

# Requirements For Temporary Events!

## EXTRA! EXTRA! READ ALL ABOUT IT



SUMMER IS HERE AND TEMPORARY EVENT SEASON IS UNDERWAY. HERE ARE A FEW IMPORTANT THINGS TO KEEP IN MIND BEFORE PLANNING AN OUTDOOR EVENT THAT IS OPEN TO THE PUBLIC; SELLING OR GIVING AWAY FOOD, YOU MUST:

### THIS QUARTER

CHECK TO SEE IF YOU ARE EXEMPT FROM GETTING A TEMPORARY FOOD PERMIT. SOME EXEMPTIONS INCLUDE:

- » If you are serving prepackaged food from a licensed manufacturer;
- » If you are a licensed Caterer with the Bi-City-County Health District you will be exempt from all Temporary Food Permit but must fill out the application;
- » Serving under the Cottage Food Law. See page 2 for more information.

APPLY FOR A TEMPORARY FOOD PERMIT

- » Must be submitted at least **TWO full business days** before the planned event;
- » Fee must be paid when application is submitted;
- » Payment cutoff time is 4:30pm.

VISIT OUR WEBSITE OR OFFICE TO OBTAIN A FULL CHECKLIST ON REQUIRED ITEMS

Requirements for Temporary Events

Excerpt from TFER

Helpful Tips for Ensuring Food Safety

**The Temporary Food Establishment Application and other important forms can be found at:**  
[www.amarillo.gov](http://www.amarillo.gov)

# TEMPORARY EVENT Q & A

WITH AN INSPECTOR

ARE WE ALLOWED TO  
EAT/DRINK/SMOKE IN  
THE BOOTH WHILE  
SERVING FOOD?

SMOKING AND EATING INSIDE THE FOOD BOOTH IS PROHIBITED. DRINKS MAY BE ALLOWED WITH LIMITATION; THEY MUST HAVE A SECURE COVER OR LID WITH A STRAW AND BE HANDLED IN A MANNER THAT PREVENTS CONTAMINATION OF HANDS, FOOD, AND PREPARATION SURFACES.

TWO PERMITS ARE REQUIRED IF YOU ARE COOKING OR PREPARING FOOD ITEMS PRIOR TO YOUR EVENT, THE ADDITIONAL PERMIT IS REQUIRED FOR THE PROPOSED LOCATION (CHURCH, SCHOOL, RESTAURANT KITCHEN). THE PROPOSED LOCATION MAY BE SUBJECT TO INSPECTION DURING THE PREPARATION PROCESS TO ENSURE PUBLIC HEALTH AND SAFETY. IF ADVANCED PREPARATION IS BEING CONDUCTED IN YOUR OWN LICENSED FOOD ESTABLISHMENT, THE PERMIT FEE MAY BE WAIVED; HOWEVER THIS MUST BE DOCUMENTED ON YOUR APPLICATION.

WHEN ARE TWO  
PERMITS REQUIRED FOR  
A TEMPORARY EVENT?

DO COTTAGE FOOD  
VENDORS NEED A  
PERMIT?

COTTAGE FOOD VENDORS ARE EXEMPT FROM PERMITTING. COTTAGE FOOD PRODUCTION IS REGULATED BY TEXAS STATE LAW AND MUST ADHERE TO SPECIFIC REGULATIONS OUTLINED IN THE TEXAS HEALTH AND SAFETY CODE.

COTTAGE FOOD APPLIES TO FOOD PREPARED IN AN INDIVIDUAL'S HOME AND MAY ONLY BE SOLD AT:

- » AN INDIVIDUAL'S HOME
- » A FARMER'S MARKET
- » A FARM STAND
- » A MUNICIPAL, COUNTY OR NONPROFIT FAIR, FESTIVAL OR EVENT

# TEMPORARY EVENT APPLICATION

**REMINDER:**

The Temporary Food Application must be completely filled out before turning it in. Having all of the information will make the process easier for both parties.

