

SECTION U - SPECIAL FOOD SERVICE OPERATIONS

REFERENCES (Chapter 511-6-1)

Mobile Food Service and Extended Food Service Units:

- .08 Special Food Service Operations. (1) (a) Compliance Required.**
- .08 Special Food Service Operations. (1) (b) Exceptions to Compliance for Mobile and Extended Food Service Units.**
- .08 Special Food Service Operations. (1) (c) Equipment and Supplies Required for Onboard Preparation of more Complex Menus.**
- .08 Special Food Service Operations. (1) (d) Water System.**
- .08 Special Food Service Operations. (1) (e) Liquid Waste.**
- .08 Special Food Service Operations. (1) (f) Operation.**
- .08 Special Food Service Operations. (1) (g) Construction Based Upon Menu.**
- .08 Special Food Service Operations. (1) (h) Identification.**
- .08 Special Food Service Operations. (1) (i) Food Vending Location.**
- .08 Special Food Service Operations. (1) (j) Compliance with Other Regulations.**
- .08 Special Food Service Operations. (1) (k) Home Prepared Foods Prohibited.**

Temporary Food Service Establishment:

- .08 (2) Temporary Food Service Establishments. (a) Operation, Permit Application, Responsibilities**
- .08 (2) Temporary Food Service Establishments. (b) Inspections**
- .08 (2) Temporary Food Service Establishments. (c) Operations**
- .08 (2) Temporary Food Service Establishments. (d) Preparation and Service TCS Foods – Prohibited Menu Items**
- .08 (2) Temporary Food Service Establishments. (e) Equipment and Supplies Required.**
- .08 (2) Temporary Food Service Establishments. (f) Liquid Waste.**
- .08 (2) Temporary Food Service Establishments. (g) Construction.**
- .08 (2) Temporary Food Service Establishments. (h) Protection from Contamination.**

Incubator Food Service Operations:

- .08 (3) Incubator Food Service Operations. (a) Business Model A.**
- .08 (3) Incubator Food Service Operations. (b) Business Model B.**

Catering Food Service Establishments:

- .08 (4) Catering Food Service Establishments.**

I. Content and Submittal of Plans and Specifications:

1. *Mobile Food Service Units (MFSUs) and Extended Food Service Units¹(EFSUs)*: Plans and specifications for all MFSU units and as applicable, EFSU units, shall include at least the following information and be included with those for their base of operation for review and approval by the Health Authority:

A. *Proposed layout, mechanical schematics, construction materials, and finish schedules.* The plans should be submitted with at least a 1/4- inch = 1 foot scale and must include the following:

- a. *Menu listing all proposed food and beverage to be prepared and served from the unit and as applicable, all proposed food and beverage to be prepared at the base of operation and served from the unit;*
- b. *Provide details in the plans such as: potable water and wastewater storage tanks capacity calculations to meet demand for at least one day's operation; specifications, positioning and placement of potable water tanks and wastewater holding tanks; and sizing calculations and specifications for water heating equipment. In addition, the placement of water inlets and outlets for potable water and wastewater tanks;*
- c. *Provide specifications as to how potable water will be maintained under pressure (i.e. pump or air pressure) to provide adequate flow of potable water as determined by the Health Authority;*
- d. *Provide specifications for water fill hose for potable water tank and proposed means for its sanitization and storage when not in use. In addition, provide a plan for flushing and sanitizing potable water system and for flushing the wastewater-holding tank;*
- e. *Number, types (i.e. usage) and location of all sinks and drain boards. In addition, provide the dimensions for all sink compartments and drain boards;*
- f. *Refrigeration and other cold holding equipment;*
- g. *Cooking and hot holding equipment;*
- h. *Thermometers used for product temperature control monitoring;*
- i. *Provide the specifications and dimensions of service windows and designs for vermin control;*

¹ References: Recommended Guidance For Mobile Food Establishments 2006 – Prepared by the Plan Review Development Committee of the Conference for Food Protection (CFP); FDA 2008 Plan Review for Food Establishment Guidance Document; and Georgia DPH Chapter 511-6-1.

- j. *Dry goods storage area* dimensions and associated shelving specifications;
 - k. Show the location of *vents for the water tanks and the backflow prevention and over-flow devices in the plumbing system*;
 - l. *Provide a finish schedule* (i.e. stainless steel, FRP, etc.) for the floor, wall, and ceiling surfaces; and
 - m. Show the design, positioning and placement of the *hood/ventilation system*.
- B. *Completed plans and specifications for MFSUs and EFSUs must be submitted for review and approval by the county health department (i.e. local Health Authority) that is the county of origin. As per DPH Rule 511-6-1-.02 (2), the county of origin is the county where the base of operation for a MFS operation or an EFS operation is located.*
- C. *The following are resources useful in the planning process and forms necessary for plans submitted to the Health Authority:*
- a. *DPH Rules 511-6-1-.04, -.05, -.06, -.07, and -.08* for requirements concerning equipment and construction for base of operations, MFSUs, and EFSUs;
 - b. Food Service Establishment /Mobile Food Service Operations Permit Application and the Mobile Food Service Unit/Extended Food Service Unit Permit Application for additional guidance; and
 - c. Sections A thru U within this Manual.
 - d. The Environmental Health Specialist (EHS) representing the county health department within the county where the mobile food service base of operation is located. For EHS or county health department contact information, go to the DPH environmental health website at www.georgiaeh.us .
2. *Temporary Food Service Establishments*²: Temporary Food Service Establishments that cannot fully comply with *DPH Rules 511-6-1-.03 through -.07* may be permitted to operate when food preparation, service and the operation fully complies with the requirements set forth in *DPH Rule 511-6-1-.08(2) (a) through (h)*. In addition, the review and approval by the Health Authority of all proposed food service establishment plans and specifications is required for all food service establishments as part of the process for the issuance of a food service permit. *A pre-operational plan review shall*

² References: 2000 Pre-Operational Guide For Temporary Food Establishments prepared by the Plan Review Development committee of the Conference for Food Protection as presented in the 2004 FDA Food Code & Temporary Events Training Course; Recommend Guidance For Permanent Outdoor Cooking Establishments 2003 prepared by the Permanent Outdoor Cooking Committee of the Conference for Food Protection (CFP); and DPH Chapter 511-6-1.

be conducted as part of this evaluation process for the issuance of a permit to operate a temporary food service establishment.

