

Caterer Application  
Alameda County Department of Environmental Health (Excludes Berkeley)

**OFFICE USE ONLY**

DATE	SR#	PE CODE	FEE	ASSIGNED TO

The California Retail Food Code (CalCode) requires a catering business to obtain an Alameda County Department of Environmental Health (ACDEH) permit to operate within Alameda County. To begin the permit process, complete this application and return by mail to Alameda County Department of Environmental Health, 1131 Harbor Bay Parkway Alameda, CA 94502 along with a check for the caterer application fee of \$207.

Your inspector will contact you to schedule an appointment either at our office or on site at the proposed commercial kitchen or host facility to complete the application review process. Once the caterer application is approved, a facility permit application must be completed, and payment of the permit fee will be due. If you plan to construct or remodel a facility rather than rent kitchen space (see page 4), plan submittal is required. Please refer to this link: <http://www.acgov.org/aceh/food/requirementsfoodfacilityplans.pdf>

Incomplete applications will expire six (6) months from the initial submission date.

<b>CATERER NAME</b>		<b>BUSINESS PHONE</b>		<b>CELL PHONE</b>	
<b>CATERER EMAIL ADDRESS</b>				<b>ALT PHONE</b>	
<b>MAILING ADDRESS</b>		<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>
<b>CATERER BUSINESS NAME</b>			<b>WEBSITE</b>		
<b>BUSINESS ADDRESS</b>		<b>CITY</b>		<b>STATE</b>	<b>ZIP</b>
<b>PERSON IN CHARGE NAME AND PHONE</b>					

The following information will assist you in completing this application. Along with a completed application, please include the following required documents:

- Standard Operating Procedures (SOP's) and Records Template (See item "E" page 3)
- Professional Food Manager Certificate and Food Handler Cards
- Menu, Business Card and other marketing tools
- Specification sheets of equipment used to store, prepare, transport and keep food at required temperatures
- California Driver's License and DMV Vehicle Registration

Please refer to CALCODE definitions starting on page 5 of this application.

**Standard Operating Procedures (SOP's)**

Please develop your SOP's in this section. You may add additional pages if needed. SOP's must include information that addresses the following.

- 1) Describe the manner in which food will be transported to and from the permanent food facility and the offsite food service location or host facility (see definitions page 3) and the procedures that will prevent contamination of the food. Transportation must be done in a vehicle that meets the requirements of Section 113982. (See definitions page 6).

- 2) Describe the equipment used for limited food preparation, as defined in Section 113818 (see definitions page 5), that is to be conducted at an offsite food service event. Overhead protection is required for all food preparation except for open air BBQ and deep fat frying.

- 3) Describe how temperatures of potentially hazardous food will be maintained in accordance with Section 113996 (see definitions page 6).

- 4) Describe schedules and procedures for cleaning utensils, equipment (see definitions page 6) and for the proper disposal of waste water and refuse. Describe cleaning of any materials used for floors, walls and overhead protection.

- 5) Describe your hand wash set up that will ensure compliance with Section 113953 (see definitions page 6).

**Please read and initial to confirm agreement with the following CalCode requirements:**

- \_\_\_\_\_ A. All food and equipment shall be stored and prepared only at the permitted permanent food facility/Commercial Kitchen (see definitions page 6). A Caterer Operation may not store or prepare any food or equipment at home. Provide a completed Part D located in this application.

- \_\_\_\_\_ B. Food preparation and dispensing utensils shall be stored in the food with their handles above the top of the food and the container.
- \_\_\_\_\_ C. Equipment food-contact surfaces and utensils shall be cleaned and sanitized throughout the day at least every four hours and again at the commercial kitchen.
- \_\_\_\_\_ D. While operating offsite, the Catering Operation shall be identified by the name of the business, city, state, ZIP Code and the name of the permitted operator to any consumer or enforcement agency upon request.
- \_\_\_\_\_ E. A Catering Operation shall maintain records for 90 days after each event. The catering operation shall provide those records to the enforcement agency upon request with all the following information:
  - Menu items
  - Location, date, and time of the food service activity
  - Customer name, address, email address, and phone number
  - Indicate whether food was delivered to a customer or served to a guest at a catered function or host facility
  - Departure and arrival food temperatures and if needed, corrective action taken
- \_\_\_\_\_ F. The caterer shall bring an adequate supply of potable water to the off site event in the absence of a plumbed potable water supply.
- \_\_\_\_\_ G. The Person In Charge (PIC) (see definition page 6) on behalf of the Catering Operation shall be onsite during operating hours and ensure each of the following:
  - Protection of the food from contamination during service
  - Food preparation areas have overhead protection
  - Provide utensils for single use as to eliminate reuse of a soiled/contaminated utensil
  - Ensure consumers obtain clean plates or utensils when returning to the self-service display
  - Replace utensils that become contaminated with clean and sanitized utensils
  - Discards any PHF (see definitions page 6) not consumed or sold that were subject to temperature abuse
  - Discards any food that has become contaminated or is suspected of being contaminated
  - Have adequate knowledge of major food allergens, foods identified as major food allergens, and the symptoms that a major food allergen could cause in a sensitive individual who has an allergic reaction
  - Ensure that all food handlers are in good health and free of any gastrointestinal symptoms or illness (see definition page 5)
  - Understand that an inspection by an enforcement officer may be performed during normal business hours
  - During inspection any violations resulting in imminent health hazards may result in closure of the operation

