City of Carrollton Environmental Services Department
Food Establishment Policy
On Permitting, Design, Construction, Equipment, and Sanitation Regulations
For New, Remodeled or Changes of Ownership
In Food and Drink Establishments

I. Definitions.

A. For the purpose of this food establishment policy, the following terms are herein defined.

1. Accessible. Capable of being used easily, free of obstruction or blockage.

2. Approved. Acceptable to the DCO based on his or her determination as to conformance with appropriate standards and recognized public health practices.

3. Approved Source. A food-processing establishment where the conditions and methods of food preparation and/or packaging are subject to official regulation or inspection by federal, state or local regulatory authorities and where all federal, state and local food safety regulations are complied with.

4. Closed. Tightly fitted together, leaving no openings large enough to permit the entrance of vermin.

5. Closure. An order by the DCO to discontinue all food service operations and preparation, including closure of the food establishment to the public until further notice from the DCO.

6. Condiments. Spices, salt, pepper, sugar, catsup, mustard, mayonnaise, sauces, non-dairy creamers, and other items added by the consumer to food.

7. Corrosion-resistant materials. Materials that maintain their original surface characteristics under prolonged influence of food contact, the normal use of cleaning compounds and bactericidal solutions and other conditions of use.

8. DCO. Designated City Official. The City Manager or his designee.

9. Drain board. A stainless steel side board attached to the three compartment sink and graded to drain back into the sink or a stainless steel or plastic coated wire rack suspended over the three compartment sink to be used for the air drying of clean equipment and utensils after washing, rinsing and sanitizing.

10. Easily cleanable. Surfaces which are readily accessible and made of such materials and finish and so fabricated that residue may be effectively removed by normal cleaning methods.

11. Equipment. *S*toves, ovens, ranges, hoods, slicers, mixers, meat blocks, tables, counters, refrigerators, sinks, dish washing machines, steam tables and similar items other than utensils used in the operation of a food service establishment.

12. Establishment closure. A direct order from the DCO to the food establishment owner/operator or "person in charge" to discontinue the preparation, service, operation and/or sale of food from the food establishment involved. The term also includes locking the door of the food establishment to prevent entrance to the public until further notice from the DCO.

13. Food. Any raw, cooked or processed edible substance, ice, beverage or ingredient used or intended for use or for sale in whole or in part for human consumption.

14. Food contact surfaces. Those surfaces of equipment and utensils with which food normally comes in contact and those surfaces from which food may drain, drip or splash back onto surfaces normally in contact with food.

15. Food establishment. Any operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption. This shall include, but is not limited to, a restaurant, retail food store, temporary food establishment, mobile food unit, snow cone stand, and roadside food vendor.

16. Food processing establishment. A commercial establishment in which food is manufactured or packaged for human consumption.

17. Food Service establishment. Any fixed structure where food is prepared and intended for individual portion service and includes the site at which individual portions are provided. The term does not include private homes where food is prepared or served for individual family consumption, the location of food vending machines, and supply vehicles or food processing establishments.

18. FRP Wallboard. Fiberglass reinforced polyester wallboard with a thickness of 3/32 inch or greater.

19. Heavy food preparation. Any area in which foods are prepared utilizing a grill, griddle, deep-fat fryer, commercial type range or ovens, broiler, charbroiler, smoker, wok/stir-fry and/or any similar food preparation equipment; or any area subject to flooding type or wet cleaning procedures due to the cutting or processing of meat, poultry, fish or pork. Heavy food preparation includes, but is not limited to: cafeterias, fast food restaurants, full service restaurants, pizza preparation, donut preparation, meat and fish markets, and the like.

20. Hermetically sealed container. A container designed and intended to be secure against the entry of microorganisms and to maintain the commercial sterility of its contents after processing.

21. Law. Federal, state and local statutes, ordinances, regulations and rules.

22. Light food preparation. Any area in which foods are prepared exclusive of/without the use of fryers, grills or other similar equipment. This is usually limited to the preparation of hot dogs, sandwiches, salads, coffee, or other similar foods and fountain-type cold drinks. Light food preparation includes, but is not limited to, sandwich shops, limited menu concession stands, ice cream parlors, coffee shops, etc.

23. No food preparation. Any area in which foods are provided pre-wrapped and from an approved source. Limited to pre-packaged sandwiches or similar foods, candies and containerized beverages.

24. Non-food contact surface. A surface (including but not limited to shelf, counter, fan or an exterior part of equipment) that does not normally come into contact with food in the operation of a food establishment.

25. Packaged. Bottled, canned, in cartons, or securely wrapped.

26. Person in charge. An individual having supervisory training or management responsibilities as well as any other person in charge of food preparation or service.

27. Potentially hazardous food (PHF). Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. It also includes food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support microorganism growth.
The term does not include clean, whole, uncracked, odor-free shell eggs or foods

which have a pH level of 4.5 or below or a water activity (Aw) value of 0.85 or less.

28. Reconstituted. Recombining dehydrated food products with water or other liquids.

29. Regulatory Authority. The state and local enforcement authority or authorities having jurisdiction over the food establishment, or those determined by the Commissioner of the Texas Department of State Health Services as having jurisdiction.

30. Safe materials. Articles manufactured from or composed of materials that may not reasonably be expected to become a component of or otherwise affect the characteristics of any food either directly or indirectly. If materials are food additives or color additives as defined in Section 201 (s) or (t) of the Federal Food, Drug and Cosmetic Act as used, they are "safe" only if they are used in conformity with regulations established pursuant to Section 409 or Section 706 of the Act. Other materials are "safe" only if they are not food additives or color additives as defined in Section 201 (s) or (t) of the Federal Food, Drug and Cosmetic Act, as used.

31. Sanitization. Effective bactericidal treatment by a process that provides enough accumulative heat or concentration of chemicals for a sufficient amount of time to reduce the bacterial count, including pathogens, to a safe level on utensils and equipment.

32. Seal. To close the junction between surfaces in a way that prevents entry of moisture.

33. Sealed. Free of cracks, pores or other openings that permit the entry or passage of moisture.

34. Single-service articles. Cups, containers, lids, closures, plates, knives, forks, spoons, stirrers, paddles, straws, napkins, wrapping materials, toothpicks, individually packaged catsup, mustard, mayonnaise, coffee creamers and similar articles intended for one-time, one-person use and then discarded.

35. Supervisory personnel. Individuals having supervisory training or management responsibilities as well as any other person in charge of food preparation or service.

36. Tableware. All multi-use eating and drinking utensils including flatware (knives, forks and spoons), chopsticks and skewers.

37. Type II Hood. A general kitchen hood for collecting and removing steam, vapor, heat and/or odors.

38. Utensil. Any implement used in the storage, preparation, transportation, or service food.

39. Vestibule. A passage, hall or room between the outer entrance to a restroom and the interior of the restroom.

40. Water activity. The water in a food or medium that is available to microorganisms for growth. The water activity value is the point where the relative humidity of an atmosphere around a food neither gains nor loses water so that the two humidities are in equilibrium and the water vapor pressure of the food is the same as the atmosphere. The water vapor pressure of pure water at the same temperature is numerically equal to the water activity.

II. Plan Review, Permit Requirements and Change of Ownership Procedures.

A. General. Any person desiring to operate a food establishment must submit plans in accordance with this section. All food establishments must be constructed of materials which facilitate cleaning, minimize deterioration, and prevent vermin harborage. Food establishments must be maintained in accordance with this section.

B. Plans Required. When a food establishment is hereafter constructed, extensively remodeled, changes ownership*, significantly changes the menu as determined by the DCO, or when an existing structure is converted for use as a food establishment, properly prepared plans and specifications for such construction, remodeling, or alteration showing layout, arrangement, and construction materials of work areas and the location, size and types of fixed equipment and facilities must be submitted to the DCO for approval before such work is begun.

* Regardless of prior existing conditions of equipment and facilities in a permitted food establishment, the new ownership must meet all current requirements and policies of the Environmental Services Department.

C. Permit Required.

1. Any person who sells, conveys food or operates a food establishment within the city of Carrollton must obtain a Food Establishment Permit from the City of Carrollton Environmental Services Department and must comply with the requirements of this policy and the City of Carrollton Code of Ordinances prior to opening. A completed permit application must be submitted along with the following:

a. a copy of the individual owner's government-issued photo ID or the business organization owner's Federal Employee Identification Number (FEIN) license;

b. a non-refundable application fee at a cost of $400.00 for heavy food prep, $320.00 for light food prep, $300.00 for each additional operation within the same building or $200.00 for prepackaged foods only; and,

c. a copy of the state issued sales tax certificate.

2. A Food Establishment Permit is valid only with a valid Certificate of Occupancy. Once the Certificate of Occupancy is revoked, the Food Establishment Permit is deemed revoked.

3. Permits granted under the provision of this section, unless otherwise specified, shall remain in force for one year from the date of issuance unless suspended or revoked for cause. Permits shall remain the property of the City of Carrollton.

4. A permit issued under the provision of this section gives the authority to operate the food establishment identified on the permit only to the person to whom the permit is issued. The DCO may impose in the permit additional requirements relating to the operation of the food establishment as deemed necessary to protect public health and safety.

5. A Food Establishment Permit shall be prominently displayed at the place of operation for all patrons to see.

6. When the food establishment changes its name while retaining the same ownership, a food establishment name change permit application shall be submitted to the DCO. A new permit shall be issued to the food establishment under its new name.

7. City of Carrollton policies regarding the suspension and revocation of permits, closure of food establishments and reinstatement of suspended permits are outlined in Section XXI of this policy.

D. Procedures for Change of Ownership of Existing Food Establishments.

It is the desire of the Environmental Services Department to encourage a working relationship between the DCO and the owners/operators of all food service establishments. At times of ownership change the DCO can require that changes be made to construction, structures, equipment, etc. in order to bring the establishment into compliance with city ordinances and policies. The Food Establishment Permit will not be issued until all required changes have been completed. When in the

opinion of the DCO no imminent danger to public health, food or other specified hazard exists, an establishment may remain in operation while making the required changes by obtaining a Temporary Change of Ownership Permit. The new owner/operator of the food establishment should utilize the following procedure during the change of ownership.

1. An application for a Certificate of Occupancy shall be filed with the Building Inspections Department before submitting information to the Environmental Services Department.

2. An application for the Food Establishment Permit shall be filed with the Environmental Services Department along with the permit fee of $400.00 for heavy food prep, $320.00 for light food prep, $200.00 for prepackaged foods, and $300.00 for each additional operation within the same facility. At this time a Temporary Change of Ownership Permit will be issued. This temporary permit will be valid for fourteen consecutive days from the date of application and should be conspicuously displayed in the food establishment at all times. Any changes required by the Environmental Services Department should be made during this 14-day period.

3. A permitting inspection shall be performed before the Permit is issued to ensure compliance with departmental requirements.

4. If the required changes have not been completed prior to the expiration of the Temporary Change of Ownership Permit or if the changes do not meet departmental standards, the owner/operator must purchase an additional 14-day Temporary Change of Ownership Permit for $75.00 in order to remain in operation. This permit fee is non-refundable and the permit shall become invalid fourteen days after the purchase date. The owner/operator may continue to purchase additional Temporary Change of Ownership Permits to remain in operation until all required changes have been completed and the establishment meets all departmental standards as determined by the DCO.

5. If the owner/operator does not wish to purchase additional Temporary Change of Ownership Permits, the establishment shall close and remain closed until all required changes have been completed and the establishment meets all departmental standards as determined by the DCO.

6. All temporary permits are subject to revocation and the Food Establishment Permit shall not be issued if corrective measures are not incorporated into such facilities within the prescribed time interval as designated by the Environmental Services Department.

7. Any food establishment that remains in operation without a valid Food

Establishment Permit or Temporary Change of Ownership permit shall be subject to closure, fines and/or other enforcement actions.

E. Off-Premise Special Event Permits, Produce and Mobile Food Vendor Permits or Temporary Event Permits, Produce and Mobile Food Vendor Permits, and Seasonal Snow Cone Establishment Permits are also required by the City of Carrollton Environmental Services Department. Permit fees and the requirements for obtaining these permits are outlined in Sections XXII, XXIII, and XXIV of this policy respectively.

III. Floor Surfaces.

A. Food Preparation and Utensil Washing Area Floors. The DCO shall establish approved floor surfaces in food preparation and utensil washing areas based upon the degree of food preparation expected. The degrees of food preparation are defined in Section I.A.19, 22 and 23 of this policy. All flooring should be light in color. All grout used on tile floors must be light in color. All floors installed must provide a cove base molding of the same flooring material at the floor/wall junction.

1. Heavy Food Preparation. Food establishments involved in heavy food preparation must incorporate quarry tile, terrazzo tile, or an equivalent floor covering as approved by the DCO.

2. Light Food Preparation. Food establishments involved in light food preparation must incorporate quarry tile, terrazzo tile, ceramic tile, or epoxy resin coating of ¼ inch thickness with a smooth, non-granular texture or an equivalent floor covering as approved by the DCO.

3. No Food Preparation. Food establishments involved in no food preparation must incorporate sealed concrete, vinyl tile, commercial grade sheet vinyl, or an equivalent floor covering as approved by the DCO.

B. Toilet Room Floors. Food establishments must install commercial grade sheet vinyl, commercial grade vinyl tile or an equivalent floor covering as approved by the DCO. Toilet rooms that are inside food preparation, utensil washing or storage areas must install flooring equivalent to that required in all other food preparation and utensil washing areas of the establishment as determined by the degree of food preparation outlined in Section III.A of this policy.