- A. *TFSE Pre-operational Plan Review*: TFSE plans and specifications shall include at least the following:
- a. *Menu listing all proposed food and beverage to be prepared and served at the temporary event;*
 - b. *Completed Temporary Event Organizer/Property Owner Agreement;*
 - c. *Completed Application For Temporary Food Service Establishment Permit;*
 - d. *Completed Sketch Sheet 1 – Temporary Food Service Establishment Equipment and Floor Plan* providing a drawing of the Temporary Food Service Establishment. *At a minimum*, the drawing will identify and describe the following:
 - i. *All equipment including cooking and cold holding equipment (deep fryers, grills, stoves, refrigerators, ice chests, etc.);*
 - ii. *Handwashing facilities;*
 - iii. *Work tables;*
 - iv. *Sanitizing buckets*
 - v. *Warewashing facilities (3 or 4 compartmented sinks or dishpans);*
 - vi. *Food and single service storage;*
 - vii. *Garbage containers;*
 - viii. *Food display shields (or sneeze guards);*
 - ix. *Source of lighting, if operating during night hours or as applicable;*
 - x. *Type of floor, wall and overhead covering; and*
 - xi. *Customer service areas;*
 - e. *Completed Sketch Sheet 2 – Temporary Event Area Layout* providing a drawing of the entire Temporary Event Area. *At a minimum*, the drawing will include locations of the following:
 - i. *Toilet facilities;*
 - ii. *Garbage facilities;*
 - iii. *Potable water supply;*
 - iv. *Electrical sources;*
 - v. *The waste disposal area; and*
 - vi. *All food preparation and service areas on the grounds/site of the Temporary Food Event;*
 - f. *Completed Attachment A – Food Processing within the Temporary Food Service Establishment;*

- g. If food is to be processed and transported from a permanent, fixed food service establishment holding a valid food service permit, complete *Attachment B – Food Processing within the Permitted Fixed Food Service Establishment*; and
 - h. Completed *Attachment C – Employee Log*.
- B. The following are *resources* useful in the planning process and forms necessary for plans submitted to the Health Authority:
- a. *DPH Rules 511-6-1-.03, -.04, -.05, -.06, -.07, and -.08* for requirements concerning personal hygiene, equipment and construction for temporary food service establishments;
 - b. *Section A thru U within this Manual*;
 - c. *Temporary Food Service Permit Application Packet* for additional guidance; and,
 - d. The *Environmental Health Specialist (EHS)* representing the county health department in which the Temporary Event is taking place. For EHS or county health department contact information, go to the DPH environmental health website at www.georgiaeh.us.
3. *Incubator Food Service Establishments*:
- A. In addition to what is required in the submitted plans and specifications stated in *DPH Rule 511-6-1-.02(4)(a) and (b)*, the following must be included with the plans and specifications submitted to the local Health Authority:
- a. *Administrative Justification*: A completed “Request for Variance from the Rules and Regulations Food Service Chapter 511-6-1”. This form must request to vary from *DPH Rule 511-6-1-.02(1) (a) 4* as stated within *DPH Rule 511-6-1-.08(3)*. Its alternative standards must be validated by supportive documentation.
 - b. *Supportive Documentation*: The following documents *must be submitted in conjunction with a request to vary from DPH Rule 511-6-1-.01(41) and 511-6-1-.02(1)(a)4*. as supportive documentation as required in *DPH Rule 511-6-1-.08(3)*:
 - i. *Copy of proposed legally binding incubatee/member contract*;
 - ii. *Written Standard Operating Plan (or SOP)*;
 - iii. *Written Employee Health Policy*;
 - iv. *Written Handwashing Policy*;
 - v. *Copies of all records to be utilized in the operation*;
 - vi. *Written incubatee/member/employee training plan*;
 - vii. *Equipment and facility cleaning and sanitizing plan*; and

viii. *Floor plan showing all areas, rooms and equipment identification and function and incubatee/member assignments.*

- C. The following are *resources* useful in the planning process and forms necessary for plans submittal to the Health Authority:
- a. *DPH Chapter 511-6-1;*
 - b. *Sections A through U in this Manual;*
 - c. Food Service Establishment/Mobile Food Service Operations Permit Application for additional guidance;
 - d. The *Environmental Health Specialist (EHS)* representing the county health department in which the special event or celebration will be located. For EHS or county health department contact information, go to the DPH environmental health website at www.georgiaeh.us; and
 - e. Because a request to vary from any rule and regulation in Chapter 511-6-1 must be processed and approved by the Georgia Department of Public Health, contact the *Department's Environmental Health Section Office at 404-657-6534 for more information.*

4. *Caterering Food Service Establishments:*

- A. *Catering food service establishments* are establishments that *prepare food in bulk then containerize and transport it to a specific location and at a specified time where the consumer takes possession of the food.* It is the food's *containerizing and transporting to the site of service* aspects of the operation that is of special interest to the Health Authority. This increased interest by the Health Authority is due to the *increased opportunity for temperature abuse and contamination* of potentially hazardous, ready-to-eat food as well as contamination of non-potentially hazardous food during transport.
- B. In regards to what *DPH Rule 511-6-1-.02(4)(a) and (b)* requires to be included within proposed food service plans and specifications submitted to the local Health Authority for review and approval, the following information concerning the *transportation and service* of food at catered events must be included as well:
- a. List and description of *all transport vehicles;*
 - b. Listing of *all transport containers and their associated manufacturer's specification sheets;*
 - c. List of *all holding units/equipment that will be used to maintain safe food product temperatures* of at least 41°F or lower, if held cold, and at least 135°F

or higher, if held hot. The manufacturer's specification sheets for each piece of holding unit/equipment must be submitted to the Health Authority for review as well;

- d. Plans and specifications for *handwashing equipment* and set-up where *employees will handle unpackaged food or food preparation and service will be conducted onsite of the catered event*;
- e. As required by the local Health Authority, *copies of all time and temperature records*;
- f. Documentation explaining *how all food, display and service utensils and other food-contact surfaces will be protected from contamination during transport and service*;
- g. Written explanation as to *how unserved/leftover food will be handled once food has been delivered to the site of service*; and
- h. *If a mobile unit is planned to be utilized for offsite preparation and service at an event*, complete plans and specifications for the unit must be submitted to the Health Authority for review and approval as a mobile food service unit.

C. For more information, contact the *Environmental Health Specialist* representing the county health department in which the catering food service establishment will be located. For EHS or county health department contact information, go to the DPH environmental health website at www.georgiaeh.us

II. Mobile Food Service Units (MFSUs) and Extended Food Service Units (EFSUs)³:

1. Compliance Required:

- A. *DPH Rule 511-6-1-.08 (1) (a)* requires that both MFSUs and EFSUs meet the full requirements of the Chapter like any other food service establishment. This means these units must meet the requirements for handling, preparing and serving food within the Chapter. Likewise, they must also comply with the equipment, installation, and general physical facility (i.e., walls, ceilings, and floors, premises, utilities, etc.) construction requirements found within the Chapter, as well as those found within *DPH Rule 511-6-1-.08*. All of these requirements are designed to ensure that *ready-to-eat food being offered to the consumer has been produced from within the protective environment of an enclosed, permitted food service establishment where it has been made to be safe, wholesome, and honestly presented*.

