



DEPARTMENT OF ENVIRONMENTAL HEALTH

633 WASHINGTON STREET, ROOM 36
RED BLUFF, CA 96080
Phone (530) 527-8020 Fax (530) 527-6617

Tia Branton, REHS
Director

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Health Office

CATERING WITH COMMISSARY CHECK LIST

Please check the box to certify compliance or describe conditions (at end of document) if different than stated:

Catering Operation Location (Check one):

- My catering operation is located in a food facility permitted by Tehama County Environmental Health (TCEH), and **I am** the owner of the Food Facility.
- My catering operation is located in a food facility permitted by Tehama County Environmental Health (TCEH), and **I am not** the owner of the Food Facility. I have included a completed "Commissary Agreement Letter" (see pg. 7).

Food Source, Temperature, and Transportation

- All food shall be obtained from a permitted commercial or retail food establishment.
- Holding Temperatures:** All foods requiring hot or cold holding to prevent growth of harmful bacteria have been identified. Potentially hazardous foods **shall be maintained hot at 135°F or higher, or cold at 41°F or below**. Holding temperatures are to be checked at opening and every 2 hours booth is in operation.
Temperatures to be documented on a Temperatures Log sheet and available for inspection.
- Cooking Temperatures:** Food shall be cooked to the minimum internal temperatures specified below (unless ordered otherwise by the consumer):
- * 165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork, or poultry.
 - * 155°F for 15 seconds for ground fish and ground meat (hamburgers)
 - * 145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat
- Reheating for Hot-Holding:** Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of **165°F**. **Thawing:** Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.
- Thermometer:** A probe thermometer (with a temperature range of at least 0°F - 220°F) for measuring food holding and cooking temperatures will be available at all times.
- When transportation time may exceed **30 minutes**, potentially hazardous foods will be maintained at the appropriate hot or cold temperature.

Food Preparation and Operation at Catered Events:

- All food shall be stored and prepared at a permitted food establishment or on site at the event. Food stored or prepared at home or other unapproved locations is prohibited.
- Cross Contamination:** Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, slicing, preparation, holding, and display.
- Food Display:** All food shall be protected from customer handling, coughing, sneezing, or other contamination.
All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner.
- Hot and Cold Holding:** Necessary equipment to maintain proper food temperatures, 41°F or less for cold foods, 135°F or above for hot foods (i.e., a means of obtaining ice throughout the event, electricity, and sufficient heating fuel) will be available.
- Food Handling:** Bare hand contact with food should be avoided. Whenever possible, gloves, tongs, deli paper, spatulas or other dispensing equipment will be used when handling ready-to-eat foods. Gloves will be changed often (always after handling raw proteins), and hands will be washed between glove changes.
- Utensils:** Utensils used to serve food shall be smooth, durable, and easily cleanable. Utensils used to serve food will be stored in a clean, dry, protected location at least 6" above the floor. Utensils used to serve food will be replaced every four (4) hours or sooner if observed to be mishandled by a guest, dropped, or contaminated.
- Utensil Storage:** In-use food dispensing utensils shall be stored in the food with their handles above the food. All utensils will be washed and sanitized before being stored. Clean utensils will be stored in a sanitary location and protected from contamination.
- Ice:** Ice used for refrigeration cannot be used for consumption. Ice for consumption shall be from a potable water source.
- Customer Self-Service:** Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.
- Storage:** All food and equipment (except BBQs) shall be stored under cover and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g., ice chest).
- All food, beverages, equipment, and utensils are stored solely at the catering operation's permitted food facility.
- Food Storage During Multiple Day Events:** During periods of non-operation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other foods shall be stored in sealed containers inside a permitted food establishment.
- Cover:** Food preparation and hot/cold holding will have overhead protection such as a canvas canopy to protect food from contamination.

Sanitation

- Handwashing:** Handwashing facilities shall be provided at food prep and serving areas (adequate potable water in a container with a spigot, catch basin for grey water, soap and single-use paper towels).
- Warewashing:** A three-compartment sink with potable hot running water will be available for dishwashing. Dishes will be washed using the appropriate protocol: 1. WASH, 2. CLEAN WATER RINSE, 3. 30- second SANITIZING SOAK. Use approved sanitizing tablets or bleach at a concentration of 100 ppm. Change water frequently.
- Test papers are available to check sanitizer concentration (100 ppm chlorine; 200 ppm quaternary ammonium).
- Wiping Cloths:** Wiping cloths for food contact surfaces shall be used once then laundered or thrown away shall be stored in a bucket of sanitizer at the appropriate concentration (see concentrations above).
The sanitizing solution shall be changed no less than once every four hours.
- Garbage:** Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.
- Waste Grease:** Waste grease shall be disposed of in a serviceable tallow bin or other approved manner.
- Animals:** No live animals are permitted in or within 20 feet of food preparation areas.
- Floor:** Cleanable floor surfaces shall be provided.

