



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

District # _____

PR# _____

PE# _____

SR# _____

EHS _____

District Environmental Services

CATERING OPERATION PERMITTING FORM

OCR# _____

Catering Operation Business Name:			Date:
Physical Address:	City:	ZIP:	Catering Operation Phone:
Owner Name:			Owner Phone:
Email:			
Website:			

1. Catering Operation Location (Check one):

- My Catering Operation is located in a Food Facility permitted by Riverside County Environmental Health (DEH) and I am the owner of the Food Facility.
- My Catering Operation is located in a Food Facility permitted by Riverside County Environmental Health (DEH) and I am not the owner of the Food Facility. I have included a completed "Approved Catering Kitchen Agreement Letter."

2. Standard Operating Procedures (SOPs) Provided:

- I have completed all sections of the "Food Transport and Protection / Potentially Hazardous Food Safety" sheet (page 4).
- I have completed all sections of the "Catering Operations Menu and Preparation" sheet (page 5).
- I have completed all sections of the "Catering Operation Cleaning / Handwashing" sheet (page 6).

3. Food Transportation Vehicles:

- The interior floor, sides, and top of the food holding area of the vehicle are constructed of smooth, washable, and impervious material capable of withstanding frequent cleaning.
- The food holding area of the vehicle will be constructed and operated so that no liquid wastes can drain onto any street, sidewalk, or premises.
- When the transportation time may exceed 30 minutes, I will use mechanical refrigeration to maintain cold potentially hazardous foods at or below 41°F. (Describe method on the "Food Transportation and Protection / Potentially Hazardous Food Safety" sheet (page 4)).

4. Food Preparation and Operation at Catered Events:

- Food preparation will take place at the Catering Operation's permitted food facility.
- Food preparation conducted at a Catered Event will be limited to Limited Food Preparation as defined in the California Retail Food Code Section 113818.
- All food, beverages, equipment, and utensils are stored solely at the Catering Operation's permitted food facility.
- On-site at the Catered Event, I will provide the name/city/state/zip code of the permitted food facility, the name of my Catering Operation (if different from the name of the permitted food facility), and the name of the operator upon request from any consumer or Environmental Health Specialist upon request. Check all that apply:
 - Sign
 - Business Card
 - Other: _____

5. Records:

- I will maintain records for all Catered Events for 90 days after each event and provide them upon request to an Environmental Health Specialist. The records will include:
 - 1) The location, date, and time of the Catered Event.
 - 2) The customer's name, address, email address, and phone number.
 - 3) Whether the food was delivered to a customer or served to a guest at a Catered Event or a Host Facility.
 - 4) The departure and arrival temperature logs for transportation and any corrective actions taken if the food arrived out of temperature (a sample log is provided).
 - 5) The complete menu of the food provided.
- I will maintain all required paperwork on-site during Catered Events as well as at the Catering Operation permitted food facility, including:
 - 1) A copy of the Riverside County Environmental Health permit.
 - 2) The Food Manager Certificate.
 - 3) Riverside County Environmental Health Food Handler Certificates.
 - 4) A copy of the previous inspection report.

6. Person in Charge:

- A Person in Charge (PIC) will be provided by my Catering Operation during all food service activities at a Catered Event. The PIC will ensure:
 - 1) Food is protected from contamination during service.
 - 2) Overhead protection is provided over all food handling areas.
 - 3) Utensils are provided for individual use.
 - 5) Used plates and utensils are prevented from being returned to any self-service display.
 - 6) Utensils that become contaminated are replaced.
 - 7) Any open or potentially hazardous foods that are not consumed or sold are discarded (unless the food was held at the required temperatures and protected from contamination at all times).
 - 8) That all food that has become contaminated or is suspected of becoming contaminated, or is presumed unsafe because temperatures were not maintained as required are discarded.

7. Water:

- I will ensure that I have potable water available at all Catered Events.

8. Equipment/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 become contaminated.
- I will provide a calibrated probe thermometer to verify food temperatures and ensure it is washed, rinsed and sanitized before use.

9. Toilets and Waste:

- I understand that toilets shall be available within 200 feet travel distance of the food service area for me and my staff at Catered Events.
- All trash/refuse and liquid waste will be discarded in an approved manner.
- A hand sink with warm water, pump soap, and paper towels is available adjacent to toilet facilities.

10. Handwashing:

- A hand sink with warm water, pump soap, and paper towels is available at all food and utensil handling areas.

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

Food Transportation and Protection / Potentially Hazardous Food Safety

Describe how food will be transported and maintained protected from contamination during transportation and also while at the Catered Event.

Attach additional sheets if necessary.

	During Transport - include mechanical refrigeration if travel time may be greater than 30 minutes	At Catered Event Prior to Food Service	During Food Service
How will hot-held PHF be maintained at or above 135°F <u>and</u> how will this be verified?			
How will cold-held PHF be maintained at or below 41°F <u>and</u> how will this be verified?			
How will food be protected from contamination?			

Catering Operations Menu and Preparation

Provide a list of all menu items and the location/method of preparation.

Attach additional sheets if necessary.

Menu Item	Check if food item is prepared at the Catering Operation	Check if food item undergoes any preparation (complete or finishing) at the Catered Event
Food item:	<input type="checkbox"/>	<input type="checkbox"/>
If any preparation will happen at the Catered Event, describe:		
Food item:	<input type="checkbox"/>	<input type="checkbox"/>
If any preparation will happen at the Catered Event, describe:		
Food item:	<input type="checkbox"/>	<input type="checkbox"/>
If any preparation will happen at the Catered Event, describe:		
Food item:	<input type="checkbox"/>	<input type="checkbox"/>
If any preparation will happen at the Catered Event, describe:		
Food item:	<input type="checkbox"/>	<input type="checkbox"/>
If any preparation will happen at the Catered Event, describe:		
Food item:	<input type="checkbox"/>	<input type="checkbox"/>
If any preparation will happen at the Catered Event, describe:		
Food item:	<input type="checkbox"/>	<input type="checkbox"/>
If any preparation will happen at the Catered Event, describe:		

Catering Operations Cleaning / Handwashing

Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils during Catered Events and at the Catering Operation permitted food facility. Please note that equipment and utensil cleaning and sanitizing may not occur at a Catered Event unless it is at a Host Facility.

	Clean	Sanitize
Contact surfaces at a Catered Event (not at a Host Facility)		
At the Host Facility		<input type="checkbox"/> 100ppm chlorine for 30 seconds <input type="checkbox"/> 200ppm quaternary ammonium for 1 minute <input type="checkbox"/> 25ppm iodine for 1 minute <input type="checkbox"/> Other: _____ _____ Method used to verify sanitizer concentration: _____
At the Catering Operation permitted food facility		<input type="checkbox"/> 100ppm chlorine for 30 seconds <input type="checkbox"/> 200ppm quaternary ammonium for 1 minute <input type="checkbox"/> 25ppm iodine for 1 minute <input type="checkbox"/> Other: _____ _____ Method used to verify sanitizer concentration: _____

How will food, trash, and liquid waste be disposed at the end of a Catered Event?

Food	
Trash	
Liquid Waste	

How will hands be washed? How will handwashing supplies be provided?