³ Reference Source: Recommended Guidance For Mobile Food Establishments 2006 prepared by the Plan Review Development Committee of The Conference for Food Protection

- B. *As an extension of their base of operation, it is a fundamental requirement of DPH Rule 511-6-1-.08 (1) (a) that all time/temperature control for safety (TCS) food be prepared and served from within the protective environment of fully enclosed MFSUs or fully enclosed EFSUs. There are some exceptions to this fundamental requirement found within DPH Rule 511-6-1-.08 (1) (b) 1. and 2. However, DPH Rule 511-6-1-.08 (1) (a) does not exempt MFSUs nor EFSUs from meeting the requirements for having sewage holding tanks and for operating from and reporting back daily to their base of operations. Both of these requirements can be found within DPH Rule 511-6-1-.08 (1) (e) and (f) as referenced within DPH Rule 511-6-1-.08 (1) (a) 3.*
- C. *A MFU or an EFSU together with its permitted base of operation is considered to be a complete food service establishment. The MFSU is considered to be the mobile part of the food service operation and the base of operation is considered to be the fixed part of the food service operation. Since the MFSUs travel off from the premises of their permitted base of operation to serve the mobile food service establishment’s menu items to its consumers, MFSUs are considered to be mobile. EFSUs are allowed to operate at locations on the premises of their base of operations or restaurant being used as their base of operations; so as a result, their design and construction may be such that it allows the ease of breakdown for movement to these locations on long as it remains on the same property of the base of operation. Therefore, when doing a menu review to assess concerns for food safety associated with the preparation and service of food by mobile food service or extended food service operations, the Environmental Health Specialist (EHS) must both assess the base of operation and its units as one complete food service establishment. As a result, EHS, when reviewing either mobile food service operation or extended food service operation plans and specifications, must understand the unit’s method of operation as it relates to that of its base of operation. The risk assessment of menu items along with how and where food will be prepared and served determines the level of risk for foodborne illness associated with the operation. As referenced in DPH Rule 511-6-1-.08 (1) (a) 1, 2, and 3, it is this assessed level of potential risk for foodborne illness associated with the mobile or extended operation that determines how MFSUs and EFSUs along with their base of operation will be constructed and equipped. Similarly, it determines what can be safely prepared and served on these units as well as what processing and activities must occur at the base of operation.*
- D. Examples of fully enclosed MFSUs and enclosable EFSUs are depicted in Examples U-1, U-2, and U-3.

EXAMPLE U-1

Fully Enclosed Type MFSUs – Pull Trailers



EXAMPLE U-2

Fully Enclosed Type, Motorized MFSUs – Food Trucks



EXAMPLE U-3

Enclosable Kiosks – EFSUs



2. Exceptions to Compliance for MFSUs and EFSUs: There are *three exemptions* to the primary requirement to fully comply with the *Rules of DPH Chapter 511-6-1* as stated within *DPH Rule 511-6-1-.08 (1) (a)*. These *exemptions* are specifically found within *DPH Rule 511-6-1-.08 (1) (a) 3*, *DPH Rule 511-6-1-.08(1) (b) 1 and 2*, and *DPH Rule 511-6-1-.08(1) (g) 1 and 2(v)*. These provisions empower the Health Authority to grant both MFSUs and EFSUs *exemptions from being constructed as fully enclosed units; from having handwashing and warewashing equipment onboard; and from certain modifications of requirements for physical facilities*. All these exemptions are based upon the following assessment criteria: *whether or TCS food or non-TCS food is being offered to the consumer; and whether or not the proposed menu is restricted to food items that have a low level of concern for foodborne illness*. These exemptions are discussed as follows:

- A. Exemption from Onboard Handwashing and Warewashing Equipment: According to *DPH Rule 511-6-1-.08(1) (b) 1 (i) (ii) and (iii)*, menu items to be prepared and served from the MFSUs or EFSUs must be restricted to serving only food that is *prepared, prepackaged in individual servings, transported and stored under conditions meeting the requirements of DPH Chapter 511-6-1; meaning, the food was prepared, packaged, and labeled from within the protective environment of a properly designed, equipped, and constructed food service establishment (i.e., base of operation) that holds a valid food service permit*. In addition, *all beverages must*

be non-TCS foods, such as coffee or tea, and dispensed from covered urns, where prior to being placed on units, the beverage is hot processed and dispensed directly from the brewing equipment into the serving urn. If these conditions are met, these units will not be required to be constructed as fully enclosed units, as required in DPH Rule 511-6-1-.08(1) (g) 1. Likewise, they will not be required to have onboard handwashing sinks nor warewashing sinks as long as the base of operation is equipped with these pieces of necessary equipment, as stated within DPH Rule 511-6-1-.08(1)(c) 3. With this limited menu, the potential risk for onsite contamination of ready-to-eat food by food employees, the consumer and the environment should be eliminated. The remaining potential risk for foodborne pathogen growth due to food product temperature abuse can be controlled by ensuring adequate refrigeration and hot holding equipment has been designed into these units.

B. Exemption from Fully Enclosed Construction:

- a. *DPH Rule 511-6-1-.08 (1) (b) 2 gives the Health Authority the authority to grant an exemption from a unit being constructed as a fully enclosed unit. The authorization to grant this exemption is based upon the Health Authority’s risk evaluation of proposed menu items and whether or not, ready-to-eat food offered to the consumer is packaged (i.e. Hand wash sinks are only needed at the base of operations) or commercially prepared and requiring heating only such as frankfurters and precooked sausages (i.e. all food preparation and food storage must take place from within the protective confines of a closable cabinet or compartment so that food and processing is shielded from potential contamination from consumers and the environment).*
- b. *In order for this exemption to be allowed by the Health Authority, the proposed menu is required to be limited to TCS foods, such as hot dogs or precooked encased sausages, that do not require any further preparation such as slicing, mixing, blending, chopping, combining with other ingredients, etc. and will be served in whole form as received from the processor. Furthermore, the only preparation required will be reheating and seasoning prior to service. In addition, this construction would be appropriate for MFSUs in which the menu is limited to non-TCS foods such as popcorn or snowcones, as well.*
- c. *The major concerns with these types of units are: 1) the potential for cross-contamination from food employees, 2) soiled food-contact surfaces, and 3) foodborne pathogen outgrowth. Controls for food safety must be designed and constructed into these units so that management of the operation will have the opportunity to address these concerns and be successful in its efforts to eliminate or reduce risk factors for foodborne illness to safe acceptable levels. One means to provide such controls is to limit menu items to foods that are determined to be low risk for foodborne illness. This determination is based upon two factors: TCS food is received from a licensed processing plant where it is processed into the ready-to-eat form, thus all pathogens have been destroyed; or, food items will not support foodborne illness pathogen growth*

and toxin formation (i.e. non-TCS food such as popcorn). As a result, concerns for food safety can be controlled through the implementation of no bare hand contact with ready-to-eat food coupled with acceptable handwashing and employee health policies; provisions to provide clean and sanitary food-contact surfaces; and the prevention of contamination from the environment and consumers.