Water Supply & Wastewater Disposal

- Water:** An adequate supply of **warm and cold** potable water shall be available on site for cooking, cleaning, sanitizing, handwashing, and drinking. Potable water includes bottled water, water from an approved public water supply, or water from an approved private water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).
- Wastewater Disposal:** Wastewater shall be disposed of in an approved wastewater disposal system (sink or toilet for example) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.
- Toilets** shall be available within 200 feet of the food service area for all staff at catered events.

Staffing

- Food Training Certificate:** A current Food Safety Managers Certificate shall be provided. All other food handlers shall provide Food Handler training certificates.
- A Person in Charge (PIC) shall be provided by the catering operation during all food service activities at a catered event. The PIC will ensure:
 - Food is protected from contamination during service.
 - Overhead protection is provided over all food handling areas.

- Utensils are provided for individual use.
- Used plates and utensils are prevented from being returned to any self-service display.
- Utensils that become contaminated are replaced.
- Any open or potentially hazardous foods that are not consumed or sold are discarded (unless the food is held at the required temperatures and always protected from contamination).
- All food that has become contaminated, is suspected of being contaminated, or is presumed unsafe because temperatures were not maintained as required, will be discarded.

Records are maintained for all catered events for 90 days following the event and provided upon request to the Environmental Health Specialist. The records will include:

- The location, date, and time of the catered event.
- The customer's name, address, email address, and phone number.
- Details on whether the food was delivered to the customer or served to guests at the catered event or host facility.
- The departure and arrival food temperature logs for transportation and any corrective actions taken if the food arrived out of temperature.
- The complete menu of the food provided.

I understand and agree that if I make changes to my operating procedures, I must notify the local Environmental Health office within seven (7) days. Revised operating procedures will be reviewed for approval. Failure to comply may result in administrative citation, suspension, or revocation of my Health Permit.

Owner's Signature

Print Name

Date

Email



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Food Service Commissary Form

A commissary is a permitted food facility that services mobile food facilities or is used as a kitchen for a retail food business.

Commissary user information (to be completed by commissary user)

Name of business: _____ Address of business: _____

Owner: _____ Phone Number: _____

Type of Business (mobile food truck, food cart, caterer, etc.): _____

What food or food prep (washing, rinsing, cooling, thawing, slicing, chopping, etc.) will you prepare at the commissary? _____

Will you bring equipment to the facility? _____ If so, what make/model of equipment will you supply?

I, the above-mentioned owner/operator, will operate out of the commissary below. For vehicles: I will report to the commissary at least once per day for cleaning and servicing. I will store the vehicle and equipment at the approved food facility or another TCEH-approved location. The commissary will provide the services listed below.

Owner Signature: _____ **Date:** _____

Commissary provider information (to be completed by commissary owner)

Name of establishment _____

Address of establishment _____

Owner: _____ Phone number: _____ Email: _____

Type of establishment: restaurant, commercial kitchen, etc.: _____

Services provided by the commissary (check all that apply):

- Cold storage
- Cooking equipment usage
- Dry storage
- Ware washing facilities
- Equipment storage
- Food preparation area
- Garbage disposal
- Wastewater disposal
- Water source

Signature of commissary owner _____ Date _____



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APPLICATION FOR PERMIT TO OPERATE

A PERMIT AND LICENSE MUST BE OBTAINED PRIOR TO BEGINNING OPERATIONS

-BUSINESS INFORMATION-

SITE NAME:	TYPE OF FACILITY:
ADDRESS:	PHONE#:
CITY/ST/ZIP:	EMAIL:
BILLING NAME:	SQ. FT:
BILLING ADDRESS:	
CITY/ST/ZIP:	APN#:

-OWNER INFORMATION-

NAME:	PHONE#:
ADDRESS:	
CITY/ST/ZIP:	

-BUILDING OWNER INFORMATION-

NAME:	PHONE#:
ADDRESS:	
CITY/STATE/ZIP CODE:	
WATER SUPPLY: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE / SEWAGE DISPOSAL: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE	
COMMENTS:	

THE UNDERSIGNED HEREBY APPLIES FOR A PERMIT TO OPERATE AND AGREES TO OPERATE IN ACCORDANCE WITH ALL APPLICABLE STATE LAWS, REGULATION, COUNTY ORDINANCES AND SUCH INSPECTION PROCEDURES NEEDED TO ASSURE

SIGNATURE:	DATE:
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OFFICIAL USE ONLY

DATE:	RECEIVED BY:	RECEIPT:
APPROVED:	DATE:	

PREVENT • PROMOTE • PROTECT