C. Walk-in Cooler Floors. Food establishments storing open, potentially hazardous foods in walk-in coolers must install in the cooler, quarry tile, terrazzo tile, epoxy resin coating of ¼ inch thickness with a smooth, non-granular texture or an equivalent material as approved by the DCO. Walk-in cooler floors must be at the same elevation or higher as the surrounding exterior floors, or must be equipped with

a floor drain. Food establishments storing hermetically sealed or non-potentially hazardous foods in walk-in coolers may install in the cooler sealed concrete or an equivalent material as approved by the DCO.

D. Walk-in Freezer Floors. Food establishments storing potentially hazardous foods in walk-in freezers must install in the freezer sealed concrete or better or an equivalent material as approved by the DCO.

E. Dry Storage Area Floors. All food establishments with dry storage areas not exposed to excessive moisture must install sealed concrete, commercial grade vinyl tile, or an equivalent material as approved by the DCO. A more moisture resistant flooring may be required if the dry storage area is subject to moisture.

F. Wait stations connected to food preparation or service areas that are used for food preparation other than non-potentially hazardous beverages, must meet the flooring requirements listed under Section III.A., where the type of flooring to be installed is dependent on the type of food preparation as defined in Section II.A.19, 22 and 23 of this policy.

G. Floors must be smooth, durable, and non-absorbent, and must be maintained in a condition that facilitates thorough and rapid cleaning. Floors must be free of cracks, chips, holes and deterioration. The DCO may require repair or replacement of any floor which falls to meet the requirements of this section.

H. Floor Carpeting. Carpeting, if used as floor covering, must be of closely woven construction, properly installed, easily cleanable and maintained in good repair. Carpeting is prohibited in food preparation areas, food service areas (including salad bar areas, buffet areas and steam table areas), equipment and utensil washing areas, in food storage areas, and toilet room areas.

I. Prohibited Floor Covering. The use of sawdust, wood shavings, peanut hulls or similar material as a floor covering is prohibited.

J. Mats and Duckboards. Mats and duckboards must be non-absorbent, of grease resistant materials and of such size, design, and construction as to facilitate cleaning. Duckboards must not be used as storage racks.

K. Utility Line Installation. Exposed utility service lines and pipes must be installed in a way that does not obstruct or prevent cleaning of the floor. In all new or extensively remodeled establishments, installation of exposed horizontal utility lines and pipes on the floor is prohibited.

IV. Floor Drains.

A. Food Preparation Floor Drains. Floor drains are required in each food preparation, dish washing, bar, and service area of food establishments involved in heavy and light food preparation. Floor drains must be adequate in number, readily accessible for cleaning, and located in such a manner as to reduce exposed drain lines to an absolute minimum. These drains may receive condensation from cold drink boxes, beverage dispensers, ice bins, etc. Floor drains may also receive drainage from water type heating units such as steam tables and buffets. Equipment that is draining into a floor drain must provide an air gap that is twice the diameter of the inlet pipe. Floor drain requirements in food preparation areas may be waived in existing food service establishments that change ownership. The waiver of floor drain requirements will be determined by the DCO, and will be dependent on the type of food preparation as defined in Section II.A.19., 22 and 23 of this policy.

B. Toilet Room Floor Drains. Floor drains are required in toilet rooms of food establishments involved in heavy and light food preparation. Floor drains are required in childcare facilities. Floor drain requirements in toilet rooms may be waived in existing food service establishments that change ownership. The waiver of floor drain requirements will be determined by the DCO.

V. Wall Surfaces.

A. Food Preparation Area Walls. The DCO shall establish approved wall surfaces in food preparation areas based upon the degree of preparation expected. Food establishments involved in heavy and light food preparation must install wall surfaces of light-colored FRP (Fiberglass Reinforced Polyester), ceramic tile or equivalent materials as approved by the DCO in all food preparation, tableware and utensil washing, and service areas. Wall surfaces must extend ten feet in height or to the ceiling if the ceiling is less than ten feet. The DCO shall require walls to be of stainless steel or ceramic tile in areas where there is extreme heat from the cooking process such as behind stoves, grills, and ovens. The stainless steel or ceramic tile walls surrounding areas of extreme heat should extend from the cooking surface of the equipment up to the vent hood. The DCO shall require durable and easily cleanable wall surfaces exposed to excessive splash in establishments not involved in food preparation. Wall surfaces in food preparation areas of childcare facilities must be FRP, ceramic tile or equivalent material as approved by the DCO.

B. Toilet Room Walls. Food establishments involved in heavy and light food preparation, including child care facilities, must install FRP, ceramic tile, certain types of brick sealed with light-colored enamel or epoxy paint, or equivalent materials as approved by the DCO. Wall surfaces must extend at least four feet in height with the remainder consisting of any light colored, smooth, washable material. Wall surfaces in toilet rooms of establishments that are not involved in food preparation must be of any smooth, light colored, washable material as approved by the DCO.

C. Walk-In Cooler/Freezer Walls. Wall surfaces must be smooth, easily cleanable, and capable of withstanding the effects of low temperature and moisture.

D. Dry Storage Area Walls. Wall surfaces must be smooth, light colored and washable.

E. Studs, joists, rafters, utility lines and pipes must not be unnecessarily exposed on walls in food preparation, utensil washing and storage areas.

F. Non-corrosive metal corner guards must be installed on ceramic tile wall corners where, in the opinion of the DCO, wall degradation could occur.

G. Walls must be light in color non-absorbent, smooth, durable and must be maintained in a condition that facilitates thorough and rapid cleaning and must be free of cracks, chips, holes, and deterioration. The DCO shall require repair or replacement of any wall which fails to meet the requirements of this section.

VI. Ceiling Requirements. Ceilings must be light in color, non-absorbent, smooth, , durable and easily cleanable. In all food preparation areas, utensil washing areas and food service areas exposed to open food and/or moisture, ceiling materials must be non-porous, washable, drop-in vinyl-coated panels, or an equivalent material as approved by the DCO. The DCO shall require repair or replacement of any ceiling which fails to meet the requirements of this section.

VII. Lighting Requirements.

A. Food Preparation Area Lighting. All light fixtures in food preparation, dish wash, and service areas must be equipped with protective covers or shields. Light intensities must be at least 50 foot candles on all work surfaces. All other areas must have light intensities of a least 30 foot candles.

B. Toilet Room Lighting. Light intensities must be at least 20 foot candles.

C. Walk-In Cooler Lighting. Light intensities must be at least 30 foot candles.

D. Dry Storage Area Lighting. Light intensities must be at least 20 foot candles.

VIII. Ventilation Requirements.

A. General. All rooms must have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Ventilation systems must be installed and operated according to law and, when vented to the outside, must not create an unsightly, harmful or unlawful discharge.

B. Dish Washing Machine Ventilation. A Type II hood must be installed above all

freestanding dish washing machines or similar type equipment.

IX. Sink Requirements.

A. Sink Installation. All sinks must be affixed with hot and cold running water, tempered by means of a mixing valve or combination faucet, at each sink. Sinks should be sealed to the wall to prevent the entrance of moisture behind the sink.

B. Food Preparation Areas.

1. Hand Sinks. Easily accessible, free-standing hand wash sinks shall be required and conveniently located within 25 linear feet of all food preparation, service and utensil washing areas. If the linear distance from any food preparation, service or utensil washing area to the hand sink is interrupted by a doorway, corner, separation, partition, angle or location of equipment in the building design, hand sinks must be installed in areas of the establishment that are separated by such building design or equipment location as determined by the DCO. A supply of hand-cleaning soap or detergent and a supply of sanitary disposable towels must be conveniently located near each hand sink. Hand-drying devices providing heated air are prohibited in food preparation areas. Sinks used for hand washing must not be used for food preparation, washing of equipment and utensils or the disposal of wastewater.

2. Utensil Washing. An easily accessible, free-standing, stainless steel, three-compartment sink with a drain board and basins large enough to allow immersion of the largest utensil must be installed in the dish washing area if all kitchen utensils cannot be sanitized in the commercial dishwasher. If reusable tableware (glasses, china, stainless flatware) is utilized the establishment must install a commercial dishwasher. A free-standing, stainless steel, four compartment sink shall be required in bar areas if all glassware is not sanitized in a commercial dishwasher. If barware is sanitized in a commercial dishwasher a three compartment sink shall be required in bar areas. Sinks used for food preparation, washing of equipment and utensils, or the disposal of wastewater must not be used for hand washing.

3. Produce Washing. Establishments involved in the washing and preparation of produce may install a two compartment sink in the produce area, provided that a separate hand sink is installed in the produce area and a three-compartment sink or commercial dish washing machine is available in another area of the establishment for washing, rinsing and sanitizing of produce utensils and equipment.

C. No Food Preparation Establishments. Establishments which do not engage in food preparation but which sell self-service coffee, other self-service drinks and food

items must provide a stainless steel three compartment sink to be used for the washing, rinsing and sanitizing of coffee pots, drink dispensing equipment and utensils.

D. Utility Facility. At least one easily accessible, stainless steel utility sink or curbed cleaning area with a floor drain must be provided and used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid wastes. The use of lavatories, utensil washing, equipment washing or food preparation sinks for this purpose is prohibited.

E. Toilet Rooms. An easily accessible hand wash lavatory is required to be located in or immediately adjacent to each toilet facility. A supply of hand-cleaning soap or detergent and a hand-drying device providing heated air must be conveniently located near each hand wash lavatory. If the toilet room is to be used by the public and/or employees, a supply of sanitary, disposable towels must be provided. Common towels are prohibited.

X. Dressing Rooms and Locker Areas.

A. Dressing Rooms. If employees routinely change clothes within the establishment, rooms or areas must be designed and used for that purpose. These designated rooms or areas must not be used for food preparation, storage, service, or for utensil washing or storage.

B. Locker Areas. Enough lockers or other suitable facilities must be provided and used for the orderly storage of employee clothing and other belongings. Lockers or other suitable facilities may be located only in the designated dressing rooms or in dry storage rooms or areas containing only completely packaged food or packaged single-service articles.

XI. Laundry Facilities.

A. Laundry facilities in a food establishment must be restricted to the washing and drying of linens, cloths, uniforms, and aprons necessary to the operation. If such items are laundered on the premises, an electric, gas, or steam dryer must be provided and used.

B. Separate rooms must be provided for laundry facilities in a food establishment except that such operations may be conducted in storage rooms containing only pre-packaged foods and/or packaged single service articles.

XII. Sanitary Facilities and Controls.

A. Water Supply.

1. General. Enough potable water for the needs of the food establishment must be provided from a source constructed and operated according to law.

2. Transportation. All potable water not provided directly by pipe to the food establishment from the source must be transported in a bulk water transport system and must be delivered to a closed water system.

3. Bottled Water. Bottled and packaged potable water must be obtained from an approved source and must be handled and stored in a way that protects it from contamination. Bottled and packaged potable water must be dispensed from the original container.

4. Water under pressure. Water under pressure at the required temperature must be provided to all fixtures and equipment that use water.

B. Sewage. All sewage, including liquid waste, must be disposed of by a public sewage system or by a sewage disposal system constructed and operated according to law. Non-water carried sewage disposal facilities are prohibited except where water carried disposal methods have been determined by the DCO to be impractical. Under such conditions, only facilities which have been approved by the DCO may be used, and operation of these facilities must be in conformance with applicable state and local laws.

C. Plumbing.

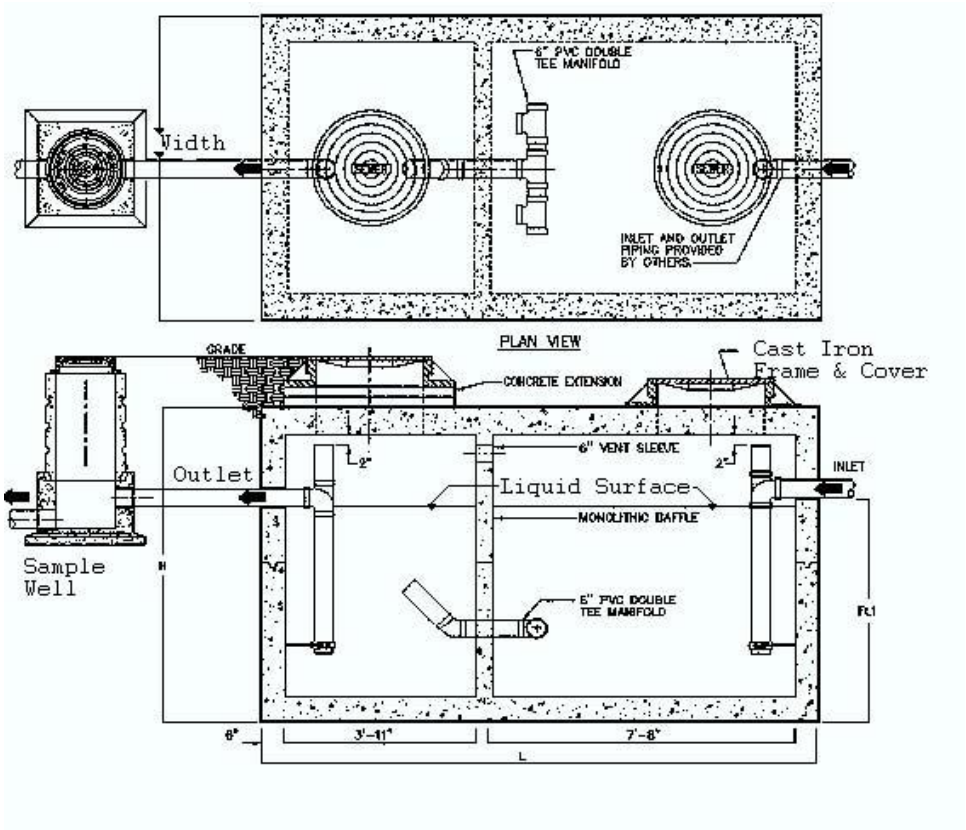
1. General. All food and drink establishments must be connected to the city's potable water supply and to the city's sanitary sewer system with the exception of Temporary establishments and Snow Cone establishments. Plumbing must be sized, installed and maintained according to law. There must be no cross-contamination between the potable water supply and any non-potable or questionable water supply, or any source of pollution through which the potable water supply might become contaminated. All stacks, vents and other pipes must be concealed in the floors, ceilings and walls so that no exposed pipes are on the floor.