- C. Exemption from certain Physical Facilities: Where the Health Authority, after review of the menu and method of operation has determined that no health hazard will result, the following exemptions to *DPH Rule 511-6-1-.08 (1) (a)* may be allowed:
- a. *Servicing areas may not be required* if the opportunity for contamination of food and creation of unsanitary conditions does not exist during loading and cleaning operations of the mobile unit. This *exemption is contingent upon* the following criteria:
 - i. *Only prepackaged food* is loaded onto the unit (i.e. all food preparation and packaging for vending is conducted within the confines of the protective environment of a properly equipped and designed base of operation); and,
 - ii. *MFSUs are not required to have waste retention tanks on board as stated within DPH Rule 511-6-1-.08(1) (b) 1.* and as a result, the need for flushing and disposal of liquid waste from waste storage tanks will not be necessary.
 - b. *When servicing areas are required*, construction of walls and ceilings of servicing areas are exempted from provisions of *DPH Rule 511-6-1-.07(2) (a) through (f) as stated in DPH Rule 511-6-1-.08(1) (g) 2(v).*
3. Types of Units - Exceptions from Compliance: There are three types of units specified within *DPH Rule 511-6-1-.08(1) (b)* that by nature of their menu, design, and method of operation are granted exceptions to *DPH Rule 511-6-1-.08 (1) (a)* and do not have to meet construction requirements of *DPH Rule 511-6-1-.08(1)(g)1* for being fully enclosed or for provision of onboard handwashing and warewashing sinks. These units are described as follows:
- A. Vehicle Venders: These types of units serve TCS and TCS foods and consist most often of a motorized vehicle equipped to vend packaged food at stops along a given route such as that associated with construction work sites. For clarification, *see Example U-4* depicting an example of a vehicle-vender MFSU.



EXAMPLE U-4
Vehicle-Vender Type MFSU

B. Enclosed Type Unit –Potentially Hazardous Menu - Hot Dog Cart Unit:

- a. *Hot Dog Cart* unit’s operation, design and layout of equipment and construction are permissible if the menu is restricted to TCS food items that are of low risk for the occurrence of foodborne illness because they are precooked and require heating only. This means that the onsite cooking of raw potentially hazardous foods of animal origin are not allowed. Instead, the unit’s menu is limited to only TCS foods, such as hot dogs or precooked encased sausages processed in the ready-to-eat form, requiring only reheating for hot holding (i.e. prevention of pathogen outgrowth) and seasoning prior to service, under high standards found within a licensed, regulated processor. As a result of these higher standards, the likelihood of the risk for the occurrence of instances of cross-contamination and outgrowth of foodborne pathogens is reduced to a safe level. As a result, the unit can then be designed and constructed to safely operate in a semi-enclosed (or closeable cabinet type) environment.
- b. The following are specific requirements that *must be in compliance in order to qualify for and maintain the exemption stated in DPH Rule 511-6-1-.08(1) (b) 1. (i)*:
 - i. *The menu must be restricted as stated in DPH Rule 511-6-1-.08(1)(b);*
 - ii. *All food stored or displayed on the unit must be protected from contamination from the consumer and the environment by food packaging, wrapping, shields, approved food dispensers, closable cabinets, or other effective barriers as approved by the Health Authority;*
 - iii. *Cooking equipment* such as grills, stoves, etc. will not be allowed for use with or incorporated into the design of closeable cabinet type units such as pushcarts. Only reheating equipment such as steam or hot water heating equipment will be allowed to be installed on the unit;
 - iv. *Overhead protection* in the form of at least an umbrella must be provided for the onsite operation of the unit. The overhead protection must be large

- enough to fully encompass the entire operation including all displayed food, equipment, work areas, employees and consumers:
- v. *Properly installed and equipped handwashing facilities* meeting the requirements of the Chapter must be installed on the unit. It must be provided with potable hot and cold running water under pressure with suitable hand cleaner, dispensed towels, and a waste receptacle must be provided at or near the handwashing facility. Instead of handwashing facilities being designed and built into the unit, the Health Authority may allow the use of a certified commercially manufactured, portable hand washing station during onsite unit operation as long as no health hazard will be created. The hand washing station must have hot and cold running water under pump pressure, storage tanks, and meet NSF standards (i.e. NSF listed);
 - vi. The unit must be equipped *to maintain food product temperature at safe temperatures as required by DPH Rule 511-6-1-.04* during operation and transport. *At the discretion of the Health Authority*, accessory equipment for cold storage of food product may be utilized on hot dog carts if:
 - (I) *it is NSF listed;*
 - (II) *a hard plastic commercial cooler;*
 - (III) *It can be constantly provided with sufficient and available quantities of ice that is obtained from an approved source.*
 - vii. *A three compartmented stainless steel sink must be installed on the unit.* It must be equipped with hot and cold water under pressure. However, at the discretion of the Health Authority, the permit holder may be allowed to store enough clean and sanitized utensils onboard the unit instead of providing an onboard warewashing sink *if the following is in compliance:*
 - (I) *The cleaned and sanitized utensils are sufficiently protected from contamination during transport and onsite operation;*
 - (II) *The operator can demonstrate that enough utensils are stored on the unit to meet the needs of his/her hours of operation in the field; and*
 - (III) *Facilities for cleaning and sanitizing exist at the base of operation.*
 - viii. *Push carts must be designed, constructed and built to at least NSF Standard 59;*
 - ix. Units must be *equipped with a water storage tank sized large enough to hold one day's capacity of hot and cold, running potable water under pressure.* The hot and cold potable water system must be pressurized by electrical pump or air pressure; and
 - x. Units must be *equipped with a waste water storage tank that is at least 15% larger in storage capacity than that of the potable water tank.*
- c. For clarification, *see Example U-5* depicting an example of an enclosed-type hot dog MFSUs:

EXAMPLE U-5

Hot Dog Push Cart with Protective Enclosures



*“Push Cart”
Enclosed Type Unit*



*“Closable Cabinets”
Protected Food Preparation Area*



*“Role-Top Type Enclosure”
Protected Food Preparation Area*



*“Sliding Door Storage Cabinet”
Protected Food Storage*

- d. Notice the cabinet that encloses the food storage/preparation area in Example U-5. The handles open the cabinet doors while the operator stands outside the unit and makes the hot dog or sausage dog from within the cabinet itself. The food preparation and storage area(s) must be protected in this way; hence, enclosed cabinet type MFSU.

C. Enclosed Type Unit – Nonpotentially Hazardous Menu - Popcorn & Snowcone Carts:

- a. Other types of MFSUs or EFSUs are units with menu items, such as popcorn or snow cones, or push carts that are constructed to be enclosed cabinet type units. These units are constructed so that the food is prepared within a closable cabinet and the operator serves the food from outside the unit. To do so, the operator opens the cabinet, containerizes the food, and then, closes the unit’s cabinet doors prior to the consumer receiving the product. See Example U-6

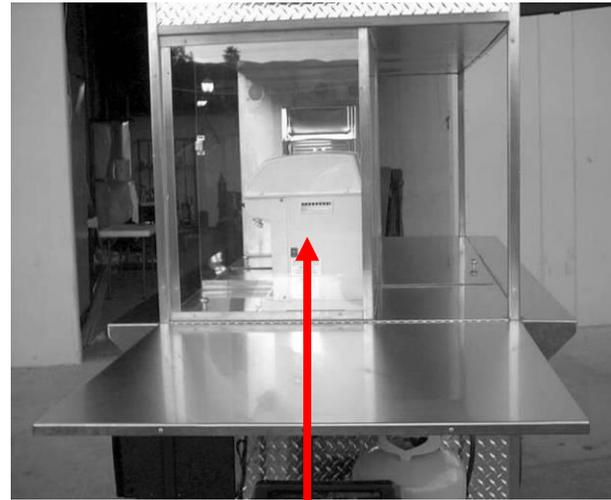
depicting an example of an enclosed cabinet-type unit serving a nonpotentially hazardous food menu.

