Applicant Signature: _____Date: _____

Phone: 956-681-1900 or 956-681-1930
Fax: 956-681-1918

"Temporary Event Requirements"

SANITARY REGULATIONS GOVERNING EVENTS WHERE THERE WILL BE FOOD PREPAPRATION FOR THE PUBLIC IN THE CITY OF MCALLEN, TEXAS.

This information has been condensed from the Texas Department of Health Regulations and the City of McAllen Ordinances to assist you in setting up and operate your event in a "sanitary and healthful" manner while minimizing the possibility of a Food-Borne Illness.

OPERATIONS MUST ABIDE BY THE FOLLOWING ITEMS:

1. **APPLICATION FOR (14 DAYS) PERMIT:** Individuals must obtain a food permit (2) two weeks prior to the proposed temporary food service event. Application forms can be obtained and processed at the Health and Code Enforcement Department located on **311 N 15th St**. Once the application has been approved, there will be a **non-refundable $50.00 fee for the permit.** Permits for temporary food service establishments shall be issued for a period of time not to exceed 14 days.

2. **APPLICATION FOR (1 TO 4 DAYS) PERMIT:** Individuals must obtain a food permit (2) two weeks prior to the proposed temporary food service event. Application forms can be obtained and processed at the Health and Code Enforcement Department located on **311 N 15th St**. Once the application has been approved, there will be a **non-refundable $25.00 fee for the permit.**

3. **FOOD HANDLERS CERTIFICATION:** Food handler certification is required for individual(s) operating a food booth with potentially hazardous foods. Consult the Health and Code Enforcement Department to obtain a private list of Approved Food Safety Vendors/Instructors that provide food handler courses. Attach copies of food handler certifications with the application.

4. **LETTER:** Letter from Property owner giving permission to use location for proposed temporary food service event.

5. **BUILDING STRUCTURE:** Booths where foods are handled must have all sides covered from the ground level to a minimum of (30) thirty inches high and have an overhead covering. Walls, floors (**Booths cannot be set up on grass or dirt**), ceiling, screening, and or other

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structural items must be provided to control insects and air-borne contamination. Modifications and waivers when adequate measures for food protection are provided must be "**APPROVED"** prior the food event. (**As per Health Authority**)

6. **MENU:** Food Products must come from an "**APPROVED SOURCES**". Foods that have been prepared at home are "**NOT ALLOWED**", unless the facility where the food was prepared has been permitted by a "**LOCAL REGULATORY AUTHORITY**" and/or **City of McAllen**. All prepared food items are not to be used for more than a one-day event (**Everything must be same day Use**).

7. **COOKING:** Use a working food thermometer to check for hot and cold holding temperatures of time/temperature controlled for safety (TCS) foods "**POTENTIALLY HAZARDOUS FOODS".** Hamburgers and other ground beef **must** be cooked at least 155^0 F or until juices run clear. Cook poultry, pork, and other meats must completely be heated "heat all parts of the food" to least 165^0 F with no interruption of the cooking process.

8. **STORAGE OF PERISHABLE FOOD:** All perishable food shall be kept refrigerated continuously at or below 41^0 F, unless it is kept hot at or above 135^0 F. Be prepared to supply extra equipment, as needed, to maintain these temperatures. Chafing Dishes and sternos (fuel canisters) are not permitted for outdoor use.

9. **UTENSIL AND EQUIPMENT:** Only "**SINGLE SERVICE ARTICLES**" (disposable cups, dishes, and utensils) shall be used for serving food and drinks. The single service articles shall be kept in the carton in which they were purchased, or in sanitary dispensers. Straws, if used, shall be the type that is individually wrapped. Cooking utensils and equipment shall be of "**EASILY CLEANABLE**" construction.

10. **WASH, RINSE, AND SANITIZE**: As a minimum requirement, operations require at least three (5) five gallon buckets: (1) one bucket with detergent/water (**Wash**), and (1) one bucket with plain water (**Rinse**), and (1) one bucket with bleach/water (1 teaspoon per gallon) (**Sanitize**). A two compartment utility sink with running water may be required where there is extensive food preparation.

11. **HEALTH AND HYGIENE:** Only healthy workers **must** prepare and serve food. Anyone who shows symptoms of a disease or who has an open sore or infected cuts on his/her hands **must** not be allowed to operate or handle food. Workers **must** wear clean clothing, caps or hair restraints, and shall keep their hands clean at all time. Every time a worker changes a food preparation task, they need to wash their hands and use new gloves. All food handlers must wear clean disposable gloves when handling food. Smoking, eating, or drinking is prohibited in the food preparation areas.