2. Backflow. The potable water system must be installed to preclude the possibility of backflow. Devices must be installed to protect against backflow and backsiphonage at all fixtures and equipment where an air gap at least twice the diameter of the water supply inlet is not provided between the water supply inlet and the fixture's flood level rim. Backflow prevention devices must be installed on all dish washing machines. A hose must not be attached to a faucet unless a backflow prevention device is installed.

3. Grease Interceptors or Traps. A grease interceptor/trap is defined as an

interceptor or clarifier which will remotely serve any number of fixtures to separate and retain undesirable matter from the normal sanitary sewer wastes and lines. The necessity and size of the grease interceptor/trap to be installed in a food establishment will be determined by the DCO using the following criteria.

DIAGRAM FOLLOWS



a. Heavy Food Preparation establishments shall install and maintain at the minimum, a 1000-gallon conventional grease trap/interceptor. For this section, heavy food preparation establishments shall mean any establishment in which foods are prepared utilizing a grill, griddle, deep-fat fryer, commercial range or oven, broiler, rotisserie, charbroiler, smoker, wok/stir-fry and/or any similar food preparation equipment; or any area subject to flooding type or wet cleaning processes due to the cutting or processing of meat, poultry, fish or pork. Heavy food preparation includes, but is not limited to: cafeterias, fast food and full service restaurants, pizza preparation,

donut preparation, meat and fish markets, wholesale food preparation or processors.

b. Light Food Preparation shall install and maintain at the minimum a 500-gallon grease trap/interceptor. For this section, light food preparation establishments shall mean any establishment in which foods are prepared without the use of fryers, grills or other similar grease generating equipment. Light food preparation includes, but is not limited to, sandwich shops, coffee shops, ice cream parlors, daycares, limited menu concession stands or convenience stores, and bakeries without fry vats.

c. Interceptors are to be located outside of the building and must not be in fire lanes, so that they are readily and easily accessible for cleaning and inspection, per City of Carrollton Code of Ordinances § 171.11.

d. Increased use or volume, change in menu, misinterpretations of operations or discharge violations may require installation of a larger interceptor at owner/operator expense, per City of Carrollton Code of Ordinances § 171.11.

e. Larger sizes or multiple interceptors/traps may be appropriate for meeting discharge compliance requirements and are encouraged, since they are often more cost effective for heavy food operations.

f. Alternative Proposals:

Alternate devices for grease removal (i.e. Great Basin, Trapzilla, Big Dipper, etc.) shall be approved on an individual basis by Environmental Services through a variance letter, and will be subject to monitoring for its effectiveness.

Subject to specific best management kitchen practices, set-up and maintenance procedures, the city is currently allowing the following alternative FOG pretreatment devices for specific food establishments:

(1) No food preparation: No grease trap/interceptor requirement.
(2) Light food preparation:
    (a) Great Basin Model No. GB-75
    (b) Trapzilla Model No. TZ-600
(3) Heavy food preparation:
    (a) Great Basin Model No. GB-250
    (b) There is <u>no</u> acceptable Trapzilla equivalent.

g. Owners of facilities using grease interceptors/traps are subject to the requirements of City Code § 172.30, "Liquid Waste Generators".

h. The purpose of this policy is to protect the public sewer system and public health. The City therefore may determine that circumstances, such as location or use, warrant more aggressive protection of the sewer system. The City reserves the right to define the interpretation and application of this policy under City Code Chapter 171.

4. Garbage Grinders. The use of garbage grinders is discouraged as this causes additional solids in the sanitary sewer system and increases the potential for sewer clogs and blockages. The installation of garbage grinders will require the approval of the DCO.

5. Drains. With the exception of hand sinks and utility sinks, there must be no direct connection between the sewage system and any drains originating from equipment in which food, portable equipment or utensils are placed. An air gap must be provided that is at least twice the diameter of the drain pipe. When a dish washing machine is located within five feet of a trapped floor drain, the dishwasher waste outlet may be connected directly on the inlet side of a properly vented floor drain trap if permitted by law.

6. Water Heaters. Water heaters must be of at least 50 gallon capacity and must be installed near but not in food preparation or utensil washing areas, except booster heaters for dish washing machines. If a water heater in an existing establishment is installed in a food preparation or utensil washing area it must be enclosed in a room with a door that provides proper ventilation.

D. Toilet Facilities.

1. Toilet facilities must be provided for each sex. Toilets must be provided for public use and maintained in a sanitary condition by all food establishments with on-premise consumption of food. Public access must not be through food preparation, serving or storage areas. Employee use of these toilet facilities is permitted if they are conveniently located to food preparation areas and accessible to employees at all times.

2. Toilet Installation. Toilet facilities must be installed according to law, must be the number required by law, must be conveniently located and must be accessible to employees at all times. All food establishments must provide at least one employee toilet.

3. Toilet Design. Toilets and urinals must be designed to be easily cleanable.

4. Toilet Rooms. Toilet rooms must be completely enclosed and must have tight fitting, self-closing, solid doors, which must be closed except during cleaning or maintenance. Toilet rooms must have exhaust fans and floor drains. Floors shall be graded to drain.

5. Toilet Fixtures. Toilet fixtures must be kept clean and in good repair. A supply of toilet tissue must be provided by each toilet at all times. Toilet rooms used by women must have at least one covered waste receptacle. Easily cleanable receptacles must be provided for waste material.

E. Garbage Facilities, Outdoor Refuse Areas.

1. Garbage and refuse must be kept in durable, easily cleanable, insect proof and rodent proof containers that do not leak and do not absorb liquids.

2. Suitable facilities, including hot water and detergent or steam, must be provided and used for washing containers. Liquid waste from compacting or cleaning operations must be disposed of as sewage, and must not be deposited in any area that will drain to the storm system or water course.

3. Covered waste receptacles must be used throughout the premises.

4. Outdoor refuse areas must be curbed and graded to drain, collect and dispose of liquid waste that result from the refuse and from cleaning the area and waste receptacles. Liquid waste that results from the refuse and from cleaning the refuse areas and waste receptacles must be collected and disposed of properly as sewage. Resulting liquid waste shall not be allowed to go into the storm sewer system.

5. Outdoor refuse containers must remain closed at all times and must be emptied by an approved commercial service at a frequency of at least three days per week. The frequency of garbage pick-up may be determined by the DCO if necessary to maintain the premises of the food establishment free of litter, garbage odor, rodents and insects.

6. Outdoor trash compactors over 15 feet in length must be emptied every seven days.

F. Insect and Rodent Control.

1. Outer Openings, Protected. Openings to the outdoors must be protected against the entry of insects and rodents by:

a. Closed, tight-fitting windows and solid, self-closing, tight-fitting doors.

b. Installation of air curtains at all rear doors used for the loading and unloading of food products and at all drive through windows.

c. Installation of 16 mesh (16 wires per 1 inch) screens on windows and doors that are kept open for ventilation or other purposes.

d. Properly sealed perimeter walls and roofs of the food establishment.

2. Insect Control Devices, Design and Installation.

a. Devices that are used to electrocute flying insects and that may impel insects or insect fragments must be:

(1) Designed to have "escape-resistant" trays; and
(2) Installed so that:

(a) The devices are located at least seven feet away from food preparation or utensil washing areas; and,
(b) Dead insects and insect fragments are prevented from falling on or being impelled onto exposed food; clean equipment, utensils, and linens; and, unwrapped single-service and single-use articles.

b. Devices used to trap insects by adherence may not be installed above exposed food; clean equipment, utensils, and linens; or unwrapped single-service and single-use articles.

c. Devices used to spray or mist insect repellant or pesticides into the air are prohibited in food preparation, utensil washing and storage areas.

XIII. Equipment Specifications and Requirements.

A. Food Preparation, Dish Wash, Bar, and Service Areas.

1. Food contact surfaces must be stainless steel with the exception of certain approved polymer cutting boards. Baking tables on which no potentially hazardous foods are prepared may be hard rock maple. Customer service counters, food packaging areas, take-out windows, and similar areas must be surfaced with a material that is smooth, non-absorbent, durable, light in color and easily cleanable as approved by the DCO. With the exception of hard rock maple baking tables, no wood is permitted in any food preparation, dish washing, bar or service area of the food establishment.

2. Soft drink syrup canisters or containers must be situated on six-inch high non-corrosive racks or within non-corrosive pans with one-inch curbs.

3. Cabinets, tables, or other similar equipment made of wood, particle board, or Formica shall not be allowed in areas subject to moisture (food preparation and dishwashing areas and other areas subject to wet mopping). However, childcare facilities may be authorized to install cabinets with light-colored Formica covers or sealed wood exterior surfaces and light colored, enamel or epoxy painted wood

4. A commercial dishwasher with a final rinse temperature of 180° F or an approved chlorine residual on the final rinse is required in all food service establishments utilizing re-usable tableware.

5. Thermometers. Indicating thermometers required for immersion into food or cooking media must be of metal stem-type construction, numerical scaled or digital electronic and accurate to ±2 ° F.

B. Wait Station Requirements.

1. Wait stations connected to food preparation or service areas, and/or used for food preparation other than non-potentially hazardous beverages, shall meet the requirements of this policy with regard to the degree of food preparation as outlined in Sections I.A.19, and 22 of this policy. All equipment shall be non-corrosive metal with stainless steel food contact surfaces.

2. Wait stations remote from food preparation or service areas, and used for non-potentially hazardous beverage preparation only, shall meet the following requirements:

   a. Vinyl tile floors or better (must be non-absorbent, easily cleanable, etc.).

   b. Light-colored Formica or equivalent countertops.

   c. Shelving below countertops shall be light-colored, sealed, smooth, and easily cleanable.

   d. Syrup canisters shall be stored and installed at least six inches off of the floor on a non-corrosive metal rack or inside the counter on a stainless steel tray with a minimum of a one-inch curb.

C. Toilet Rooms. Self-closing devices shall be required on rest room doors in all food establishments. Toilet rooms used by women must have at least one covered waste

receptacle. Easily cleanable receptacles must be provided for waste material.

D. Walk-In Coolers. Shelving racks must be stainless steel, epoxy-coated non-corrosive metal or equivalent as approved by the DCO. The lowest shelf of any rack must be at least six inches off of the floor on bullet point legs. If the lowest shelf of the rack is not six inches off of the floor, the rack must be equipped with wheels and must be easily moved to facilitate easy cleaning of the floor.

E. Dry Storage Areas. Shelving must be light-colored, epoxy or enamel painted wood if the storage area is not subject to moisture. Alternate shelving may be required if the storage area becomes subject to moisture. The lowest shelf of any rack must be at least six inches off of the floor on bullet point legs. If the shelf of the rack is not six inches off of the floor the rack must be equipped with wheels and must be easily moved to facilitate cleaning of the floor.

F. Equipment must be maintained in working order and in a condition that facilitates thorough and rapid cleaning. The DCO may require certain equipment to be approved by the National Sanitation Foundation (NSF) for its intended use, and shall require repair or replacement of any equipment which falls to meet the requirements of this section.

G. Residential refrigerators, stoves, ovens and other similar equipment for residential use are prohibited from use in the food establishment.

XIV. Equipment Installation and Location.

A. General. Equipment, including ice makers and ice storage equipment, must not be located under exposed or unprotected sewer lines or water lines, open stairwells, or other sources of contamination. This requirement does not apply to automatic fire protection sprinkler heads that may be required by law.

B. Table Mounted Equipment.

1. Equipment that is placed on tables or counters, unless portable, must be sealed to the table or counter, or elevated on legs to at least a four inch clearance between the table or counter and equipment, and must be installed to facilitate the cleaning of the equipment and adjacent areas.

2. Equipment is portable if:

a. It is small and light enough to be moved easily by one person; and,

b. It has no utility connection, or a utility connection that disconnects quickly, or a flexible utility connection line of sufficient length to permit the equipment to

be moved for easy cleaning.

C. Floor-Mounted Equipment.

1. Floor-mounted equipment, unless readily movable, must be:

a. Sealed to the floor;

b. Installed on a raised platform of concrete or other smooth masonry base. The raised platform or base must be constructed in a manner that meets the requirements for flooring materials and height clearance; or,

c. Elevated on legs to provide at least a six-inch clearance between the floor and equipment, except that vertically mounted floor mixers may be elevated to provide at least a four inch clearance between the floor and equipment if no part of the floor under the mixer is more than six inches from cleaning access.

2. Equipment is easily movable if:

a. It is mounted on wheels or casters; and
b. It has no utility connection, or a utility connection that disconnects quickly, or a flexible utility line of sufficient length to permit the equipment to be moved for easy cleaning.

3. Unless sufficient space is provided for easy cleaning between and behind each unit of floor-mounted equipment such as hand sinks, three compartment sinks and preparation tables, the space between it and adjoining equipment units, and between it and adjacent walls, must be sealed. If exposed to seepage, the equipment must be sealed to the adjoining equipment or adjacent walls.

D. Aisles and Working Space. Aisles and working spaces between units of equipment and walls must be unobstructed and of sufficient width to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact. All easily movable storage equipment such as pallets, racks and dollies must be positioned to provide accessibility to working areas.