EXAMPLE U-6

*Enclosed cabinet Type Unit/Non-TCS Menu
Snowcone Pull Cart*



Notice the cabinet doors



Notice enclosed cabinet

- c. The point of interest in *Example U-6* above is the closeable cabinet construction provided to protect exposed food and food-contact surfaces from potential contamination. Even though these units prepare and serve non-TCS food, these menu items can become contaminated with foodborne pathogens and lead to illness. If unpackaged food will be offered for sale to the consumer, these units must be designed and equipped to eliminate, prevent, or reduce the risk of cross-contamination, to facilitate proper hand washing, and to prevent environmental contamination such as that from consumers or the environment. This is why *DPH Rule 511-6-1-.08(c) 3* requires both a handsink and a separate properly sized and equipped warewashing sink to be installed onboard the unit.
- d. *Shielding*: In the *Example U-6* above, the food preparation areas as noted by red arrows are protected from potential contamination from consumers and the environment. In addition, the MFSU is afforded protection from contamination from weather and road debris by means of folding leaflets. When fully extended, they provide overhead protection during service and when closed, they protect the unit during travel to and from the base of operation.

D. Extended Food Service Units (EFSUs):

- a. EFSUs may *consist of separate components* such as counters, racks, refrigeration units, portable handsinks, etc., of which can be easily disassembled and moved to another location on the same premises of the base of operation. They can also be constructed to be one unit such as a cart or trailer so as to be movable to other locations on the same premises of the base of operation as well. They never leave the premises of their base of operation because they are dependent upon their base of operation to receive servicing and restocking during each day of the unit's operation. Furthermore, *they are generally located within shopping malls, business complex buildings, and some commercial sporting events as extensions of their permitted food service establishments*, allowing these establishments to extend their business ability to reach additional consumers.
- b. The Health Authority has the ability to grant EFSUs exemptions provided in *DPH Rule 511-6-1-.08 (1) (b)* based upon the findings of the menu assessment similar to that performed by the Health Authority for MFSUs. Whether or not the unit's construction must be fully enclosed or if handwashing sinks and warewashing sinks must be provided is dependent upon assessment of the unit's menu items as stated in *DPH Rule 511-6-1-.08 (1) (b) 1 and 2*.
- c. EFSUs requirements for *overhead protection* is dependent upon whether or not they are located within the enclosed, protective environment of a building in such locations as that of a thoroughfare or food court of a shopping mall, office complex, or enclosed stadium.
- d. See Example U-6 for examples of EFSUs.

EXAMPLE U-6

Outdoor/Indoor EFSUs - Kiosks



Indoor/Outdoor
Enclosed Type Design



Indoor Enclosed Type Design



Indoor/Outdoor
Enclosed Type Design

4. Equipment and Supplies Required for Onboard Preparation of Complex TCS Food Menus:

- A. Units that conduct onboard preparation of TCS foods other than the limited menu stated in *DPH Rule 511-6-1-.08(1)(b)* must provide no less than the equipment listed within *DPH Rule 511-6-1-.08(1)(c) 1 through 3*. Hot and cold holding and

displaying food service equipment must be so equipped as to be thermostatically controlled so that food product temperature can be consistently and constantly maintained at 41°F or less, if held or displayed cold, and at least 135°F or greater, if held or displayed hot, and frozen foods kept frozen. See *Example U-7* for examples of thermostatically controlled equipment stated in *DPH Rule 511-6-1-.08(1) (c) 1*.

EXAMPLE U-7

Typical Thermostatically Controlled Food Holding and Display Equipment



"Heat Lamp Food Warmer"



"Steam Table"



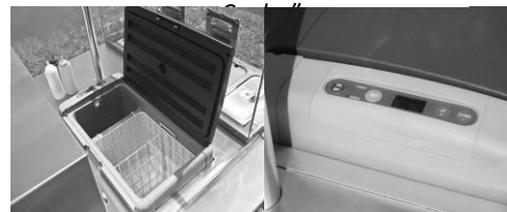
"Sandwich Prep"



"Hot Food Holding Drawer Unit"



"Reach-In Cooler"



"Electric Hotdog Cart Cooler"

- B. *Thermometers are to be available for monitoring coolers, freezers, and hot holding equipment. Thermometers for equipment such as coolers and freezers may be installed on equipment as part of its design and construction. All thermometers must be checked against a known calibrated thermometer for correct readings. In addition, at least one metal-stem type probing thermometer is required for insertion into food in order to monitor food product temperatures during cooking, cooling, reheating, cold and hot holding and storage. Thermometers must be numerically scaled and accurate to plus or minus 2°F and checked, to verify accuracy daily and after they have been dropped. If thermometers are not accurate, they must be calibrated (or adjusted). See *Example U-8* for examples of thermometers used for monitoring product temperatures.*
- C. *Units must have installed, at a minimum, two separate sinks; one for handwashing and the other, at least a three compartmented sink for manual warewashing. Each of these sinks is considered to be a separate unit of food service equipment dedicated for its specific use as per the requirements of DPH Chapter 511-6-1. These sinks must be equipped with hot and cold running water under pressure. See *Section F and Section J in Part-I of this Manual for detailed information concerning these pieces of equipment.**

EXAMPLE U-8

Thermometers used to Monitor Food Product Temperature



“Manufacturer Installed on Equipment”



*“Bimetallic Stemmed Thermometer”
Not accurate to probe thin foods*



*“Thermocouple”
Used for probing all Food Types – Thick, Thin,
Liquid, Frozen, etc.*

- D. Only single-service and single-use articles will be allowed for consumer use. Single-service articles such as, straws, plastic forks, spoons and knives must be individually pre-wrapped from a commercially supplied source. Plates, cups, lids or bowls must be dispensed from their original packaging, taking care that they are completely covered by the original packaging at all times. Single-use articles such as bulk food containers (ketchup, mustard and mayonnaise) wax paper, butcher paper, plastic wrap, formed aluminum food containers, jars, plastic tub or buckets, bread wrappers, pickle barrels, ketchup bottles and number ten cans are to be used once and then discarded.