I/We will comply with the requirements of a Catering Operation. If there are any changes to my Standard Operating Procedures or other information, I will contact the Alameda County Department of Environmental Health for approval prior to the change.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

EHS Signature \_\_\_\_\_ Date \_\_\_\_\_

# COMMISSARY/COMMERCIAL KITCHEN AGREEMENT

ALAMEDA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH

**PART D**

Section 1: Pursuant to California Retail Food Code, I will notify Alameda County Environmental Health upon termination of this agreement or if the operator voluntarily ceases using this facility

Commissary / Commercial Kitchen	Owner Name
Street Address	City & Zip Code

Cell Phone# \_\_\_\_\_ Alternate Phone# \_\_\_\_\_

I, (Facility Owner/ Manager) \_\_\_\_\_

agree to provide the following services to \_\_\_\_\_

**SERVICES PLEASE CIRCLE YES OR NO:**

Facilities to prepare or package food	<input type="checkbox"/> YES <input type="checkbox"/> NO	Dry food storage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Toilet & handwashing facilities	<input type="checkbox"/> YES <input type="checkbox"/> NO	Waste grease removal	<input type="checkbox"/> YES <input type="checkbox"/> NO
Waste tank/sewage disposal	<input type="checkbox"/> YES <input type="checkbox"/> NO	Chemical storage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Garbage disposal	<input type="checkbox"/> YES <input type="checkbox"/> NO	Overnight parking (MFPU)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Potable (drinkable) water supply	<input type="checkbox"/> YES <input type="checkbox"/> NO	Enclosed overnight parking (carts)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electrical hook-up	<input type="checkbox"/> YES <input type="checkbox"/> NO	Refrigeration/frozen food storage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Equipment/utensil storage	<input type="checkbox"/> YES <input type="checkbox"/> NO	Supply food product – i.e. ice, meats	<input type="checkbox"/> YES <input type="checkbox"/> NO
Warewash facility (i.e. 3 compartment sink)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Any "NO" answers must be explained below. Additional Commissary agreements may be required:

\_\_\_\_\_

Authorized Signer \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
REHS Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Section 2: is required for Commissary/Commercial Kitchen facilities located OUTSIDE of Alameda County or in the City of Berkley

If the proposed facility is located outside of Alameda County and Berkeley, the local Environmental Health Department shall verify that the commissary and/or commercial kitchen has a current health permit by signing below. The establishment is in \_\_\_\_\_ County/City.  
An REHS signatures verifies that the facility indicated in **Section 1** meets CALCODE: Section 114294 – 114297.

\_\_\_\_\_

Out of County REHS Name (Please Print)	Phone
_____ / / _____	_____
Out of County REHS Signature & Date Received	E-mail Address

A permitted caterer may operate with a host facility such as a winery, brewery or commercial building and perform on site sales for up to 4 hours in a 12-hour period. Please list the name and address of any host facility where you will conduct retail sales. If you are not working with a host facility, indicate “no host facility” below.

Facility Name	Address	Phone Number

**CalCode Definitions**

**Gastrointestinal Illness:** means a short duration illness most often characterized by either of the following:

- (a) Diarrhea, either alone or in conjunction with other gastrointestinal symptoms, such as vomiting, fever, or abdominal cramps.
- (b) Vomiting in conjunction with either diarrhea or two other gastrointestinal symptoms, such as fever or abdominal cramps

**Caterer operation:** is a food service that is conducted by a permanent food facility where food is served, or limited food preparation is conducted, at a location other than its permitted location, in either of the following circumstances:

- 1) As part of a contracted offsite food service event.
- 2) When operating in conjunction with a host facility with direct food sales.
- 3) “Catering operation” shall not include either of the following:
  - a) Food ordered as takeout or delivery from a food facility, where the food is provided to the consumer for self-service;
  - b) A food facility that is participating as part of a community event.