E. Hot and Cold Equipment Location. Care should be taken to locate hot equipment such as grills, griddles, stoves and similar equipment away from cold equipment such as reach-in or walk-in refrigerators and freezers so as to reduce the amount of heat transfer from the hot equipment to the cold equipment.

F. Equipment used for the display and service of open food (steam tables, buffets, salad bars) must be equipped with protective devices such as sneeze guards, covered

display cases or by other effective means in order to protect the food from consumer contamination.

XV. Equipment and Utensils.

A. Materials.

1. General. Multi-use equipment and utensils must be constructed of and repaired with safe materials, including finishing materials; must be corrosion resistant and non-absorbent; and must be smooth, easily cleanable, and durable under conditions of normal use. Single-service articles must be made from clean, sanitary, and safe materials. Equipment, utensils and single-service articles must not impart odors, color, or taste nor shall they contribute to the contamination of food.

2. Solder. If solder is used, it must be composed of safe materials and be corrosion resistant.

3. Wood. Wood may be used for Baker's tables and for single-service articles, such as chopsticks, stirrers, or ice cream spoons. The use of wood as a food-contact surface under other circumstances is prohibited.

4. Plastics. Safe plastic, safe rubber or rubber-like materials that are under normal conditions of use resistant to scratching, scoring, decomposition, crazing, chipping, and distortion; and, that are of sufficient weight and thickness to permit cleaning and sanitizing by normal dish washing methods are permitted for repeated use.

5. Mollusk and Crustacean Shells. Mollusk and crustacean shells may be used only once as a serving container. Further reuse of such shells for food service is prohibited.

6. Single-service. Reuse of single-service articles is prohibited.

B. Design and Fabrication.

1. General. All equipment and utensils, including plastic ware, must be designed and fabricated for durability under conditions of normal use and must be resistant to denting, buckling, pitting, chipping and crazing.

a. Food-contact surfaces and packaging surfaces must be made of stainless steel or other material approved by the DCO that is smooth and easily cleanable. Cast iron may be used as a food-contact surface only if the surface is heated, such as in grills, griddle tops and skillets. Threads must be designed to

facilitate cleaning. Ordinary "V" type threads are prohibited in food-contact surfaces, except that in equipment such as ice makers or hot oil cooking equipment and hot oil filtering systems where such threads may be used but only to the extent necessary for the proper functioning of such equipment. Door gaskets around reach-in refrigerators and freezers must seal properly, must be maintained in good condition and must be kept clean and free of debris.

b. Equipment containing bearings and gears requiring unsafe lubricants must be designed and constructed so that the lubricant cannot leak, drip, or be forced into food or onto food-contact surfaces. Only safe, food grade lubricants may be used on equipment designed to receive lubrication of bearings and gears on, above or within food-contact surfaces.

c. Tubing conveying beverages or beverage ingredients to dispensing heads may be in contact with stored ice, provided that such tubing is clean, fabricated from safe material, and is attached to grommets at entry and exit points to preclude moisture (condensation) from entering the ice machine or ice storage bin. Drainage or drainage tubes from dispensing units must not pass through the ice machine or ice storage bin.

d. Sinks, drain boards and dish drying racks must be self-draining.

XVI. Poisonous or Toxic Materials.

A. Materials Permitted. Only those poisonous or toxic materials approved for use in food establishments and necessary for the maintenance of the establishment, the cleaning and sanitization of equipment and utensils, and the control of insects and rodents may be present in food establishments.

B. Labeling of Materials. Containers of poisonous or toxic materials shall be prominently and distinctly labeled according to law for easy identification of contents.

C. Storage of Materials. Poisonous or toxic materials consisting of the following three categories shall not be stored in food storage, preparation or service areas:

1. Insecticides and rodenticides;

2. Detergents, sanitizers, and related cleaning or drying agents; and,

3. Caustics, acids, polishes and other chemicals

D. Use of Materials.

1. Bactericides, cleaning compounds, or other compounds intended for use on food-contact surfaces shall not be used in a way that leaves a toxic residue on such surfaces or in a way that would constitute a hazard to employees or other persons.

2. Poisonous or toxic materials shall not be used in a way that contaminates food, equipment, or utensils, or in a way that constitutes a hazard to employees or other persons or in any way other than in full compliance with the manufacturer's guidelines.

E. Personal Medications. Personal medications shall not be stored in food storage, preparation or service areas.

F. First Aid Supplies. First aid supplies shall be stored in a way that prevents them from contaminating food and food-contact surfaces.

XVII. Premises.

A. General.

1. Food establishments and all parts of the property used in connection with operations of the establishments must be kept free of litter.

2. In order to protect food from the potential contamination of dust, insects, rodents, overhead leakage or drippage, and rain, the preparation, storage, and display of food outdoors of the food establishment is prohibited.

3. The walking and driving surfaces of all exterior areas of food establishments must be surfaced with concrete, asphalt or with gravel or similar material effectively treated to facilitate maintenance and minimize dust. These surfaces must be graded to prevent pooling of water, kept free of litter and maintained in good repair.

4. Only articles necessary for the operation and maintenance of the food establishment may be stored on the premises.

5. Materials and equipment for use in the food establishment must not be stored outdoors of the food establishment unless in a fully enclosed storage facility.

6. It shall be an offense to allow any person(s) not employed by the food establishment nor performing tasks essential to the operation of the food establishment to traverse through the food preparation, food service or utensil washing area.

B. Storage Areas. Establishments must provide adequate storage space for food, utensils, equipment and any other items necessary for the operation of the establishment. The recommended size of the storage area is 25% of the total square footage of the establishment with the minimum amount of storage area required being 15% of the total square footage.

C. Living Areas. No operation of a food establishment shall be conducted in any room used as living or sleeping quarters. Food service operations must be separated from any living or sleeping quarters by complete partitioning and solid, self-closing doors.

D. Linens and Clothes Storage.

1. Clean clothes and linens must be stored in a clean place and protected from contamination until used.

2. Soiled clothes and linens must be stored in non-absorbent containers or washable laundry bags until removed for laundering.

E. Cleaning Equipment Storage. Maintenance and cleaning tools such as brooms, mops, vacuum cleaners, and similar equipment shall be maintained and stored in a way that does not contaminate food, utensils, equipment, or linens and must be stored in an orderly manner to facilitate the cleaning of that storage location.

F. Animals. Live animals, including birds and turtles, must be excluded from within the food service operational premises and from immediately adjacent areas under the control of the food establishment. This exclusion does not apply to edible fish, crustacean, or to fish in aquariums. Patrol dogs accompanying security or police officers or certified service dogs accompanying blind, deaf or ADA-defined persons with disabilities requiring service dogs must be permitted in dining rooms.

XVIII. Cleaning and Sanitizing.

A. General. Except for emergency cleaning of floors, the cleaning of floors and walls must be done during periods when the least amount of food is exposed, such as after closing or between meals. Floors, mats, duckboards, walls, ceilings and attached equipment and decorative materials must be kept clean. Only dustless methods of cleaning floors and walls must be used, such as vacuum cleaning, wet cleaning or the use of dust-arresting sweeping compounds with brooms.

B. Equipment Design and Fabrication.

1. Accessibility. Unless designed for in-place cleaning, food-contact surfaces must be accessible for cleaning and inspection:

a. Without being disassembled; or

b. By disassembling without the use of tool; or

c. By easy disassembling with the use of only simple tools such as a mallet, a screwdriver, or an open-end wrench kept available near the equipment.

2. In-Place Cleaning. Equipment intended for in-place cleaning must be designed and fabricated so that:

   a. Cleaning and sanitizing solutions can be circulated throughout a fixed system using an effective cleaning and sanitizing regimen;

   b. Cleaning and sanitizing solutions will contact all interior food-contact surfaces; and,

   c. The system is self-draining or capable of being completely evacuated.

3. Pressure Spray Cleaning. Fixed equipment designed and fabricated to be cleaned and sanitized by pressure spray methods must have sealed electrical wiring, switches and connections.

4. Nonfood-Contact Surfaces. Surfaces of equipment not intended for contact with food but which are exposed to splash or food debris or which otherwise require frequent cleaning must be designed and fabricated to be smooth, washable, free of unnecessary ledges, projections or crevices and readily accessible for cleaning, and must be of such material and in such repair as to be maintained in a clean and sanitary condition. Areas between pieces of equipment or between equipment and walls that are not easily accessible for cleaning must be sealed to prevent the entrance of debris. Nonfood-contact surfaces in food preparation and utensil washing areas must not be composed of wood, wood products or other porous materials.

5. Ventilation Hoods. Ventilation hoods and devices must be designed to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food-contact surfaces. Filters or other grease extracting equipment must be readily removable for cleaning and replacement if not designed to be cleaned in place; filters must be kept clean. Ventilation hoods must be equipped with fire suppression systems.

6. Existing Equipment. Equipment installed in a food establishment prior to the effective date of this policy and which does not fully meet all of the design and fabrication requirements of this rule may be deemed acceptable in that establishment as long as: there is no change of ownership, it is in good repair, it

is capable of being maintained in a sanitary condition, and the food-contact surfaces are nontoxic. Replacement equipment and new equipment acquired after the effective date of this policy must meet the requirements of this policy.

C. Cleaning and Sanitization of Equipment and Utensils.

1. Cleaning Frequency.

a. Tableware must be washed, rinsed and sanitized after each use.

b. To prevent cross-contamination, kitchenware and food-contact surfaces of equipment must be washed, rinsed and sanitized after each use and following any interruption of operations during which time contamination may have occurred.

c. Where equipment and utensils are used for the preparation of potentially hazardous foods on a continuous or production-line basis, utensils and the food-contact surfaces of equipment must be washed, rinsed, and sanitized at intervals throughout the day on a schedule based on food temperature, type of food and amount of food particle accumulation.

d. The food-contact surfaces of grills, griddles and similar cooking devices and the cavities and door seals of microwave ovens must be cleaned at least once a day; except that this shall not apply to hot oil cooking equipment and hot oil filtering systems. Door gaskets of reach-in refrigerators and freezers must properly seal, must be maintained in good condition and must be kept clean. The food contact surfaces of all cooking equipment must be kept free of encrusted grease deposits and other accumulated grime.

e. Non food-contact surfaces of equipment must be cleaned as often as is necessary to keep the equipment free of accumulation of dust, dirt, food particles and other debris.

2. Wiping Cloths.

a. Cloths used for wiping food spills on tableware, such as plates or bowls being served to the consumer, must be clean, dry and used for no other purpose.

b. Moist cloths or sponges used for wiping food spills on kitchenware and food-contact surfaces of equipment must be clean and rinsed frequently in a sanitizing solution that is twice the concentration of the sanitizing solutions used in a three compartment sink as outlined in Section XVIII.C.3.d.(4)(b) and (c) of this policy and used for no other purpose. These cloths and sponges must be stored in the sanitizing solution between uses.

c. Moist cloths or sponges used for cleaning nonfood-contact surfaces of equipment, such as counters, dining table tops and shelves must be clean and rinsed frequently in a sanitizing solution that is twice the concentration of the sanitizing solutions used in a three compartment sink as outlined in Section XVIII.C.3.d.(4)(b), (c) and (d) of this policy and used for no other purpose. These cloths and sponges must be stored in the sanitizing solution between uses.

d. The sanitizing solution in which wiping cloths are stored between uses must be kept clean and must be replaced frequently throughout its use to maintain the proper concentration of sanitizer.

3. Manual Cleaning and Sanitizing.

a. A three compartment sink must be used if washing, rinsing and sanitizing of food preparation utensils and equipment is done manually. Sinks must be large enough to permit the complete immersion of the utensils and equipment, and each compartment of the sink must be supplied with hot and cold potable running water.

b. Non-corrosive drain boards, easily movable dish tables, or air drying racks of adequate size must be provided for proper handling of soiled utensils prior to washing and for cleaned utensils following sanitizing and must be located so as not to interfere with the proper use of the dish washing facilities.

c. Food preparation equipment and utensils must be pre-flushed or pre-scraped and, when necessary, pre-soaked to remove gross food particles and soil.

d. Except for fixed equipment and utensils too large to be cleaned in sink compartments, manual washing, rinsing and sanitizing must be conducted in the following sequence:

(1) Sinks must be cleaned prior to use; then,
(2) Equipment and utensils must be thoroughly washed in the first compartment with a hot, detergent solution that is between 110° F - 120° F and is kept clean; then,
(3) Equipment and utensils must be rinsed free of detergent and abrasives with clean water that is between 110° F - 120° F in the second compartment; then,
(4) Equipment and utensils must be sanitized in the third compartment according to one of the following methods:
(a) Immersion for at least 30 seconds in clean, hot water at a temperature of at least 171° F; or,

(b) Immersion for at least one minute in clean solution containing at least 50 parts per million (ppm) of available chlorine as a hypochlorite and a temperature between 70° F - 120° F; or,

(c) Immersion for at least one minute in a clean solution containing at least 12.5 ppm of available iodine and a temperature between 70° F - 120° F; or,

(d) Immersion for at least one minute in a solution containing quaternary ammonium compound (Q.A.C.) at a strength as indicated by the manufacturer's use directions included in the labeling.

(5) Equipment too large to sanitize by immersion must be sanitized by rinsing, spraying or swabbing with a chemical sanitizing solution of at least twice the strength required for that particular sanitizing solution in the third sink compartment.

(6) When chemicals are used for sanitization, a test kit or other device that accurately measures the parts per million concentration of the solution must be provided and used.

(7) When hot water is used for sanitizing, the following facilities must be provided and used.

