



City of Sugar Land Community & Environmental Services—Health Inspections

PO Box 110/2700 Town Center Blvd., Sugar Land, TX 77487 (281)275-2278 FAX: (281)275-2771 (ATTN: JESSICA)

TEMPORARY FOOD ESTABLISHMENT GUIDELINES

Anyone offering for sale or for free, any food or beverage items, unless exempt, to the public within the city limits of Sugar Land shall obtain an appropriate permit from the City of Sugar Land Health Inspections Department. You may be exempt if selling only prepackaged items that will be opened only by the final consumer that also do not require time/temperature control for safety. Those selling nonexempt food or beverage items without a proper permit are subject to citation and will cease operations immediately when discovered.

Obtaining your temporary food establishment permit:

1. Contact Sanitarian Jessica Spies at (281)275-2278 or jspies@sugarlandtx.gov to discuss plans and obtain application.
2. Fill out Temporary Food Establishment Application
3. Return application to Jessica Spies via email at jspies@sugarlandtx.gov or fax to (281)275-2771 (ATTN: Jessica)
4. After the sanitarian contacts you to tell you that the permit is approved, you'll pay the appropriate fee at the Clerk office on the first floor of City Hall (2700 Town Center Blvd.) Speak to the personnel behind the glass partition. All your paperwork will be there—you do not need to bring any paperwork with you.

***** DO NOT ATTEMPT TO PAY PRIOR TO SANITARIAN TELLING YOU THAT YOUR APPLICATION HAS BEEN APPROVED... YOU WILL NOT BE ALLOWED TO PAY.*****

5. Once you pay, you will receive your permit and a receipt. Display the permit throughout your set up, operation, and clean up. You are responsible for operating according to your approved application. If you have questions during your operation, the sanitarian will be available at (281)642-1729.

Your temporary food establishment shall ensure the safety of all food/beverage products by following the rules below. If you are found to operating differently than that stated on your approved application, or are violating any of the following rules, you may be made to cease operation. Fees will not be refunded.

TEMPERATURE

Time/temperature control foods (often referred to as perishables) must be kept at proper temperatures to reduce the growth of microorganisms, which can cause foodborne illness. If you are not sure if a food is time/temperature control item, treat it as though it is.

Cold items shall be kept at or below 41°F and hot items at or above 135°F. Food may not be out of temperature for more than four (4) hours—it shall be consumed or discarded within 4 hours. Consuming food items that have been out of temperature for more than 4 hours is dangerous.

Cooking Temperatures: Different foods require various cooking temperatures. To simplify, when cooking, you should **heat food to a temperature of at least 165°F in all parts of the item**, and this will ensure safe cooking. If reheating a precooked item such as hot dogs, you should heat to an internal temperature of 165°F as well.

Proper thermometers are required. Have alcohol swabs available to sanitize probe thermometers.

Time/temperature control items shall be discarded at the end of each day of a multiple-day event, unless there is an approved kitchen available to hold items at proper temperatures, and permission is given by this department.

HANDWASHING

Each temporary establishment shall have a hand washing station available. Water must be running and not stagnant. Therefore, buckets of water for hand washing are NOT allowed. An easy solution is to provide a cooler or a container of water with a handsfree spigot to provide running water. **A catch basin is required**—water may not be discharged onto the ground. Soap and paper towels must be available. Hand sanitizer is a good extra, but is NOT a substitute for handwashing—it should be applied after hands are thoroughly washed and dried. **You must wash your hands after using restroom, after touching hair or handling money, between different food prep tasks, and when coming into the food prep area/booth and at all other appropriate times.**

GLOVES/OTHER BARRIERS & HAIR RESTRAINTS

No contact is allowed between bare hands and ready-to-eat food items (anything not thoroughly cooked between this point and consumption.) Therefore, you must use tongs, wax paper, gloves or some other adequate barrier. **Hair restraints are required on anyone who is in any food handling area or is handling clean wares.** It is best to require all workers to wear a hair restraint at all times. Acceptable hair restraints are hairnets and ball caps. Visors by themselves are not adequate—they are allowed only if a hair net is also worn.

WAREWASHING & SURFACE SANITIZING

Even if you think you are only using disposable items, you may have non-disposable tongs, spoons, pans, etc that you are using that may need to be washed on-site. ONLY DISPOSABLE ITEMS SHALL BE OFFERED FOR DIRECT PUBLIC USE. (Plasticware instead of silverware, paper plates instead of reusable, etc) For most temporary events, the best solution is to obtain 3 inexpensive plastic containers. Wash with soap and water in the first container, rinse with plain water in the second, and sanitize with 50-100 ppm chlorine in the third container. This solution can be achieved by placing approximately 1 standard capful (about ½ to ¾ Tablespoon) of unscented bleach per gallon of lukewarm water. Immerse the item in the sanitizing solution for at least 1 minute, then let it air dry. **Please contact us to discuss options if you feel your situation is such that you do not need on-site warewashing.** Surfaces should be sanitized with a 50-100 ppm chlorine solution also. Keep wiping cloths immersed in a bucket or bin with proper solution between uses.

CONTAMINATION

Food and food-contact surfaces must be protected from contamination from dust, dirt, chemicals, and insects. Food is to be covered & stored appropriately at all time, and never on the ground. Public self-serve of food should be limited, and food and utensils shall be presented in such a way that the public cannot contaminate them. Chemicals shall be stored only below and separate from food and food contact items. Pesticides are not allowed. Adequate measures shall be taken to eliminate pests from any food prep, storage, and/or service area by covering food & cleanliness.

No food offered or sold to the public is to be prepared or stored at home.

Permits shall be displayed clearly during the temporary food establishment operation.

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