



## **Catered Feeding Site Permitting Guidelines**

According to Pima County Food Code, “catered feeding sites” meet the regulatory requirement of being permitted. In order to conduct food safety inspections for a catered feeding program each facility requires a food permit in its own name. The Health Department cannot conduct an inspection of the caterer at the facilities address as the caterer’s permit has been issued to a different address. A catered feeding site permit allows facilities to hold and serve prepared foods for immediate service. This permit does not allow for preparing foods, cooking, or reheating on site. All foods must come prepared ready to serve hot or cold from a permitted food establishment.

### **Procedures for Permitting**

- In order to expedite the permitting process an onsite inspection will be conducted for approval; an onsite inspection fee of \$56.00 is required.
- Each facility will apply for a permit. Application must be made within 48 hours of official notification of need to obtain a permit to operate. The inspection and permit fees must be paid at time of application.
- Inspections will be documented on a final inspection form and with a photo survey. Any deficiencies documented must be corrected prior to approval. Facilities unable or unwilling to correct noted deficiencies will not be permitted.
- After a facility passes the inspection the annual permit to operate is issued; the fee is \$195.00 annually.
- Permitted facilities are responsible for following all applicable sections of the Pima County Code Chapter 8.04 and 8.08.
- Permitted facilities are inspected twice per year.

### **Minimum Requirements for Permitting**

The following items are minimum requirements based on the description of food service at the facility; all requirements may not apply to your facility:

- A hand washing sink to ensure that the staff can wash their hands before serving food and when contaminated. The hand sink must be supplied with hot (min. 100 degree F) and cold water, soap and paper towels. The designated hand sink cannot be located in a restroom and can only be used for hand washing. The hand sink must be located in the food service area. Portable hand sinks are not permitted.
- A restroom must be available for use by employees and volunteers.
- Stainless steel tables for plating of food.
- Hot and cold holding equipment necessary to facilitate food service. Chafing dishes cannot be used for hot holding; electric NSF heat and hold units must be used.
- A three compartment sink to wash food service utensils or a standard operating procedure (SOP) explaining the process if there is no three compartment sink on site. For example all utensils are returned to the caterer for cleaning and sanitizing and food is served using disposable utensils.

- Sneeze guards or other barriers are required for food service lines where open or exposed foods are displayed/provided.
- All equipment must be NSF approved for food service.
- Mop Sink for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste. Located in or exterior to the facility, may be a laundry room or utility sink.
- Approvable finishes of walls, floors, and ceilings in the food service area; all surfaces must be smooth and easily cleanable.

Once the facility review is approved, the Health Department will conduct an initial food safety evaluation inspection.

**A menu and copy of the caterer's current permit and food service SOPs are required with the submittal. Caterer must be approved by the Department for food preparation for school feeding programs.**