(a) An integral heating device or fixture installed in, on or under the sanitizing compartment of the sink capable of maintaining the water temperature at 170° F or higher.

(b) A numerically scaled indicating thermometer, accurate to ±3°F, convenient to the sink for frequent checks of water temperature; and

(c) Dish baskets of such size and design to permit complete immersion of the tableware, kitchenware and equipment in the hot water.

4. Mechanical Cleaning and Sanitizing.

a. Commercial dish washing machines must be used if reusable tableware is provided for customers. Cleaning and sanitizing may be accomplished by spray-type or immersion dish washing machines. These machines must be properly installed and maintained in good repair. Machines must be operated in accordance with manufacturers' instructions, and utensils and equipment placed in the machine must be exposed to all dish washing cycles. Automatic detergent dispensers, wetting agent dispensers and liquid sanitizer injectors, if any, must be properly installed and maintained.

b. The pressure of the final rinse water supplied to spray-type dish washing machines must not be less than 15 nor more than 25 pounds per square inch as measured in the water line immediately adjacent to the final rinse control valve. A ¼ inch IPS valve must be provided immediately

(1) The chemical sanitizing rinse water temperature is not less than 75° F nor less than the temperature specified by the machines manufacturer; and,

(2) Chemical sanitizers used are approved and a test kit or other device that accurately measures the parts per million concentration of the solution is available and used.

c. Machines using hot water for sanitizing may be used provided that the wash and rinse waters are kept clean and that the water is maintained at not less than the temperature stated below:

(1) Single tank, stationary rack, dual-temperature machine: wash temperature 150° F, final rinse temperature 180° F.
(2) Single tank, stationary rack, single temperature machine: wash temperature 165° F, final rinse temperature 165° F.
(3) Single tank, conveyor machine: wash temperature 160° F, final rinse temperature 180° F.
(4) Multi-tank, conveyor machine: wash temperature 150° F, pumped rinse temperature 160° F, final rinse temperature 180° F.
(5) Single tank, pot, pan, and utensil washer (either stationary or moving rack): wash temperature 140° F, final rinse temperature 180° F.
(6) All dish washing machines must be thoroughly cleaned at least once a day or more often when necessary to maintain them in satisfactory operating condition.

d. Machine or water line mounted, numerically scaled indicating thermometers, accurate to ±3° F, must be provided to indicate the temperature of the water in each tank of the machine and the temperature of the final rinse water as it enters the manifold.

e. Rinse water tanks must be protected by baffles, curtains, or other effective means to minimize the entry of wash water into the rinse water. Conveyors in dish washing machines must be accurately timed to assure proper exposure times in wash and rinse cycles in accordance with manufacturers' specifications attached to machines.

f. Drain boards and racks must be provided and be of adequate size for the proper handling of soiled utensils prior to washing and of cleaned utensils following sanitization and must be so located and constructed as not to interfere with the proper use of the dish washing facilities. This does not preclude the use of easily moveable dish tables for the storage of clean utensil following sanitization.

g. Equipment and utensils must be flushed or scraped and, when necessary, soaked to remove gross food particles and soil prior to being washed. Equipment and utensils must be placed in racks, trays, baskets or on conveyors such that food contact surfaces are exposed to the unobstructed

application of detergent wash and clean rinse waters and that permits free draining.

h. Machines (single-tank, stationary-rack, door-type machines and spray-type glass washers) using chemicals for sanitization may be used provided that:

(1). The temperature of the wash water is not less than 102° F;
(2). The wash water is kept clean;
(3). Chemicals added for sanitization purposes are automatically dispensed;
(4). Utensils and equipment are exposed to the final chemical sanitizing rinse in accordance with the manufacturers' specifications for time and concentration;
(5). Drying. After sanitization, all equipment and utensils must be air dried. The use of towels is prohibited.

D. Equipment and Utensil Storage.

1. Handling. Cleaned and sanitized equipment and utensils must be handled in a way that protects them from contamination. Spoons, knives, and forks must be touched only by their handles. Cups, glasses, bowls, plates and similar items must be handled without contact with the inside surfaces or surfaces that contact the user's mouth.

2. Storage.

a. Cleaned and sanitized equipment and utensils must be stored at least six inches above the floor in a clean, dry location in a way that protects them from contamination by splash, dust and other debris. The food contact surfaces of fixed equipment must also be protected from contamination. Equipment and utensils must not be placed under exposed sewer or water lines except for automatic fire protection sprinkler heads that may be required by law.

b. Utensils must be air dried before being stored or must be stored in a self-draining position.

c. Glasses and cups must be stored inverted. Other stored utensils must be covered or inverted. Facilities for the storage of knives, forks, and spoons must be designed and used to present the handle to the employee or consumer. Unless tableware is pre-wrapped, holders for knives, forks and spoons at self-service locations must protect these articles from contamination and present the handle of the utensil to the consumer.

d. If presetting is practical, all unprotected, unused, preset tableware must be

collected for washing and sanitizing after the meal period and after any place at a table or counter is occupied. When the DCO finds evidence of contamination of tableware by either visual or microbiological examination, presetting of unwrapped tableware may be prohibited.

3. Single-Service Articles.

   a. Single-service articles must be stored at least six inches above the floor in closed cartons or containers which protect them from contamination and must not be placed under exposed sewer or water lines, except for automatic fire protection sprinkler heads that may be required by law.

   b. Single-service articles must be handled and dispensed in a manner that prevents contamination of surfaces which may come into contact with food or with the mouth of the user.

   c. Single-service knives, forks and spoons packaged in bulk must be inserted into holders or be wrapped by an employee who has washed his or her hands immediately prior to sorting or wrapping the utensils. Unless single-service knives, forks and spoons are pre-wrapped or prepackaged, holders must be provided to protect these items from contamination and present the handle of the utensil to the consumer.

4. Prohibited Storage Area. The storage of food equipment, utensils or single-service articles in toilet rooms or vestibules is prohibited.

XIX. Food Care.

A. Food Supplies.

1. General. Food must be in sound condition, free from spoilage, filth or other contamination and must be safe for human consumption. Food must be obtained from sources that comply with all laws relating to food and food labeling. The use of food in hermetically sealed containers that was not prepared in a permitted and inspected food processing establishment is prohibited.

2. Special Requirements.

   a. Fluid milk and fluid milk products used or served must be pasteurized and must meet the Grade A quality standards as established by law. Dry milk and dry milk products must be made from pasteurized milk and milk products.

   b. Fresh and frozen shucked shellfish (oysters, clams, or mussels) must be packed in nonreturnable packages identified with the name and address of the

original shell stock processor, shucker-packer, or repacker and the interstate certification number issued according to law. Shell stock and shucked shellfish must be kept in the container in which they were received until they are used. Each container of unshucked shell stock (oysters, clams or mussels) must be identified by an attached tag that states the name and address of the original shell stock processor, the kind and quantity of shell stock, and an interstate certification number issued in accordance with law.

c. Only clean, whole eggs with an intact shell and without cracks or checks, or pasteurized liquid, frozen or dry eggs or pasteurized dry egg products may be used, except that hard boiled, peeled eggs commercially prepared and packaged, may be used.

B. Food Protection.

1. General. At all times, including while being stored, prepared, displayed, served or transported, food must be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage or overhead drippage from condensation. The internal temperature of potentially hazardous food must be 41° F or below, or 140° F or above at all times, except as otherwise stated in this policy.

2. Emergency Occurrences. In the event of an emergency occurrence, such as a flood, fire, power outage, or sewage back-up, which might result in the contamination of food, or which might prevent potentially hazardous food from being held at required temperatures, the person in charge must immediately contact the DCO.

C. Food Storage.

1. General.

a. Food, whether raw or prepared, if removed from the container or package in which it was obtained, must be stored in a clean, covered container except during necessary periods of preparation or service. Container covers must be impervious and nonabsorbent, except that linens or napkins may be used for lining or covering bread or roll containers. Solid cuts of meat must be protected by being covered in storage, except that quarters or sides of meat may be hung uncovered on clean, sanitized hooks if no food product is stored beneath the meat.

b. Containers of food must be stored a minimum of six inches above the floor in a manner that protects the food from splash and other contamination and that

permits easy cleaning of the storage area. However, metal pressurized beverage container and cased food packaged in cans, glass, or other waterproof containers need not be elevated when the food container is not exposed to floor moisture. Food containers must be stored on non-corrosive racks, dollies, or pallets, or pallets, provided such equipment is easily moveable.

c. Food and containers of food must not be stored under exposed or unprotected sewer lines or water lines, except for automatic fire protection sprinkler heads as may be required by law. The storage of food in toilet rooms or vestibules is prohibited.

d. Food not subject to further washing or cooking before serving must be stored in a manner that protects it against cross contamination from food requiring washing or cooking. Ready-to-eat foods not subject to further washing or cooking must be stored above raw foods and foods requiring washing.

e. Packaged food must not be stored in contact with water or undrained ice. Wrapped sandwiches must not be stored in direct contact with ice.

f. Unless its identity is unmistakable, bulk food such as cooking oil, syrup, salt, sugar or flour must be stored in a container identifying the food by its common name.

2. Refrigerated Storage.

a. Conveniently located mechanical refrigeration facilities must be provided to assure the maintenance of all potentially hazardous food at safe temperatures during storage. Each mechanically refrigerated facility storing potentially hazardous food must be provided with a numerically scaled indicating thermometer, accurate to ±3º F, located so as to measure the air temperature in the warmest part of the facility and be easily readable.

b. Care should be taken to locate refrigerated units away from the excessive heat of ovens, grills, griddles and similar equipment in order to reduce the amount of heat transfer from hot equipment to cold storage equipment.

c. Potentially hazardous food requiring refrigeration after preparation must be rapidly cooled to an internal temperature of 41º F or below. Potentially hazardous foods of large volume or in large quantities must be rapidly cooled utilizing such methods as shallow pans, agitation, quick chilling, or external water circulation. The cooling period must not exceed four hours. Potentially hazardous food to be transported must be chilled and held at a temperature of 41º F. or below.

d. Frozen foods must be kept frozen and must be stored at a temperature of 0º F or below.

e. Ice intended for human consumption must not be used as a medium for cooling stored food, food containers or food utensils except that such ice may be used for cooling tubes conveying beverages or beverage ingredients to a dispenser head. Ice used for cooling stored food and food containers must not be used for human consumption.

3. Hot Storage.

a. Conveniently located hot food storage facilities of a type approved by the DCO must be provided to assure the maintenance of food at the required temperature during storage. Each hot food facility storing potentially hazardous food must be provided with a numerically scaled indicating thermometer, accurate to ±3° F, located so as to measure the air temperature in the coolest part of the facility and to be easily readable. Where it is impractical to install thermometers on equipment such as bain maries, steam tables, steam kettles, heat lamps, cal-rod units, or insulated food transport carriers, a product thermometer must be available and used to check internal food temperature.

b. Care should be taken to locate heated units such as ovens, grills, griddles and similar equipment away from refrigerated units in order to reduce the amount of heat transfer from hot equipment to cold storage equipment.

c. The internal temperature of potentially hazardous food requiring hot storage must be 140° F or above. Potentially hazardous foods to be transported must be held in a device approved by the DCO at a temperature of 140° F or above.

D. Food Preparation.

1. General. Food must be prepared with the least possible manual contact, with suitable utensils, and on surfaces that prior to use have been cleaned, rinsed, and sanitized to prevent cross contamination.

2. Raw Fruits and Raw Vegetables. Raw fruits and raw vegetables must be thoroughly washed with potable water before being cooked or served.

3. Cooking Potentially Hazardous Foods. Potentially hazardous foods requiring cooking must be cooked to heat all parts of the food to a temperature of at least 140° F except that:

a. Poultry, poultry stuffing, stuffed meats, and stuffing containing meat must be cooked to heat all parts of the food to at least 165° F with no interruption of the cooking process.

b. Pork and any food containing pork must be cooked to heat all parts of the food to at least 150° F.

c. Rare roast beef must be cooked to an internal temperature of at least 130° F unless otherwise ordered by the immediate consumer.

d. If a raw or undercooked animal food such as beef, eggs, fish, lamb, milk, pork, poultry or shellfish is offered in a ready-to-eat form as a deli, menu, vended or other item; or as a raw ingredient in another ready-to eat-food, the permit holder must inform consumers by brochures, deli case or menu advisories, label statements, table tents, placards, or other effective written means of the significantly increased risk associated with certain especially vulnerable consumer's eating such foods in raw or undercooked form. The consumer advisory concerning shellfish must conform to the Texas Food Establishment Rules, January 2006 edition.

4. Dry Milk and Dry Milk Products. Reconstituted dry milk and dry milk products may be used in instant desserts and whipped products or for cooking and baking purposes.

5. Liquid, Frozen, or Dry Eggs and Egg Products. Liquid, frozen or dry eggs and egg products may be used for cooking and baking purposes only.

6. Reheating. Potentially hazardous foods that have been cooked and then refrigerated must be reheated rapidly and completely (within 2 hours) to 165° F or higher before being served or before being placed in a hot food storage facility. Steam tables, bain-maries, warmers, and similar hot food holding facilities are prohibited for the rapid reheating of potentially hazardous foods.

7. Nondairy Products. Nondairy creaming, whitening, or whipping agents may be reconstituted on the premises only when they will be stored in sanitized, covered containers not exceeding one gallon in capacity and cooled to 41° F or below within four hours after preparation.

8. Product Thermometers. Metal stem-type numerically scaled indicating thermometers or electronic digital thermometers, accurate to ± 2° F, must be provided and used to assure the attainment and maintenance of proper internal cooking, holding or refrigeration temperatures of all potentially hazardous foods.