All items that will be served must be listed. We will only approve the items listed on the Application.

A hand washing sink must be available in each booth. If you are serving prepackaged items, you do not need a hand washing sink.

Floors must be made of smooth and non absorbent material. No dirt or grass is allowed. The area where food preparation is taking place must be screened in to protect from insects and flying debris

Phone: (806) - 378-9472  
TDD: (806) - 378-4229  
Fax: (806) - 378-3565  
ehealth@amarillo.gov



|                |       |
|----------------|-------|
| Receipt Number | _____ |
| Date Paid      | _____ |
| Date Expires   | _____ |
| Amount Paid    | _____ |

**Amarillo Bi-City-County Health District**  
Application for a Permit to Operate a Temporary Food Establishment

|  |                                 |                |              |
|--|---------------------------------|----------------|--------------|
| Name of Celebration  | Healthy Fun Fest                |                |              |
| Site: location and address                                   | Sam Houston Park                |                |              |
| Name of Organization sponsoring celebration (if applicable)  | Environmental Health Department |                |              |
| Name of contact with sponsoring organization (if applicable) | John Smith                      | Contact Number | 806-123-4567 |
| Name of business/person requesting permit                    | Paula Jones                     | Contact Number | 806-456-7891 |
| Mailing Address  | 101 Sams Ln                     | City           | Amarillo     |
|  |                                 | State          | TX           |
|  |                                 | Zip Code       | 79101        |
| Email address (required)                                     | paulajones@yahoo.com            |                |              |
| Revised rules will be emailed to this address                |                                 |                |              |

**FOOD**

Describe or list all the foods you will serve: **ONLY THE FOODS AND BEVERAGES LISTED WILL BE AUTHORIZED**  
Hamburgers, hotdogs, buns, cheese slices, sliced tomatoes, lettuce, onions, pickles  
prepackaged mustard and ketchup, bagged chips and bottled water

|  |   |   |
|--|---|---|
| Will any foods be prepared at home?  | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/>                  |
| Do all smokers, cookers and roasters have lids?  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> NA <input type="checkbox"/> |
| Are all foods prepared in the booth?   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>                             |
| If no, where will food be prepared?  | _____                                   |   |
| Where will you obtain all food products that will be served in your booth?   | Sams, United, Walmart                   |   |
| Where will you buy ice?  | Sams                                    |   |
| Is there a hand sink in the booth for hand washing? If no, then a portable hand washing station must be used, ex. Cooler with spigot filled with warm water, 5 gallon bucket for gray water, soap and paper towels. <b>**No Basins**</b> | Yes <input checked="" type="checkbox"/> |   |
| What equipment will be inside the booth to keep cold foods at 41°F or below?   | Cooler with ice                         |   |
| What equipment will be inside the booth to keep hot foods at 135° or above?  | Warmers                                 |   |
| What equipment will be inside the booth to rapidly heat or cook foods  | Grill                                   |   |

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No food may be prepared at home. All foods must be prepared on-site or in a permitted location. If food is prepared at a different location, see page 2.

|   |   |
|---|---|
| If you fry foods or use grease, how will the grease be disposed of and where? | N/A   |
| Do you have hot and cold running water under pressure available in the booth? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/> |
| How will you wash utensils if they become dirty or contaminated?              | Provide multiple sets of utensils   |
| Will you have a thermometer available for checking cooking temperatures?      | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |
| Do you have bleach available for sanitizing utensils and counters?            | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> |

**BOOTH CONSTRUCTION**

|   |  |  |                               |             |
|---|--|--|-------------------------------|-------------|
| Floors (No grass or dirt)   | Concrete <input checked="" type="checkbox"/> | Asphalt <input type="checkbox"/>           | Wood <input type="checkbox"/> | Other _____ |
| Walls/Ceilings (Required)   | Metal <input type="checkbox"/>               | Canvas <input checked="" type="checkbox"/> | Wood <input type="checkbox"/> | Other _____ |
| Are all windows, doors and counter openings screened? (Required Jan 1st - Oct 31st) | Yes <input checked="" type="checkbox"/>      | No <input type="checkbox"/>                | NA <input type="checkbox"/>   |             |