E. See the Example U-9 for examples of typical equipped, fully enclosed MFSUs:

EXAMPLE U-9

*Typical Equipped, Fully Enclosed MFSUs
 (Operator prepares and services food from within the unit)*



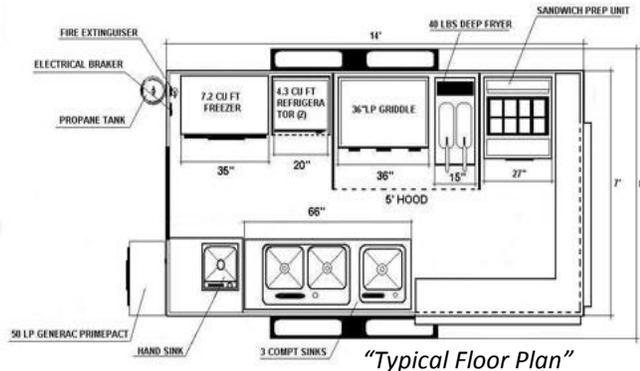
“Prep Line and Cook Line”



*“Self-closing or Closable
 Service Window”*



*“Handsink & Warewashing
 sink”*



“Typical Floor Plan”

5. Water System:

- A. A permanently mounted potable water tank system as specified under DPH Rule 511-6-1-.06(1)(g) and it must be under pressure with a capacity of at least one day’s operation. The potable water system must be capable of being directly and fully recharged when filled from a potable water inlet. See Example U-10 for example of potable water storage tank.
- B. Potable Water Storage Tank Capacity Determination: The potable water capacity of a MFSU or an EFSU may be estimated by calculating the volume of water for each sink to be installed along with the approximate number of times each sink will be filled each day. Water usage of other equipment can be determined by consulting the equipment manufacturer’s specification sheets in addition to the number of times the equipment is used per day. Both of these determined estimates of water use (i.e., sinks and equipment) would then be added together to get the unit’s total peak water usage estimates. Additionally, the water heater’s capacity should be included in the potable water system’s capacity if the water from the water heater’s tank can be fully discharged when the potable water tank is empty. Finally, potable water tanks must meet *ANSI/NSF standards for drinking*

water. See requirements specified under DPH Rule 511-6-1-.06 (3) (a) through (n) as it relates to materials, design, construction, installation, numbers and capacities, and operation and maintenance of these tanks.

- C. The potable water system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and sanitizing, and handwashing to meet the requirements of DPH Chapter 511-6-1.
- D. The water heating system shall have adequate capacity and recovery rate to furnish a continuous supply of hot water whenever the unit is in operation. See Section K in Part-I of this Manual for more information concerning determining peak hot water demand and water heating system sizing requirements.

EXAMPLE U-10

Potable Water Storage Tanks



“Permanently Mounted Plastic Potable Water Storage Tank”

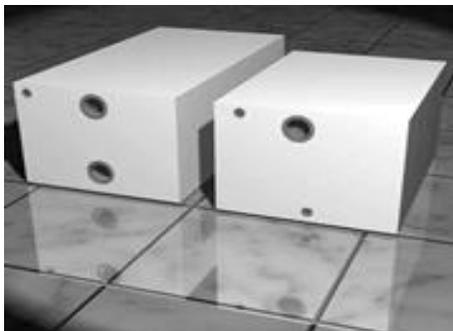


“Hot Dog Cart Potable Water Storage Tank”

- 6. Liquid Waste: It is required that a wastewater storage tank that is at least 15% larger than the combined capacity of all tanks that can hold potable water be installed on units. This would mean all potable water tanks plus the water heater capacity. See DPH Rule 511-6-1-.06 (4) (a), (e), (f), (g), (h) and (i) for specifications and requirements for wastewater storage tanks. See Example U-11 for an example of a gray water waste storage tank.

EXAMPLE U-11

Plastic Gray Water Storage Tank



7. Identification:

- A. All MFSUs and EFSUs *shall be identified by a sign or lettering indicating the name and address of the owner, the operator and the permit number. Letters and numbers must be at least two inches in height. See Example U-12 for examples of MFSU and EFSU identification sign content.*

EXAMPLE U-12
Unit Identification Signage

TOM'S EATS AND SWEETS
Tom Smith (Owner and Operator)
4321 Smith Road
Anywhere, GA 30000
Permit #0700 Clarke County

THE FOOD STOP
Metro Food Services, Inc. (Owner)
John Adams (Operator)
4321 Smith Road
Anywhere, GA 30000
Permit #0700 Clarke County

- B. The *permit*, or copy thereof, and the *current inspection report* must be displayed for the public view and protected from inclement weather.

8. Toilet Facilities:

- A. *Approved toilet facilities must be available for employees. If toilet facilities are not provided onboard a MFSU, they must be located within 200 feet from the mobile. In the case of extended units, within 200 feet of the EFSU as well. The permit holder must provide to the local Health Authority updated list of toilet facilities that are located along vending locations.*
- B. *If seating facilities are provided for consumers toilet facilities must be made available for consumers as well as employees of units as well.*
- C. *If toilet facilities are owned by a person other than the unit permit holder, then the permit holder must obtain written approval from the owner of the toilet facilities to utilize his toilet facilities.*
- D. *Base of operations must have available, acceptable toilet facilities for employees.*

9. Servicing Area: Servicing areas are located at the mobile food service operation's base of operation. It may be designed as a garage-type facility, as used by some large operations, or a canopied-pad area attached to the building. When necessary, these servicing areas may also be designed and serve as a place for safely storing and protecting units from effects of the environment such as rain, falling debris, bird droppings, blowing dust, etc., during times of non-use. At all times, servicing areas must be designed and constructed so as to protect unpackaged food, food-contact surfaces of equipment and utensils, and single-use articles from potential contamination as they are being placed on units.

A. *At least the following criteria for servicing areas must be met:*

- a. *A MFSU servicing area shall be available and shall include at least overhead protection large enough to encompass all and any supplying, cleaning, or servicing operations. However, servicing areas ;*
- b. *As per DPH Rule 511-6-1-.06(4)(f), sewage and other liquid wastes shall be removed from units in such a way that a public health hazard or nuisance is not created;*
- c. *There shall be a location with equipment supplied for the flushing and draining of liquid wastes from the mobile unit that is separated from the location and equipment provided for potable water service and for the loading and unloading of food and related supplies.*
- d. *Sanitary facilities must be located within the servicing area for all flushing and draining of liquid wastes from MFSUs and EFSUs. The design and capacity of these sanitary facilities must take into account the type of units and the scope of their operations. For units where their wastewater storage tank design and capacity is such that the waste tank can be easily removed from the unit daily (i.e. carried by one employee to a janitor's sink or floor service sink located within the servicing area), the provision of a dump station may not be necessary. When a dump station is required, minimum design and specifications for the liquid waste dump stations shall be as follows:*
 - i. *See Drawing U-1. Each liquid waste dump station shall be equipped with a concrete pad surrounding the drain. The concrete pad shall meet all of the following specifications:*
 - (I) It shall be a minimum of six feet by six feet in size;
 - (II) It shall be a minimum of six inches in thickness;