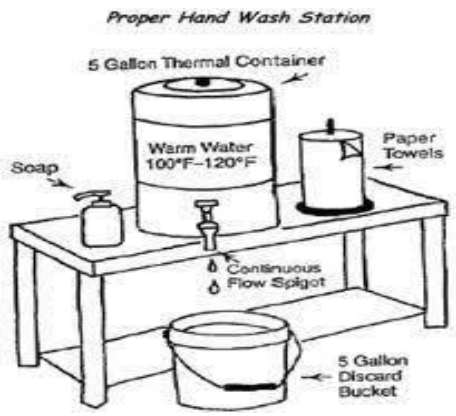
12. **HAND WASHING FACILITIES:** Each concession shall be provided with suitable hand washing facilities, which shall be used for no other purpose. The facilities shall include running water with proper faucets. There must be a waste water tank or container to hold all wastewater produced from handwashing. This waste water container must be properly disposed of. Soap and towels must be provided at all times. Any person engaged in the food concession who leaves the food preparation for any reason shall wash their hands before resuming duties in the area. These facilities may be modified but must be approved by Health Authority.

Applicant Signature: _____Date: _____

Hand Washing

All staff at temporary food service events **must** be instructed in the proper method of hand washing. The following may serve as a guide:

- Use soap and water-A 5 Gallon or larger container for freshwater with spigot must be set up with a waste water container bucket underneath to capture water produced by handwashing.



- Wash All surfaces, including:
  - Back of hands
  - Wrists
  - Between fingers
  - Under fingernails using a good brush
- Rub your hands vigorously as you wash them
- Rinse your hands well
- Dry hands with a paper towel

1. **SANITIZING SOLUTION:** A solution with household bleach and water must be available at all times for sanitizing utensils, wiping cloths, and all working surfaces.



2. **DISPOSAL OF WASTES:** Liquid waste shall not be dumped into streets, storm sewers, on any ground surfaces, and/or any public place except in a sanitary sewer. Covered containers must be provided for such liquids which shall be hauled away by the operator and disposed of in an approved sanitary manner. Enough garbage containers with tight fitting lids are to be provided for garbage and rubbish storage. These cans must be covered at all times, kept clean, and contents hauled away daily.

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Applicant Signature: _____Date: _____

TEMPORARY EVENT APPLICATION

****SUBMIT THIS APPLICATION TWO WEEKS PRIOR TO THE EVENT*****

Event Name: _____

Event Address: _____

Dates of Event: _____ Time of Food Prep._____ Time of Food Sale: _____

☐ **Booth; Number of Booths: _____**

☐ **Food Truck/Trailer: Municipality Permitted by: _____**
(Please include valid permit from outside local municipality)

Name of Concession/Booth/Food Truck: _____

Applicant Name: _____ Phone #: _____

Email #: _____ Cell Phone#_____

Applicant Address: _____

Please list all foods to be served. Include how you plan to keep Time/Temperature Control Safety (TCS) or potentially hazardous foods, (meat, seafood, poultry, eggs, daily items, and cooked beans/rice/paste). REQUIRED TEMPERATURES (Hot: 135^0 F or above, Cold: 41^{0}F or below before and after cooking).

FOOD ITEMS	OFF SITE PREP. YES/NO	COOKING PROCEDURES (E.G. deep fry, grill, BBQ)	FOOD TEMPERATURE HOLDING METHODS

Additional food items can be added in the next page:

Facility Name for Offsite Prep._____

Health Jurisdiction, Copy of Last Inspection, & Copy of Permit: _____

Address: _____

Hand Washing Facilities: As a minimum, you need a (5) gallon container with a spigot, a bucket for wastewater, pump soap, and paper towels. Plumbed sink may be required.

Utensils Washing Facilities: ON SITE: _____ OTHER: _____

As a minimum, you need (3) three-5 gallon buckets: (1) one with detergent/water, (1) with plain water, and (1) one with chlorine/water (1 teaspoon per gallon). Plumbed sinks may be required where there is extensive food preparation.

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See McAllen Municipal Ordinance Division 2. Permit Sec. 54-51.;
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Applicant Signature: _____Date: _____

OWNER OF PROPERTY BEING USED

Location:_____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ( )_____

OWNER'S SIGNATURE

I Certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable). I understand and intend to comply with all of the requirements as indicated on this application.

Signature: _____ Date: _____

*****NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED*****

I have read, understand, and will comply with the Temporary Food Facility Requirements.

Signature of Applicant: _____ Date: _____

Permit Fee: **$50.00 for up to 14 days and/or $25.00 for 1-4 days**

_____

Inspector's Name:

_____

Health Supervisor: Erika Estevis

_____

Arcelia Canales
Director of Health & Code Enforcement/Animal Care Services
City of McAllen

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Applicant Signature: _____Date: _____

Additional food items can be added in this section:

Please list all foods to be served. Include how you plan to keep potentially hazardous foods, (meat, seafood, poultry, eggs, daily items, and cooked beans/rice/paste). REQUIRED TEMPERATURES (Hot: 135^0 F or above, Cold: 41^{0}F or below before and after cooking).

FOOD ITEMS	OFF SITE PREP. YES/NO	COOKING PROCEDURES (E.G. deep fry, grill, BBQ)	FOOD TEMPERATURE HOLDING METHODS

PROVIDE LIST OF TOP THREE APPROVED FOOD SOURCES:

FOOD ITEMS	SOURCE- Example: Name of Retail Food Store	CITY & STATE OF SOURCE LOCATION

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