9. Thawing Potentially Hazardous Foods. Potentially hazardous foods must be thawed:

   a. In refrigerated units at a temperature not to exceed 41° F; or

   b. Uncovered under potable running water at a temperature of 70° F or below, with sufficient water velocity to agitate and float off loose particles into the overflow; or

   c. In a microwave oven only when the food will be immediately transferred to conventional cooking facilities as part of a continuous cooking process, or when the entire, uninterrupted cooking process takes place in the microwave oven; or

   d. As part of the conventional cooking process.

E. Food Display and Service.

1. Potentially Hazardous Foods. Potentially hazardous food must be kept at an internal temperature of 41° F or below, at an internal temperature of 140° F or above during display and service, except that rare roast beef must be held for service at a temperature of at least 130° F.

2. Milk and Cream Dispensing. Milk and milk products for drinking purposes must be:

   a. Provided to the consumer in an unopened, commercially filled package not exceeding one pint in capacity; or,

   b. Drawn from a commercially filled container stored in a mechanically refrigerated bulk milk dispenser which has a dispensing tube or stem cut at a 45° angle to permit proper draining of the dispensing tube; or,

   c. Poured from a commercially filled container when milk and milk products of less than one-half pint are required for mixed drinks, cereal or dessert service; or,

   d. Provided in an individual service container or drawn from a refrigerated dispenser for service of cream or half-and-half.

3. Nondairy Product Dispensing. Nondairy creaming or whitening agents must be provided in an individual service container, a protected pour-type pitcher, or drawn from a refrigerated dispenser designed for such service.

4. Condiment Dispensing.

   a. Condiments must be provided in individual packages or from a dispenser.

   b. Condiments provided for table or counter service must be individually portioned except that catsup and other sauces may be served in the original container or pour-type dispenser. Sugar for consumer use must be provided in individual packages or in pour-type dispensers.

5. Ice Dispensing. Ice for consumer use must be dispensed only by employees with scoops, tongs or other ice dispensing utensils or through automatic service ice-dispensing equipment. Ice dispensing utensils must be stored on a clean surface out of the ice. Between uses, ice transfer receptacles must be stored in a way that protects them from contamination. Ice storage bins must be drained through an air gap.

6. Dispensing Utensils. To avoid unnecessary manual contact with food, suitable dispensing utensils must be used by employees or provided to consumers who serve themselves. Between uses during service, dispensing utensils must be:

   a. Stored in the food with the dispensing utensil handle extended out of the food; or,

   b. Stored clean and dry; or

   c. Stored in running water.

7. Frozen Dessert Utensils. Malt collars and other dispensing utensils used in the preparation of frozen desserts must be stored clean and dry, or in a running water dipper well.

8. Re-service. Once served to a consumer, portions of leftover or returned food must not be served again except that packaged food, other than potentially hazardous food, that is still in the original package and is still in sound condition may be re-served.

9. Display Equipment. Food on display must be protected from consumer contamination by the use of packaging, or by the use of easily cleanable counter serving line or salad bar protectors, display cases, or by other effective means. Enough hot or cold facilities must be available to maintain the safe temperatures of potentially hazardous food on display.

10. Reuse of Soiled Tableware. Consumers must be prohibited from returning to self-service areas, such as salad bars and steam tables, with soiled tableware.

Consumers may return to self-service areas only if additional cleaned and sanitized tableware is available, except that beverage cups and glasses may be used by consumers to take additional servings of beverages. The person in charge of a food establishment must ensure compliance with this section.

F. Food Transportation. During transportation, food and food utensils must be kept in covered containers or completely wrapped or packaged so as to be protected from contamination. Food in original individual packages does not need to be overwrapped or covered if the original package has not been torn or broken. During transportation, including transportation to another location for service or catering operations, food must be stored in insulated Cambro-type containers and must meet the requirements of these rules relating to food protection and food storage.

XX. Personnel

A. Disease Control.

1. No person, while infected with a communicable disease that can be transmitted by food; or who is a carrier of organisms that can cause a communicable disease transmissible by food; or who is afflicted with a boil, an infected wound, or an acute respiratory infection, may work in a food establishment in any capacity in which he or she may contaminate food or food contact surfaces with pathogenic organisms or transmit disease to other persons.

2. Duty of Person in Charge. If the person in charge of a food establishment knows or has reasonable cause to suspect that an employee working in the food establishment is in violation of subsection A.1. of this section, the person in charge of the establishment must immediately remove the person from the facility, and must immediately notify the DCO.

3. Duty of Employee. If a person who works in a food establishment knows or has reasonable cause to suspect that he or she is in violation of subsection A.1. of this section, he or she must immediately inform the person in charge of that fact or belief.

4. Duty of DCO. The DCO may cause a person working or applying for work in food establishment to be examined to determine if the person is in violation of subsection A.1. of this section. If the DCO has reasonable cause to suspect that a person working at a food establishment is in violation of subsection A.1. of this section, the DCO may take any necessary action to prevent further infection of or transmission to others, including but not limited to:

a. Securing a morbidity report of the person;

b. Excluding the person from the food establishment; or

c. If the DCO determines there is an imminent and serious threat to public health or safety, closure of the food establishment facility in which the person works until the DCO determines that the risk of infection of or transmission to others has been abated, may occur.

B. Food Service Managers.

1. Certification, Purpose, Responsibility. Training and certification of food service managers, "persons in charge" or supervisory personnel of food service establishments shall be required so that the above mentioned persons will have knowledge of safe techniques for storage, preparation, display and service of foods with the underlying purpose of preventing foodborne illness and protecting the public health, and so that "persons in charge" shall have the knowledge to train employees under their supervision regarding the same. It must be the management's responsibility to maintain a clean and sanitary establishment and to train its own personnel in the hygiene of handling food. Thus certified food managers must be responsible for adequate instruction of food service employees to ensure and maintain safe food handling practices within the establishment.

2. Food Service Manager Certification Requirement.

   It shall be unlawful for any person owning, operating or managing any food service establishment within Carrollton to operate the establishment at a time when there is no person with a valid food manager's registration certificate who is on duty inside the premises of the food service establishment.

3. Exemption of Certification.

   a. A Food Service Manager's Registration Certificate shall not be required of managers or supervisory personnel of food service establishments and mobile food units providing only non-potentially hazardous beverages and pre-packaged foods, for temporary food service establishments, for food service establishments that do not engage in preparation of food, and for food service establishments which are inspected at least once each week by food sanitation inspectors from State or Federal Agencies.

   b. Food managers, "persons in charge", or supervisory personnel of exempted establishments shall be required by the DCO to obtain certification if there are critical or repeated food code violations in said establishment, or if in the judgment of the DCO the nature of the operation requires Food Service Manager Certification.

4. Issuance of Food Service Manager's Certification

   A food service manager's registration certificate shall be issued to any "person in charge" who submits the required fee, provides a Texas drivers license or Texas ID card, submits the application to the DCO, and provides the original food manager's card issued from either the Texas Department of State Health Services or a Nationally Accredited Program approved by Texas Department of State Health Services

5. Term of Certification. Unless sooner revoked by the DCO, a Food Service Manager's Certificate shall be valid until the expiration date depicted on the state card. If there is no expiration date, the certification will be deemed valid for 5 years from the date of issuance.

6. Recertification.

   a. A holder of a Food Service Manager's Certificate who desires to renew the certificate may submit to the DCO the application and the required fee as provided in Chapter 31 of the city ordinance.

   b. Provides evidence of recertification by the Texas Department of State Health Services or by a Nationally Accredited Program approved by Texas Department of State Health Services.

7. Revocation of Certificate.

   a. The DCO may revoke a Food Service Manager's Certificate, or a food establishment's exemption of certification, for critical or repeated violations of the Texas Department of State Health Services Rules on Food Service Sanitation or the City of Carrollton Code of Ordinances, or this policy, or for interference with the DCO in the performance of duty, or for a fraudulent statement on the holder's application, or for fraudulent use of the certificate or exemption.

   b. Whenever a revocation of a certificate has become final, the holder of the revoked certificate may make written application for a new certificate after a three month waiting period from the date of the revocation and after again complying with Section XX.B.4. of this policy.

8. Certificate Display; Non-transferability.

   a. The City of Carrollton Food Manager's original Certificate(s) must be prominently posted in the establishment.

b. The certificate which is displayed in the food establishment must be registered to an individual who is currently employed and works in the establishment on a full time basis.

a. A food manager's certification is not transferable from one person to another.

b. A certified Registered Food Service Manager who wishes to transfer from one City of Carrollton food establishment to another food establishment also in the City of Carrollton must notify the DCO of the transfer.

9. Certification Fees. The non-refundable application fee for a Food Manager's n Certificate, initial or re-certification, and fee for replacement of a valid and current certificate which has been lost, stolen, or damaged shall be as provided in Chapter 31 of the city's ordinance. Applicants shall be responsible for any fees assessed during educational training required for food manager certification.

C. Food Service Workers.

1. Certification, Purpose, Responsibility. Training and certification of food service workers in food service establishments shall be required so that all employees involved in all aspects that impact food safety will have knowledge of safe techniques for storage, preparation, display and service of foods with the underlying purpose of preventing foodborne illness and protecting the public health.

2. Food Service Manager Certification Requirement.

a. It shall be unlawful for any person owning or operating a food establishment to allow any person who does not possess a valid Carrollton Food Service Worker certification or a state certified food handler card to be employed therein whose work brings said person into contact with the handling of food, utensils, food service equipment and food contact surfaces.

b. Exceptions. A Carrollton Food Service Worker certificate is not required under the following instances:

(1) The food establishment provides only prepackaged foods;
(2) The food establishment is temporary;
(3) The food establishment is inspected by food sanitation inspectors from state or federal agencies;
(4) The food service worker possesses a current and valid food service manager's certification from completing a course permitted by the state department of health; or,

(5) The food service worker possesses a current and valid food handler certification from the state of Texas or a nationally accredited food handler program approved by the State of Texas.

c. The person owning, operating or managing a food establishment shall be allowed fifteen days (15) from the date of employment of the food service worker to comply with this section, and will be required to show proof of hiring date when requested by the DCO.

3. Application, Training, Testing and Certification.

a. The application fee for a food service worker certification shall be paid annually by the owner of the food establishment at the same time as its food establishment permit and in the amount set forth in Chapter 31 of this code.

b. A food service worker certification shall be issued to any person employed by or otherwise connected with a food service establishment, who:

(1) Is registered by the food establishment's owner or manager for the food service worker certification course;
(2) Completes the video training course;
(3) Takes the food service worker certification test and passes with a score of at least seventy per cent (70%); and,
(4) Is not suspected of being:

(a) Infected with disease in a communicable form that can be transmitted by foods;
(b) Infected by a boil, an infected wound, or an acute respiratory infection
(c) A carrier of organisms that cause such a disease.

In any of the above suspected health conditions, a medical confirmation by a physician shall be required before a food service worker's permit is rejected or terminated on this basis.

c. Unless sooner revoked, the food service worker certification shall be valid for two (2) years from the date of its issuance.

d. Food service workers who do not obtain the passing score of seventy percent (70%) in the written test, may retake the test or may choose to be counseled by the DCO at a designated time, in which case, the issuance of the food service worker's certification shall be at the decision of the DCO.

e. The food service worker certification shall be maintained at the premises of the food establishment at all times during the food service worker's employment at the food establishment.

f. A food service worker certification is not transferable from one person to another person.

4. Denial or Revocation of Certification.

a. The DCO may deny an application for a food service worker's certificate if the applicant or the food establishment owner or manager knowingly makes any false, fraudulent, or unlawful statement on the application. Any certificate obtained by a falsification of information shall be void.

b. Each valid food service worker certification issued by the DCO shall remain the property of the city and may be required to be surrendered to the DCO to be voided when such has been revoked.

5. Renewal of Certification.

a. A food handler's certificate may be renewed if the holder:

(1) Attends the city's food service worker refresher course on food protection; and,
(2) Passes the required tests at the conclusion of the course.

XXI. Suspension and Revocation of Food Establishment Permits

A. Suspension of Permits. Permits may be suspended by the DCO for repeated failure of the permit holder to comply with the requirements of this policy or whenever a permit holder or operator has failed to correct a critical violation after receiving two written notices for the violation.

B. Notification of Suspension. The permit holder or operator shall be notified in writing that the permit is, upon service of the notice, immediately suspended and that an opportunity for a hearing will be provided if a written request for a hearing is filed with the DCO by the permit holder within ten days.

C. Notice of Violation and Closure of the Food Establishment. Notwithstanding the other provisions of this policy, whenever the DCO finds unsanitary or other conditions in the operation of a food establishment which constitute a substantial hazard to the public health, a written notice may be issued to the permit holder or operator citing such condition, specifying the corrective action to be taken, and specifying the time period within which such action shall be taken. If necessary,

such order may state that the permit is immediately suspended and all food service operations are to be immediately discontinued. If the permit is suspended, a "closed by the order of the City of Carrollton Environmental Services Department" shall be placed on the entrance to the food establishment in plain view of the public. No person may remove, cover, alter, deface, or otherwise make unreadable said sign. Any person to whom such an order is issued shall comply immediately therewith, but upon written request to the DCO, shall be afforded a hearing within seven business days.

D. Reinstatement of Suspended Permits. Any person whose permit has been suspended may, at any time, make written application for a reinspection for the purpose of reinstating the permit. Within 10 days following the receipt of a request, which shall include a statement signed by the applicant that in his or her opinion the conditions causing suspension of the permit have been corrected, the DCO shall make a reinspection. If upon reinspection, the applicant is complying with the requirements of this policy, then the permit shall be reinstated.

E. Revocation of Permit. A permit is deemed revoked upon the issuance of a revocation of the Certificate of Occupancy by the DCO.