- (III) It shall have a drain opening which is at least four inches in diameter with a foot-operated, self-closing cap which forms a tight seal with the drain shall be provided. The drain opening shall be located outside of the wheel travel portion of the pad, and a minimum of two feet from any edge of the pad and curbing;
- (IV) It shall have minimum of four-inch tall curbing bordering the non-wheel travel area of the pad;
- (V) All surface drainage must be diverted around and away from the pad;
- (VI) The surface of the pad shall slope at least .25 inch per foot from the edge to the drain;
- (VII) Four-inch piping shall run from the drain to either an approved on-site sewage disposal system or to an approved sanitary sewer system;
- (VIII) All plumbing must be in compliance with applicable state and local plumbing codes;
- (IX) A water supply outlet for wash down shall be provided with a water source that is protected from backflow and back-siphonage, and its delivery piping must be retractable, spring coiled, or by other means approved by the Health Authority. Hoses used for flushing the dump station pad and waste water holding tanks shall not exceed the length necessary to reach the entire pad;
- (X) Drains must include the ability to receive wash down wastes from the pad;
- (XI) Dump stations shall be designed to be easily accessible to the entrance and exit area of the servicing area and have safe, all weather access roadway that slopes away from the dump station pad;
- (XII) Dump station surfaces shall be properly sealed to prevent nuisances;
- (XIII) Dump stations shall be posted with signs that are clearly and indelibly labeled stating instructions for use with *minimum one inch tall lettering*. These signs must be at least two feet from the pad. The signs shall include the statement, “*Georgia law prohibits dumping sewage from MFSUs, and other holding tanks onto the ground.*”; and
- (XIV) Prior to the release of this Manual and should there be any existing mobile food service base of operations with dump stations not in compliance with the design criteria as stated herein, the permit

holder would be required to bring their dump station into compliance when the dump station is repaired or renovated, or at change of ownership. *This exception does not exclude any requirement to maintain the dump station to prevent a public health nuisance or hazard.*

- ii. *See Drawing U-2.* Each dump station shall have a water supply for the flushing of waste storage tanks and the dump station pad area. The following criteria shall apply:
 - (I) Dump stations shall be constructed and operated so as to protect the water supply and all other water outlets within the base of operation from backflow and other contamination in accordance with *DPH Rule 511-6-1-.06(3)(k)*;
 - (II) Dump stations shall be posted with signs that are clearly and indelibly labeled stating that the water supply is *to be used for flushing and cleaning purposes only and that the water shall not be used for human consumption*;
 - (III) Any hose or sprayer must be long enough to allow for a person to operate the drain opening while spraying the pad area;
 - (IV) The washing water supply tower's connections, hoses and other parts *must be colored red*. Under no circumstances shall the mobile food service operation permit holder allow a hose that is long enough to reach a water outlet that is used for human consumption to be connected to a water service outlet at the dump station; and
 - (V) Dump stations shall be located such that any water source or service outlet used for filling potable water storage tanks or other uses for human consumption is located as far away as possible and in opposite directions from the dump station facility.
4. *The servicing area will not be required where only packaged food is placed on the MFSU or where units are not equipped with waste water storage tanks;*
5. *The surface of the servicing area shall be constructed of a smooth, nonabsorbent material such as sealed concrete or machine laid and sealed asphalt and it shall be graded to drain surface water away from the area;*
6. *The construction of walls and ceiling of the servicing areas is exempted from the provisions of DPH Rule 511-6-1-.07(2) (a) through (f);*

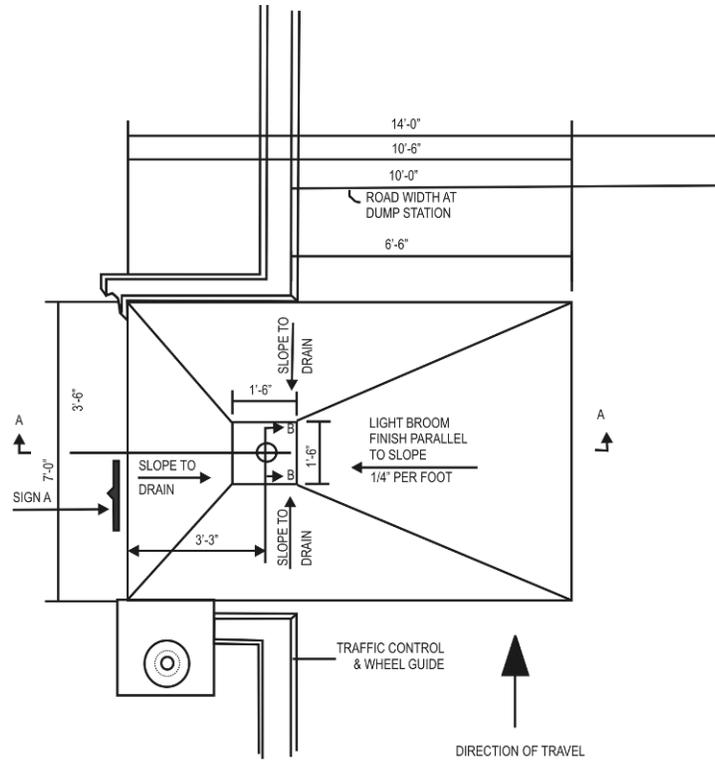
7. *See Example U-13.* Where allowed by the local Health Authority, sewage transport vehicles (waste carts) or waste water vehicles (carts), as mentioned with *DPH Rule 511-6-1-.06(4)(e)*, may be used to transport waste water from MFSUs such as a hot dog cart to a dump station, a floor service sink, or a janitor's sink in one trip for servicing at the base of operation; and
8. *Instead of providing a waste water dump station as per subsection II 9A of this Section,* liquid waste from small volume waste water tanks may be manually dumped into a utility sink, curbed cleaning facility or mop sink as referenced within I of Section R located in Part-I of this Manual. The use of these sinks may be allowed by the local Health Authority as long as food, utensils and single-service/single-use articles cannot be contaminated by such waste water disposal. Small waste water volumes are those were the operator can physically carry the waste water tank to the utility sink facilities. An example of a MFSU that would be within this consideration as having a small volume waste water tank is the hot dog cart.
10. *See Drawing U-3* for an example of a typical base of operation.
11. *See Example U-14* for a typical installed dump station.

DRAWING U-1
Top-Down View of Dump Station

HOLDING TANK DISPOSAL INSTRUCTIONS

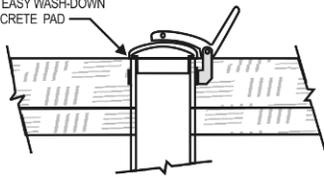
- CONNECT YOUR HOSE TO HOLDING TANK
- PLACE END SECURELY IN DRAIN OPENING WHILE HOLDING COVER WITH FOOT
- OPEN TRAILER TANK VALVE
- FLUSH TANK WITH WATER HOSE
- FLUSH AWAY ANY SPILLAGE INTO DRAIN

SIGN 'A'