**Host facility:** is a facility permitted as a host and located in a brewery, winery, commercial building, or another location as approved by the local enforcement agency that meets applicable requirements to support a catering operation that provides food directly to individual consumers. The caterer operation may work for up to four hours, in any one 12-hour period.

**Section 113818**

**(a) Limited Food Prep:** is food preparation that is restricted to one or more of the following:

- 1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
- 2) Dispensing and portioning of non-potentially hazardous food.
- 3) Holding, portioning, and dispensing of any foods that are prepared by a catering operation for a host facility.
- 4) Slicing and chopping of food on a heated cooking surface during the cooking process.
- 5) Cooking and seasoning to order.
- 6) Juicing or preparing beverages that are for immediate service, in response to an individual consumer

order that do not contain frozen milk products.

**(b) "Limited food preparation" does not include any of the following:**

- 1) Slicing and chopping unless it is on the heated cooking surface.
- 2) Thawing, washing of foods, and cooling of cooked, potentially hazardous food.
- 3) Grinding raw ingredients or potentially hazardous food.
- 4) Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
- 5) Cooking of potentially hazardous foods for later use.
- 6) Handling, manufacturing, freezing, processing, or packaging of milk, milk products, or products resembling milk products subject to licensing under Division 15 (commencing with Section 32501) of the Food and Agricultural Code.

**Permanent Food Facility/Commercial Kitchen:** a food facility operating in a permanently constructed structure, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, or otherwise handling food at the retail level.

**Person In Charge (PIC):** is the individual present at a food facility who is responsible for the operation of the food facility.

**Potentially Hazardous Foods (PHF):** (a) is a food that requires time or temperature control to limit pathogenic micro-organism growth or toxin formation.

(b) "Potentially hazardous food" includes a food of animal origin that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, cut tomatoes or mixtures of cut tomatoes and non-commercial garlic-in-oil mixtures

**Food Transportation Section 113982:** Food shall be transported in a manner that meets the following requirements:

- (1) The interior floor, sides, and top of the food holding area shall be constructed of a smooth, washable, impervious material capable of withstanding frequent cleaning.
- (2) The food holding area shall be constructed and operated so that no liquid wastes can drain onto any street, sidewalk, or premises.

**Temperature requirements Section 113996:** Except during preparation, cooking, cooling, transportation to or from a retail food facility for a period of less than 30 minutes, or when time is used as the public health control as specified under Section 114000, or as otherwise provided in this section, potentially hazardous food shall be maintained at or above 135°F, or at or below 41°F.

**Hand washing Section 113953:**

(a) Handwashing facilities shall be provided within or adjacent to toilet rooms.

(1) Food Facilities that handle non-prepackaged food shall provide handwashing facilities sufficient in number and conveniently located so as to be accessible at all times for use by food employees.

(c) Handwashing facilities shall be equipped to provide warm water under pressure for a minimum of 15 seconds through a mixing valve or combination faucet. If the temperature of water provided to a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be at least 100°F, but not greater than 108°F.

(a) A handwashing facility shall be clean, unobstructed, and accessible at all times for employee use.

(b) A handwashing facility shall not be used for purposes other than handwashing.

A handwashing facility shall be provided with liquid soap and paper towels in dispensers

All employees shall thoroughly wash their hands and arms exposed to direct food contact with cleanser and

warm water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 10 to 15 seconds and thoroughly rinsing with clean running water followed by drying of cleaned hands and that portion, if any, of their arms exposed. Employees shall pay attention to the areas underneath the fingernails and between the fingers. Employees shall wash their hands in all of the following instances:

- (1) Immediately before engaging in food preparation.
- (2) After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- (3) After using the toilet room.
- (4) After caring for or handling any animal allowed in a food facility pursuant to this part.
- (5) After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
- (6) After handling soiled equipment or utensils.
- (7) During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- (8) When switching between working with raw food and working with ready-to-eat food.
- (9) Before initially donning gloves for working with food.
- (10) Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
- (11) After engaging in other activities that contaminate the hands.

**113953.4.**

(a) A hand antiseptic used as a topical application shall meet either one of the following requirements:

- (1) Be an approved drug that is listed in the FDA publication Approved Drug Products with Therapeutic Equivalence Evaluations as an approved drug based on safety and effectiveness.
- (2) Have active antimicrobial ingredients.

(c) A hand antiseptic used as a topical application, shall be applied only to hands that are cleaned in a manner described in Section 113953.3.

**Section 114130 Equipment Utensils and Linen:** (a) Equipment and utensils shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions.

(b) Except as specified in subdivision (c), all new and replacement food-related and utensil-related equipment shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

(d) All new and replacement electrical appliances shall meet applicable Underwriters Laboratories standards for electrical equipment as determined by an ANSI accredited certification program.