A permit may also be permanently revoked after an opportunity for a hearing has been provided by the DCO for serious or repeated violations of any of the requirements of this policy, or for interference with the DCO in the performance of his or her duties. Prior to such action, the DCO shall notify the permit holder in writing, stating the reasons for which the permit is subject to revocation and advising that the permit shall be permanently revoked at the end of five days following service of such notice, unless the permit holder files a request for a hearing with the DCO within such five-day period. A permit may be suspended for cause pending its revocation or a hearing relative thereto.

XXII. Produce and Mobile Food Vendors

A. Permits.

1. All produce and mobile food vendors selling food within the city limits of Carrollton, Texas must obtain a valid Mobile Food Permit from the City of Carrollton Environmental Services Department. The permit fee is $400.00 per hot truck unit and $200.00 per unit for prepackaged foods only, and must accompany a completed application form which includes the valid license plate number of the vehicle, the name and address of the licensed commissary where products are purchased, two proposed vending locations and the hours of operation of the unit. A valid driver's license and proof of insurance will also be required at the time of application submittal.

2. Application for Mobile Food Permits are to be made at the City of Carrollton Environmental Services Department located at 1945 E. Jackson Rd. All Mobile Food Permits are valid for a period of one year from the date the permit is issued. Each mobile unit shall be inspected by an Environmental Services Department Sanitarian before the permit will be issued. All applicants for a permit must contact the City of Carrollton, Environmental Services Department at (972) 466-3060, 24 hours in advance in order to schedule an inspection appointment. (Note: When applicable, warmer, refrigeration and freezer units must be on, thermometers must be indicating the proper temperatures and all required cleaning supplies and sanitizer must be on the vehicle at the time of the inspection). IMPORTANT! Be sure to check other requirements listed in this section for the type of unit to be inspected. After the vehicle has passed inspection, a mobile food permit will be issued for the unit. The permit sticker must be applied to the driver's side of the mobile unit near the driver's door and must be displayed at all times. Permits are not transferable from one unit to another unit.

B. Unit Requirements. Requirements for mobile food units are determined by the classification of the type of unit as outlined in Section XXII.D. of this policy. In addition to the requirements for each type of mobile unit, each unit must have the following:

1. Business/firm name on both sides of unit. A solicitor's permit may be required by the Police Department.

2. The permit sticker must be maintained on the driver's side of the unit at all times.

3. A copy of the combined Permit Application and Inspection Report must be on the unit at all times.

C. Restricted Operations.

1. It is unlawful for mobile food vendors to sell food on any street, median or sidewalk of the City.

2. It is unlawful for mobile food vendors to sell food within City Parks unless the vendors have written agreement or a special events permit from the Building Inspection and Parks & Recreation Departments.

3. Mobile food units will be subject to inspection in the field.

D. General Classification.

1. Produce Vendors. The vending of nuts, fruits and vegetables only.

2. Ice Cream Trucks. Approved for vending pre-wrapped and sealed ice cream, canned soft drinks, pre-packaged candy, chips, or pickles.

3. Mobile Lunch Trucks. Approved to vend pre-wrapped, prepared potentially hazardous and non-potentially hazardous food in individual packages for immediate consumption. Foods are sold or conveyed in such ways that no direct food contact results.

4. Mobile Hot Trucks. Approved to prepare potentially hazardous and non-potentially hazardous foods on site. In this unit ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution. A Registered Food Service Manager is required for the operation of this type of mobile food truck.

5. Limited Service Pushcarts. Approved to vend wrapped and pre-packaged food in individual packages for immediate consumption. The size can be no more than six feet long, three feet wide, and four feet high (exclusive of wheels).

6. Food Service Carts. Only commercially labeled pre-packaged foods and beverages, and commercial or commissary pre-processed and pre-cooked potentially hazardous foods are allowed to be served. Any preparations on site shall be limited to the processing of such foods. No home prepared foods shall be allowed. A Registered Food Service Manager is required for this operation.

7. Espresso & Cappuccino Coffee Carts. Approved to vend and prepare dairy and non-dairy coffees and coffee drinks. A Registered Food Service Manager is required.

E. General Requirements.

1. All food carts and trucks must operate from a base of operation, such as a commissary or other fixed food establishment permitted by a local DCO. Food service carts must operate from a base of operation located in Carrollton.

2. The operator of the permitted cart or truck must report the cart or truck daily to the commissary for all supplies and for all cleaning and servicing of the unit. All carts must be stored at the commissary when not in use.

3. Potentially Hazardous Foods must be hermetically sealed, labeled as to type of food, location of preparation, and date of preparation. All potentially hazardous foods must be disposed of at the end of each day of operation. No home prepared foods will be allowed.

4. If food is purchased at licensed restaurants, the restaurants must be licensed with the appropriate State agency as a food manufacturer. The mobile food vendor must maintain a copy of the restaurant's manufacturer's license on the unit to sell food from that restaurant. These foods must meet the same packaging and labeling requirements as listed above.

5. All condiments must be served in single-service containers, packages, or approved commercially-filled dispenser-type containers. No bulk dispensers, bottles, or other similar containers will be allowed.

6. Single service cups must be dispensed only from approved cup dispensers. No direct food handling of any type will be permitted by mobile food vendors or customers (exception: Mobile Hot Truck Operator during preparation).

7. All potentially hazardous foods must be kept at an internal temperature of 41° F or above during storage in all units. Mechanical hot-holding and cold-holding units must be provided with numerically scaled thermometers conspicuously placed inside the units.

8. If ice is used for cold-holding it must maintain the potentially hazardous foods at 41° F or below and be self-draining into a waste water retention tank which must be at least 15% greater in capacity than the volume of the ice.

9. All vendors are required to sell only between sunrise and sunset. All sound amplifying equipment permitted to operate on any vehicle must be turned off when the vehicle is not in motion.

F. Specific Requirements of Vendors by Classification.

1. Produce Vendors

   a. Only fresh fruit, vegetables, and nuts may be sold.

   b. Produce must be sold only from a pick-up truck, commercial van, or trailer (attached to a vehicle at all times).

   c. Floor or bed of vehicle carrying produce must be smooth and easily cleanable.

   d. Produce may only be displayed on the body of the truck or inside the van or trailer.

   e. Business/Firm name must be displayed on both sides of the unit in at least three inch letters.

f. Permit sticker must be displayed on driver's side of unit.

g. Unit must be maintained in clean condition.

h. Produce vendors may not park for more than a period of five minutes to sell product.

i. A commissary is not required.

2. Ice Cream Trucks

a. Must be an enclosed or covered truck or van with a smooth easily cleanable floor.

b. Must have an enclosed freezer with a visible thermometer to store ice cream.

c. All ice cream must be pre-wrapped, sealed, labeled and obtained from an approved source or commissary.

d. Pre-packaged candy, chips, and soft drinks may be sold in single portion units.

e. Business/Firm name must be displayed on both sides of the unit in at least three inch letters, signs in front and rear bearing the word "SLOW" in letters not less than six inches high must be present.

f. Vehicles must have automatic flashing lights consisting of two lamps located at the front on the top of the vehicle mounted at the same level and as widely spaced as possible and displaying simultaneously flashing amber (dark orange-yellow color) lights; two lamps located at the rear on the top of the vehicle mounted at the same level and as widely spaced as possible and displaying simultaneously flashing red lights.

g. Everything that is necessary for the operation of the truck must be on the truck. No additional ice bins, ice chests, tables, etc. are allowed.

h. Permit sticker must be displayed outside, on driver's side of the vehicle.

i. Unit must be maintained in clean condition.

3. Mobile Lunch Trucks

a. Must be an enclosed commercial unit operated from a truck with proper storage and display space.

b. Must provide proper equipment (such as NSF approved mechanical holding ovens, NSF approved surfaces for food contact, and cold storage area) to keep foods at 140° F or above or 41° F or below and adequate enough to provide for rapid heating and cooling. An accurate thermometer must be displayed inside both hot and cold storage units.

c. Only pre-wrapped, bottled, canned or otherwise packaged food in individual servings for immediate consumption can be vended.

d. All food must be properly labeled and obtained from an approved commissary. The label on all foods must declare the common name of the food, list of ingredients, contents by weight or volume, packaging date and the name and address of manufacturer or packer.

e. Only non-potentially hazardous beverages dispensed from covered urns or other protected equipment may be used.

f. The serving of ice for beverages can be dispensed from an automatic ice dispenser or by hand from an approved ice bin only if dispensed by the operator (store ice scoop with handle pointed upward).

g. If ice is used to keep food cold, it must be drained into a retention tank to be properly disposed of at the commissary location. No block ice allowed.

h. Everything that is necessary for the operation of the truck must be on the truck.

i. Only single service articles are to be used (salt, sugar, ketchup, mustard, mayo., etc).

j. A metal stem thermometer accurate to +/- 2°F is required to check food temperature.

k. Permit sticker must be displayed outside on driver's side of vehicle.

l. Business/Firm name must be displayed on both sides of the unit at least three inch letters.

m. Unit must be maintained in clean condition.

n. An approved commissary is required, which is properly permitted and inspected by the appropriate DCO, at which those foods to be sold are obtained and prepared, and also for servicing the unit.

o. Must provide soap, disposable towels, and spray bottle of sanitizer (mixture of slightly less than one cap of bleach per gallon water). All chemicals, cleaner, etc. must be stored away from food and food contact items.

4. Mobile Hot Trucks

a. Must be an enclosed commercial van designed for the transportation, storage, and preparation of potentially hazardous and non-potentially hazardous foods.

b. Must provide proper equipment (such as Stainless Steel Three-Compartment Sink, Stainless Steel Hand Wash Sink, supplied with both hot and cold potable water under pressure).

c. Waste water retention tank required and must be of at least 15% greater capacity than the potable water supply.

d. Water for hand washing and utensil washing must be heated electrically to generate water at a minimum of 105° F and not to exceed 120° F, and must be dispensed through an on-demand system.

e. NSF approved mechanical refrigerators, freezers, stoves, ovens, hot holding units are required to maintain potentially hazardous foods at or above 140° F or at or below 41° F. Units used to store potentially hazardous foods must be provided with accurate thermometers that are conspicuously located.

f. Unit must be provided with adequate ventilation, exhaust fans, and proper light shields.

g. All food must be obtained from an approved source.

h. Only non-potentially hazardous beverages that are dispensed from covered urns or other protected equipment may be used.

i. The serving of ice for beverages can be dispensed from an automatic ice dispenser or served by the Mobile Hot Truck Operator(s) only.

j. Everything that is necessary for the operation of the truck must be on the truck. No additional ice bins, ice chests, tables, etc. are allowed.

k. A metal stem thermometer accurate to +/- 2°F is required to check food temperatures.

l. Other items that must be present are soap, disposable towels, sanitizer, sanitizer test papers, fire extinguisher and a first aid kit.

m. Operator must be a City of Carrollton Registered Food Service Manager.

n. An on-board, enclosed rest room with separate waste retention is required.

o. Permit sticker must be displayed outside on driver's side of vehicle.

p. Firm name must appear outside the unit on both sides and at the rear in at least six inch letters.

q. Unit must be maintained in clean condition.

5. Limited Service Pushcarts.

a. An enclosed mobile cart capable of being maneuvered by one person.

b. The size can be no more than six feet long, three feet wide (excluding wheels), and four feet high.

c. Pre-packaged frozen desserts from an approved source (such as ice cream) are the only types of food allowed for sale from this type of cart.

d. Ice Cream must be maintained frozen by means of dry ice or a mechanical freezer.

e. Everything that is necessary for the operation of the cart must be located on the cart. No additional ice bins, ice chests, tables, etc., are allowed. The cart must be a stand-alone, self-contained unit.

f. Business/Firm name and phone number must appear on the outside of cart in at least three inch letters.

g. The permit sticker must be displayed on the outside of the cart.

h. Unit must be maintained in clean condition.

6. Food Service Pushcarts.

a. Base of Operations. Food service carts shall operate from a permitted commissary or fixed food establishment located in Carrollton.

b. Allowed Foods. Only commercially labeled pre-packaged foods and beverages, and commercial or commissary pre-processed and pre-cooked potentially hazardous foods are allowed to be served. Any preparations on

site shall be limited to the processing of such foods. No home prepared foods shall be allowed.

c. Equipment and Supplies.

(1) Thermostatically controlled heating and cooling units with indicating thermometers shall be utilized for food storage or display. Cooling units shall be capable of providing temperatures of 41°F or lower. Heating units shall be capable of providing temperatures 140°F or higher.

(2) Each food service cart shall have two separate sinks, a hand sink for hand-washing and a 3-compartment sink for ware washing. Hand sanitizers and/or sanitizing wipes shall be made available to all patrons at all hours of operation.

(3) Each food service cart shall have a potable water system under pressure which is of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and sanitizing and handwashing in accordance with the requirements stated in the Food Establishment Policy as it relates to materials, design, construction, installation, capacities, operation and maintenance of the water supply system. In no case shall the water supply be less than ten (10) gallons. Water must be heated through an electrical on-demand system to generate water at a minimum of 105°F and a maximum of 120°F.

(4) All liquid waste resulting from the operation of the food service cart shall discharge into an approved liquid waste retention tank of at least 15% greater capacity than the potable water supply tank.

d. Location. Food service carts shall operate only within the DCO approved areas of the transit center districts. However, the City Manager may designate a specific city facility as a location allowed to operate a food service unit.

e. Construction.

(1) A food service cart shall be constructed of stainless steel or an alternate material as approved by the DCO with flame resistant cleanable overhead protection and adequate space and storage areas as to keep foods, supplies and equipment properly protected at all times.

