shall not be used as a coolant for potentially hazardous foods at a temporary food establishment operating for more than 4 hours.

B. Food Stand Construction

1. All temporary food establishments are required to have approved flooring, which may include concrete, asphalt, tight-fitting plywood, or a plastic tarp.
2. All booths must have suitable covering for food preparation, cooking, and utensil washing and serving areas.
3. All grills must have a lid or covering.
4. Food trucks/trailers with cooking equipment that produce grease-laden vapors must be protected by an approved automatic fire extinguishing system.

C. Food Protection and Handling

1. All potentially hazardous foods shall be maintained at an internal temperature of 41 degrees or below or at an internal temperature of 135 degrees or above. Equipment for cooling or heating foods, and holding cold or hot food shall be adequate in number and capacity to provide proper food temperatures
Mechanical holding units are required to ensure that the proper temperature is maintained.
2. All condiments, including onions, relish, peppers, catsup, mustard, etc., for customer self-service must be available in individual packets or from an approved dispenser.
3. All food, food containers, utensils, napkins, straws and other single service articles must be stored at least six inches off the floor and adequately protected from splash, dust, insects, weather and other contamination.
4. All open foods must be protected from contamination.
5. When self-service ice dispensers are not used, ice scoops are required. Ice used for human consumption may not be used to refrigerate other foods and beverages. Ice storage units must be drained to a wastewater receptacle or a sanitary sewer system to prevent submergence of beverage containers into melted ice.
6. Only single service utensils (fork, knife, spoon, plates, and cups) shall be provided to the customer.
7. A metal stemmed thermometer must be provided for checking food temperatures during preparation and storage.
8. There must be an available person in charge who is designated to be responsible for compliance with the food regulations.

D. Sanitation

1. Water from an approved source shall be made available in a temporary food establishment for food preparation, handwashing, and for cleaning and sanitizing utensils and equipment.
2. A convenient handwashing facility shall be available for all booths, which handle open food. Handwash facilities shall include an insulated container with a spigot that can be turned on to allow potable, clean, warm water to flow; a wastewater container; soap; disposable towels; and a waste receptacle. Handwash facilities are not required if the only food items are offered are commercially pre-packaged foods that are dispensed in their original containers. At least a five-gallon capacity should be available.

3. Disposable gloves are required, but do not take the place of hand wash facilities. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves are required for handling of ready to eat foods. Hands must be washed before donning gloves for working with food.
4. Provide an adequate number of utensils so dirty utensils can be replaced with clean utensils. If an adequate number of utensils are not provided, then three buckets are required for the washing of dirty utensils on site. The first bucket shall be soapy water. The second bucket is clean water, and the third bucket is for the sanitizer. The buckets shall be large enough to fit the largest utensil.
5. Wiping cloths used for cleaning food contact surfaces shall be clean and shall be stored in a sanitizing solution of at least 100-ppm chlorine between uses. A residual of 100 ppm may be obtained by placing one tablespoon of bleach into one gallon of water.
6. All employees must wear an effective hair restraint (i.e. hairnet, cap, or visor).
7. No eating, drinking, or smoking is permitted in food preparation or serving areas.
8. All wastewater from sinks, steam tables, buckets, etc. must be disposed of into a sanitary sewer system. Wastewater shall not be poured out onto the ground or into a storm drain.
9. Trash containers shall be available inside the booth.



CITY OF COPPELL ENVIRONMENTAL HEALTH DEPARTMENT TEMPORARY EVENT CHECKLIST

_____ All food comes from an approved Source.
- All foods served must be on the approved application.

_____ Mechanical cold or hot holding devices for maintaining PHF at proper temperatures
- Below 41⁰F or above 135⁰ F.

_____ Food Thermometer Available.

_____ Ice from a commercial source.

_____ Hair Restraints

_____ Good Hygiene Practices.
- No smoking, or eating in prep area.

_____ Handwashing Facilities:
- Container of water with a continuous flow spigot.
- Soap/paper towels.
- Bucket to catch the dirty water.
- Wastewater disposed of in the sanitary sewer.

_____ No Bare Hand Contact.

_____ Sanitizing Solutions:
- Sanitizing solution can be made by adding a capful of bleach per gallon of water

_____ Bleach for sanitizing.

_____ Wiping cloths stored in bucket with sanitizer.

_____ Food and utensils are stored off the ground and are covered and protected from contamination.

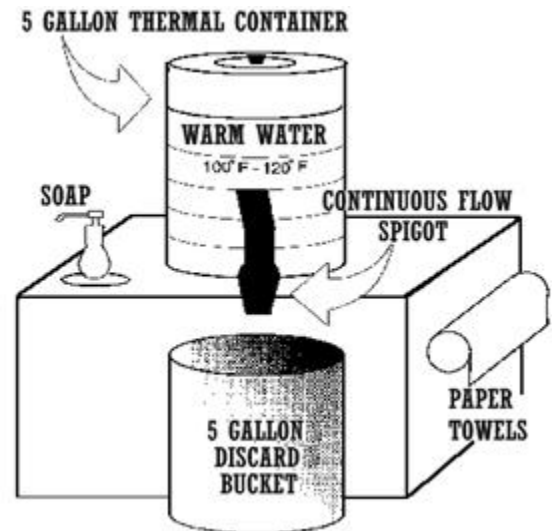
_____ Adequate number of serving spoons, spatulas, tongs, scoops, etc.
- If inadequate, utensils must be washed, rinsed and sanitized using a 3-bucket system.

_____ Condiments are in squeeze bottles or in individual packets.

_____ Trash cans conveniently located.

_____ Proper construction:
- Located on a hard surface, covered prep area.
- Food may be cooked outside, but must be taken inside the booth for service to the customer.

- All items are mandatory for booth operators.
- Any deficiency shall be corrected prior to food being served to the public.



The regulatory authority may establish additional requirements as necessary, to ensure that foods sold or sampled to consumers are safe and of sanitary quality. The City of Coppell may limit the number of potentially hazardous foods or disallow these foods as needed.



TEMPORARY FOOD ESTABLISHMENT APPLICATION

Special Event: _____

Name of Establishment: _____ Phone : _____

Dates of Event: From _____ To _____ Time of Operation _____

Location of Event: _____

Responsible Person: _____ Phone: _____

Email: _____ Do you operate food establishments at other locations: Yes ___ No ___

If yes, provide name and address: _____

Menu: List all items. Any changes must be submitted and approved by the Health Department prior to the event.

Food items to be served (*only listed foods and beverages may be authorized.)	Place of food preparation/storage (no home preparation or storage of foods allowed)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

Note: *Any food items served without approval may result in the temporary food establishment permit being suspended or revoked for non-compliance.

Describe hot holding equipment: _____

Describe cold holding equipment: _____

Electricity available: Yes _____ No _____ City Water available: Yes _____ No _____

Method of liquid waste disposal: _____

Describe handwash equipment: _____

Describe utensil washing equipment: _____

Describe overhead protection used: _____

Describe floor covering used: _____

Comments: _____

I acknowledge receipt of a copy of Guidelines for Temporary Food Establishments and understand that failure to comply with the City of Coppell Rules on Food Service Sanitation may result in citations for violations and/or closure of the facility until violations are corrected.

Signature _____ Date _____

Office Use Only - \$50.00 per event – Non Profit Organizations \$25.00 per event (fees are nonrefundable)

Approved By _____ Date of Approval _____

Receipt No. _____ Check # _____ Amount \$ _____ Received By _____ Date _____