Date and time of event Month and date June 30 Hours open 11am-1pm

**IF THE APPLICATION IS NOT RECEIVED IN OUR OFFICE 2 WORKING DAYS PRIOR TO THE EVENT THE BOOTH MAY NOT BE PERMITTED TO OPERATE**

Applicant understands that if a permit is issued, then all provisions of the City ordinances and state laws must be complied with whether herein specified or not.

**IF YOU ARE NOT READY TO OPERATE WITHIN ONE HOUR OF THE ARRIVAL TIME OF THE SANITARIAN AND READY FOR AN INSPECTION, YOU MAY NOT BE PERMITTED TO OPERATE**

Applicant's signature \_\_\_\_\_ Daytime phone number 806-123-4567

Must have a way to wash, rinse, and sanitize utensils if they become dirty. Bringing extra utensils is an alternate option.

**ANSI ACCREDITED FOOD  
HANDLER & FOOD  
MANAGER COURSE**

ServSafe Food Handler

- First Wednesday each month.
- Approximately a 2 hour course.
- Large groups may schedule a class at establishment.
- Cost \$20 per person

ServSafe Food Manager

- 2<sup>nd</sup> Wednesday each month, test on Friday same week.
- Approximately an 8 hour course.
- Cost \$150, including book.
- \$40 yearly Registration fee does apply

*Contact the City of  
Amarillo, Environmental  
Health to schedule today!*

# TEXAS FOOD ESTABLISHMENT RULES

October 2015

## §228.33. Certified Food Protection Manager and Food Handler Requirements

- (a) At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program.
- (b) The original food manager certificate shall be posted in a location in the food establishment that is conspicuous to consumers.
- (c) Except in a temporary food establishment, at least one certified food protection manager must be employed by each food establishment.
- (d) Except in a temporary food establishment and the certified food manager, all food employees shall successfully complete an accredited food handler training course, within 60 days of employment.
- (e) The food establishment shall maintain on premises a certificate of completion of the food handler training course for each food employee. The requirement to complete a food handler training course shall be effective September 1, 2016.

Food Protection Manager and Food Handler course must be an accredited training course. There are multiple online courses to choose from.

Food Protection Manager Certificate expires after 5 years. The Certified Food Protection Manager must be registered with the City of Amarillo every year.



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Contact us with questions at 175 W. Jackson Blvd. Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org



# BEGINS WITH YOU!

1. Wash your hands before starting any task!
2. Practice good hygiene.
3. Wear hair nets or ball caps, and beard nets when handling food.
4. Do not wear jewelry.
5. Keep nails short, free from polish, and clean.
6. Know proper temperatures for hot and cold food.
7. Keep a clean kitchen. Equipment and physical facilities last much longer when properly cared for.
8. Maintain clean air ventilation throughout establishment. Air filters need to be changed.
9. Remember the 5 steps to cleaning/sanitizing dishes: **Scrape, Wash, Rinse, Sanitize, Air Dry**
10. Keep proper date marks on Ready to Eat foods – 7 days maximum!

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## MORE INFORMATION AVAILABLE AT:

City of Amarillo, Environmental Health

808 S. Buchanan • 806-378-9472

[www.amarillo.gov](http://www.amarillo.gov)

**Panhandle Restaurant Association**

<https://www.txrestaurant.org/panhandle-chapter>

<https://www.youtube.com/user/TXRestaurantAssoc/videos>

To obtain your own copy of Texas Food Establishment

Rules, go to:

<http://www.dshs.texas.gov/foodestablishments/laws-rules.aspx>

Select: “228 Texas Food Establishment Rules 2015”

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