(2) Each food service cart must be a stand-alone, self-contained unit. No additional ice bins, ice chests, tables and the like are allowed.

(3) The business/firm name and phone number shall be legibly displayed on the outside of the cart in at least three inch letters.

(4) Signage shall be limited to the sides of the cart and its canopy. Any illuminated signs shall be in accordance with Title XXV Section 151.60 (H) (1) of the Carrollton Code of Ordinances.

f. Operation Requirements. Food service carts shall comply with the requirements of this section and pertinent sections of the city's Food Establishment Policy.

(1) Each food service cart shall report daily to the commissary for all supplies and for all cleaning and servicing of the cart. When not in use, all carts must be stored at the commissary, or other location approved by the DCO.

(2) Only foods approved by the DCO and written on the permit may be served, sold, or distributed.

(3) All potentially hazardous foods stored in or displayed at each cart shall be disposed of at the end of each day.

(4) No bare hand contact with food shall be permitted.

(5) All condiments shall be served in single-service containers, packages or approved commercially-filled dispenser-type containers.

(6) Only single service articles (disposable) are to be used.

(7) All single service cups must be dispensed only from approved cup dispensers.

(8) Ice shall be dispensed only from approved ice dispensers.

(9) All liquid waste from the liquid waste retention tank shall be discharged to a sanitary sewerage disposal system of the commissary.

(10) The permit sticker once issued shall be prominently displayed on the outside of the cart.

(11) The unit must be maintained in clean condition.

(12) The area surrounding the food service cart shall be kept free from trash, liquid waste and the like so as not to attract birds, rodents or vermin and so as not to create an unsightly or unsanitary condition.

(13) The food service cart shall be located on a surface constructed of a smooth non-absorbent material maintained in good repair and graded to drain.

(14) The food service cart shall not unduly obstruct pedestrian or vehicular traffic.

(15) A metal stem thermometer accurate to +/- 2$_o$F is required to check food temperatures.

(16) Units must also supply soap, disposable towels, and sanitizer.

(17) Each operator of the food service cart shall be a city Registered Food Service Manager.

7. Espresso & Cappuccino Coffee Carts.

a. Semi-enclosed stainless steel or FRP cart with overhead protection, capable of being maneuvered by one person.

b. The size can be no more than six feet long, three feet wide, (excluding wheels), and four feet high (excluding required overhead protection).

c. Cart must be provided with storage areas capable of maintaining potentially hazardous foods at 41° F or below or 140° f or above. A unit thermometer must be provided. Note: only limited potentially hazardous foods allowed.

d. Must have a potable water system under pressure that is equipped with a permanently installed water supply tank of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and sanitizing, and hand washing.

c. The cart must be designed to accommodate enough water for the operational purpose of the cart (a minimum of four gallons are required for hand washing and five gallons for cleaning and sanitizing of equipment alone, plus the amount required for making coffee).

f. Water for hand washing and utensil washing must be heated via an electrical, on-demand system, to generate water at a minimum of 105° F and not to exceed 120° F.

g. Three compartment sink and a separate hand washing sink are required.

h. All liquid waste that results from the unit must drain into a permanently installed liquid waste retention tank of at least 15% greater capacity than the potable water supply tank.

i. All liquid waste must be discharged to a sanitary sewerage disposal system constructed and operated according to law.

j. Steaming pitchers, steaming wands, steaming nozzles, etc. must be cleaned and sanitized every two hours.

k. Milk should be packaged in no larger than a one gallon container.

l. Only foods approved by the DCO will be allowed to be served, sold, or distributed.

m. Only single service (disposable) articles are to be used.

n. A metal stem thermometer is required to check food temperatures.

o. Other required items are soap, disposable towels, and sanitizer.

p. Everything that is necessary for the operation of the cart must be on the cart. No additional ice bins, ice chests, tables, etc. are allowed. The cart must be a stand-along, self-contained unit.

q. Business/Firm name and phone number must be on both sides of the unit in at least three inch letters.

r. The permit sticker must be displayed on the unit.

s. The operator of the cart must be a City of Carrollton Registered Food Service Manager.

t. The cart must be maintained in clean condition.

XXIII. Off-Premise Temporary Events

A. Applications for Temporary Food Event Permits must be made with the City of Carrollton Building Inspection at 1945 Jackson Rd. Applications must be made at least ten days in advance of the event.

B. A list of all foods to be served must accompany the application for the permit and must be approved in advance by the DCO. Only those food items requiring a minimum of handling, mixing or preparation (including but not limited to foods such as hot dogs or pre-portioned hamburgers), are allowed to be prepared inside the temporary facility. If the facility is fully equipped with sinks and hot and cold running water, preparation of other food items may be allowed as permitted by the DCO. (ONLY FOODS APPROVED BY THE DEPARTMENT WILL BE ALLOWED FOR SALE AT THE EVENT. ALL OTHER FOOD ITEMS MUST BE DISCARDED OR CITATIONS WILL BE ISSUED).

C. Events consisting of 10 or more booths should have a designated representative to coordinate the affair with the Environmental Services Department. This representative should be a Certified Food Service Manager.

D. Permitted Food Items.

1. All food distributed to the public must originate from an approved/permitted source and may not be prepared or stored in a facility not permitted by the DCO.

2. Home preparation or storage is not permitted unless the home kitchen is permitted and routinely inspected by the DCO.

3. All applicants that are not routinely inspected by the City of Carrollton DCO must provide past inspection records from the appropriate DCO of jurisdiction.

E. Establishment Requirements

1. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood. If a booth is located on grass, a four-inch high platform will be required to elevate the floor to allow for proper runoff of rain water.

2. All stands must have suitable covering over food preparation, cooking, washing, and serving areas. Such cover must meet Fire Code Requirements.

F. Food Care in Temporary Events

1. All meat, dairy and perishable food products while being stored, prepared, displayed and transported must be kept at the following safe temperatures:

a. Cold foods must be maintained at 41° F or below
b. Hot foods must be maintained at 140° F or above.
c. Hamburger patties must be cooked to an internal temperature of 155° F during preparation.

2. A metal stemmed thermometer accurate to +/- 2°F must be provided for checking food temperatures during preparation and storage.

3. All condiments, including onions, relish, peppers, catsup, mustard, etc. for customer self-service should be dispensed from sanitary, automatic dispensers or in individual single service packets.

4. All foods, food containers, utensils, napkins, straws, etc., must be stored well above the floor and adequately protected from splash, dust, insects, weather or other contamination. No open displays of food products will be permitted. Baked goods such as cakes, cookies, pies, etc., should be sold wrapped as a whole or provided as wrapped, individual servings.

5. When self service ice dispensers are not provided, ice scoops are required and must extend out of the ice . However, self-service of ice will not be allowed. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans or bottles in melted ice water.

G. Sanitation in Temporary Events

1. All stands in which open food will be handled or prepared will be required to have convenient hand washing and utensil washing facilities. The size, type, and number of sink compartments will depend upon the type of operation and will be determined by the DCO.

2. Food handling personnel must wash hands as frequently as necessary, even though disposable gloves may be used and are recommended.

3. Those facilities which are in operation for more than 96 hours, and that sell non-packaged, potentially hazardous foods must provide both hot and cold running water in quantities sufficient for hand washing by employees and for cleaning and sanitizing utensils and equipment.

4. Those establishments which are in operation for 96 hours or less, and that sell non-packaged, potentially hazardous foods must furnish the following facilities if hot and cold running water and sanitary sewage facilities are not conveniently available:

   a. At least five gallons of potable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water

may be required.

b. One sturdy pail or tub with soap, water and a small amount of liquid chlorine (approximately one cap per gallon of water) for hand washing.

c. An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least 50 parts per million (ppm).

d. Disposable paper towels and hand cleaning soap or detergent.

e. Two sturdy plastic palls or tubs at least two gallons capacity; one for washing and one with liquid chlorine bleach-water solution of 50 parts per million or greater for sanitizing.

f. A sturdy five gallon plastic container with a small opening and funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.

g. Convenient solid waste containers, preferably with plastic liners.

5. The use of tobacco, eating food or drinking beverages is prohibited in food preparation and food service areas. Sitting on tables and counters is prohibited.

6. Suitable hair restraints, including hair nets, caps or hair sprays, are required in food preparation and serving areas.

7. Animals are prohibited in all food establishments.

8. Wastewater from sinks, steam tables, etc., must be drained into the city sanitary sewer system or disposed of in accordance with liquid waste disposal ordinances and regulations.

XXIV. Seasonal Snow Cone Establishments

A. Permit Requirements.

1. All snow cone establishments that operate out of a temporary building within the city limits of Carrollton, Texas must obtain a City of Carrollton Health Permit. The permit fee is $320.00 and the permit is valid for six months from the date of issuance.

2. The owner of the property on which the snow cone stand is located shall be considered a co-applicant for the permit and must agree in writing on the face of

the permit to be bound by all of the terms and conditions of the permit.

3. All permits issued pursuant to this policy and City of Carrollton Ordinance 173 are subject to revocation for violation of the terms and conditions required.

B. Only snow cones and snow cone related foods shall be prepared or offered for sale at the food establishment.

C. Snow cones and snow cone products shall be defined as crushed or shaved ice served in a single service paper cone and topped with non-potentially hazardous flavored syrups.

D. No potentially hazardous foods are allowed. All products must come from an approved source.

E. Snow cone stands are classified as light food preparation facilities as defined in this policy.

F. Ice must be obtained in chipped, crushed, cubed, or block from and in single use, plastic bags filled and sealed at the point of manufacture. The ice must be held in these bags until it is dispensed in a way that protects it from contamination.

G. If ice is stored in a container outside of the snow cone stand, the container must be kept locked at all times.

H. Required Equipment

1. A three compartment sink with drain boards must be provided. Sink compartments must be large enough to permit the accommodation of the equipment and utensils; however, the compartments must not be less than 12 inches in width x 12 inches in length x 10 inches in dept. The drain boards must be at least 12 inches in width x 12 inches in length.

2. A supply of sanitizer for use in the three compartment sink must be provided for sanitization of equipment and utensils. Chemical test papers must also be provided in order to test the concentration of sanitizer used in the three compartment sink. Refer to Section XVIII.C.3.d of this policy for information on the types of approved sanitizers.

3. A separate hand washing sink must be provided. This sink must be equipped with hot and cold running water and must have a supply of disposable paper towels and hand soap or detergent conveniently located.

4. All service and delivery openings must be designed and function properly to

prevent the entrance of flying insects.

XXV. Establishment Inspections

A. Frequency. The DCO shall inspect each food establishment located in the city of Carrollton, or its police jurisdiction, and shall make as many inspections as are necessary for the enforcement of this policy.

B. Access to Establishments. The DCO, after proper identification, shall be permitted to enter any food establishment within the city of Carrollton whether or not the food establishment is open for business, for the purpose of making inspections to determine compliance with this policy. Such agents shall be permitted to examine the records of the establishment to obtain pertinent information pertaining to food and supplies purchased, received or used, and information about persons employed by the establishment.

C. Consent to Inspection. Application for and operation of a food establishment inside the city of Carrollton constitutes consent for the DCO to inspect the food establishment to determine compliance with city of Carrollton Ordinances and this policy. It shall constitute an offense for any person to hinder, physically prevent, interfere with or otherwise obstruct the lawful inspection of a food establishment by the DCO. Such actions may also constitute reason for suspension of permit. In addition, it shall also constitute an offense if any person willfully provides false information to the DCO as it relates to enforcement of the provisions of this policy.

D. Report of Inspections. Whenever a routine inspection is made of a food establishment, the findings shall be recorded on the inspection report form included in Appendix 1 of this policy. A copy of the inspection report form shall be furnished to the owner/operator or "person in charge" at the completion of the inspection and constitutes a written notice. The inspection report form shall summarize the requirements of these rules and shall set forth a weighted point value for each requirement. The rating score of the establishment shall be the total of the weighted point value for all violations, subtracted from 100. The completed inspection report form is a public document that shall be made available for public disclosure to any person who requests it according to law.

E. Inspection Form. For purposes of routine inspection, the DCO shall use the included form for rating the code compliance of a food establishment.

F. Correction of Violations. The routine inspection report and/or the associated notice of violation form shall specify a reasonable period of time for the correction of the violations found, and correction of the violations shall be accomplished within the period specified, in accordance with the following provisions:

1. If an imminent health hazard exists, including but not limited to, a complete lack of sanitization or refrigeration; or if a sewage backup threatens contamination of food or equipment, the DCO must be notified immediately and the establishment shall immediately cease food service operations. Operations must not be resumed until authorized by the DCO.

2. Regardless of the score on the inspection form, a closure can be placed on an establishment if in the opinion of the DCO there is an imminent health hazard, a complete lack of sanitation, inadequate refrigeration, sewage backup or insect or rodent infestation.

3. All violations of four or five point weighted items shall be corrected within a time specified by the DCO, but not to exceed 24 hours.

4. All one or two point weighted items must be corrected within a time specified by the DCO, but not to exceed 24 hours.

5. When the rating score of the establishment is 75 or below, the DCO may return to perform a reinspection within a time specified by the DCO. At the time of the follow-up inspection the owner/operator or "person in charge" will be assessed a reinspection fee of $80.00 which will be due to the Environmental Services Department 30 days from the date of issuance.

6. When the rating score of the establishment is 70 or below, the DCO may immediately suspend the permit and exact a closure. The establishment shall complete corrective action on all identified violations within a maximum of 24 hours. At the time of the follow-up inspection the owner/operator or "person in charge" will be assessed a reinspection fee of $80.00 which will be due to the Environmental Services Department 30 days from the date of issuance.