PLAN VIEW
 NO SCALE

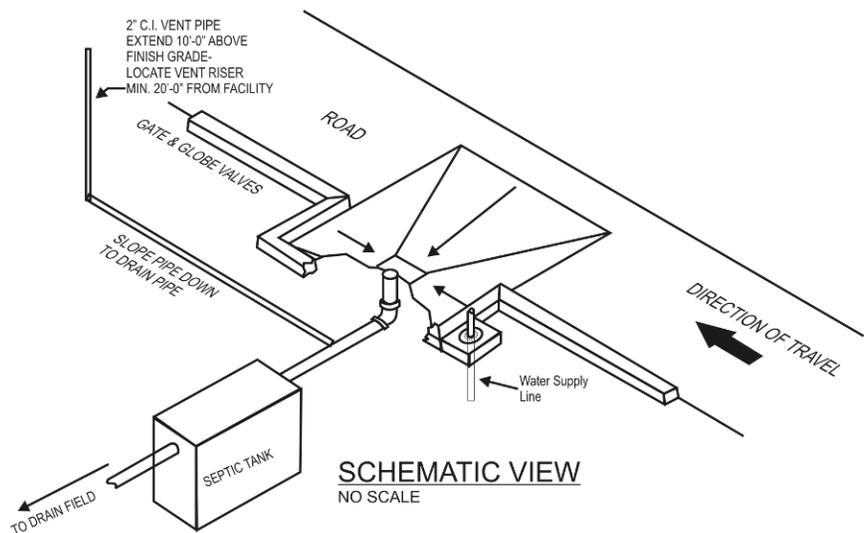
POUR TO LIP OF HATCH TO ALLOW EASY WASH-DOWN OF CONCRETE PAD



SECTION B-B
DRAIN HATCH DETAIL



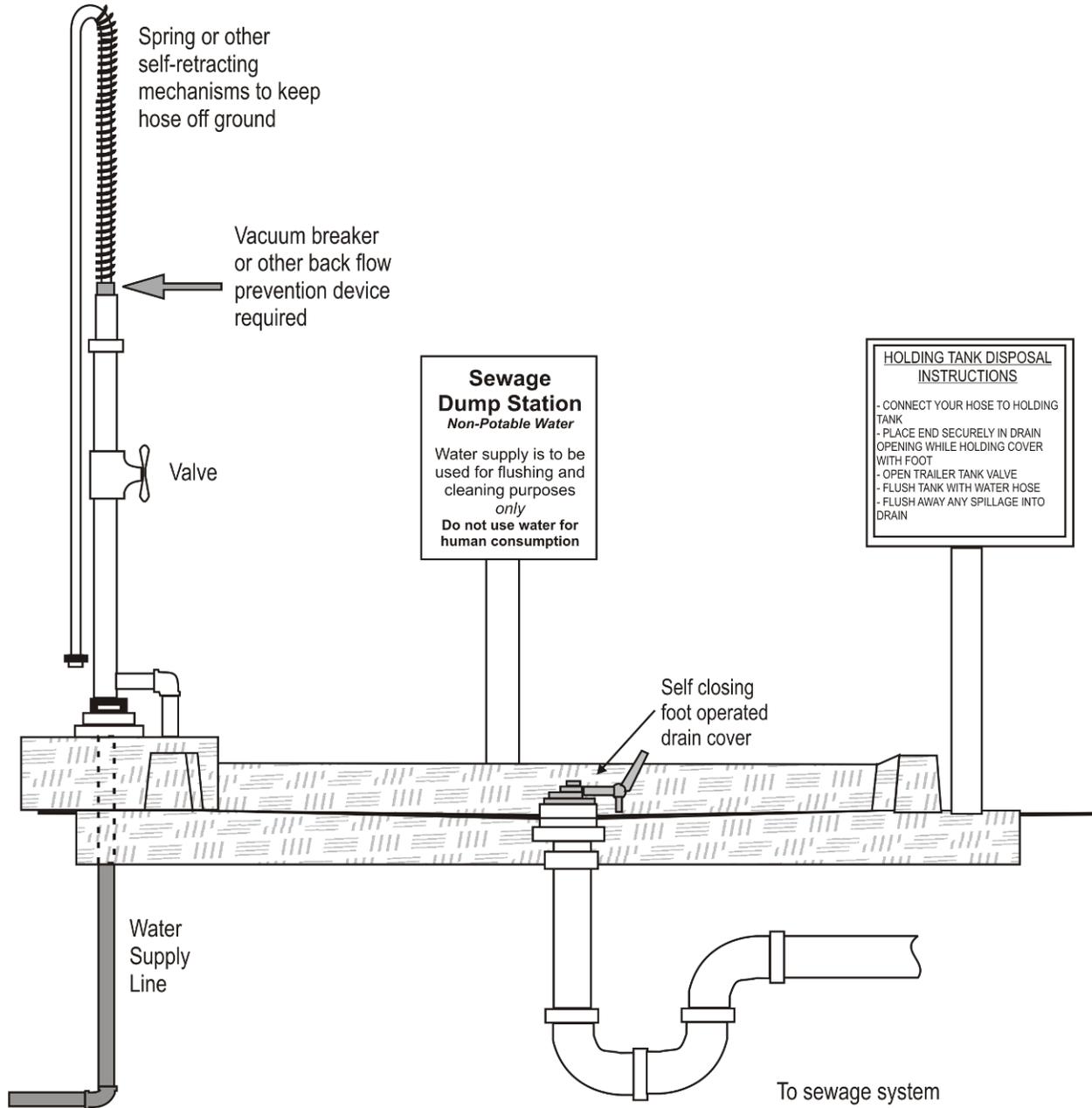
Foot Activated Cap



SCHEMATIC VIEW
 NO SCALE

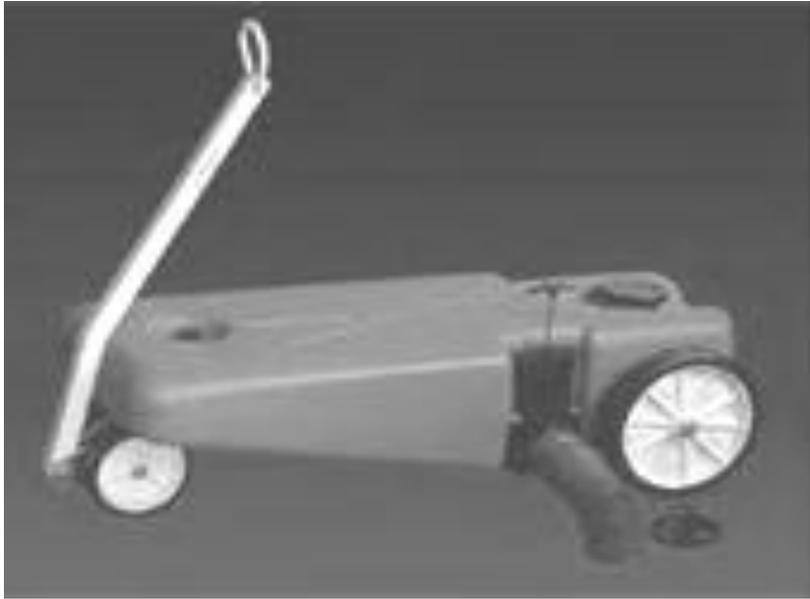
DRAWING U-2

Example Dump Station, Front View



Note: Waste piping will be not less than four inches in diameter unless specified by applicable law or local codes.

EXAMPLE U-13
Liquid Waste Transport Tank (or Vehicle)

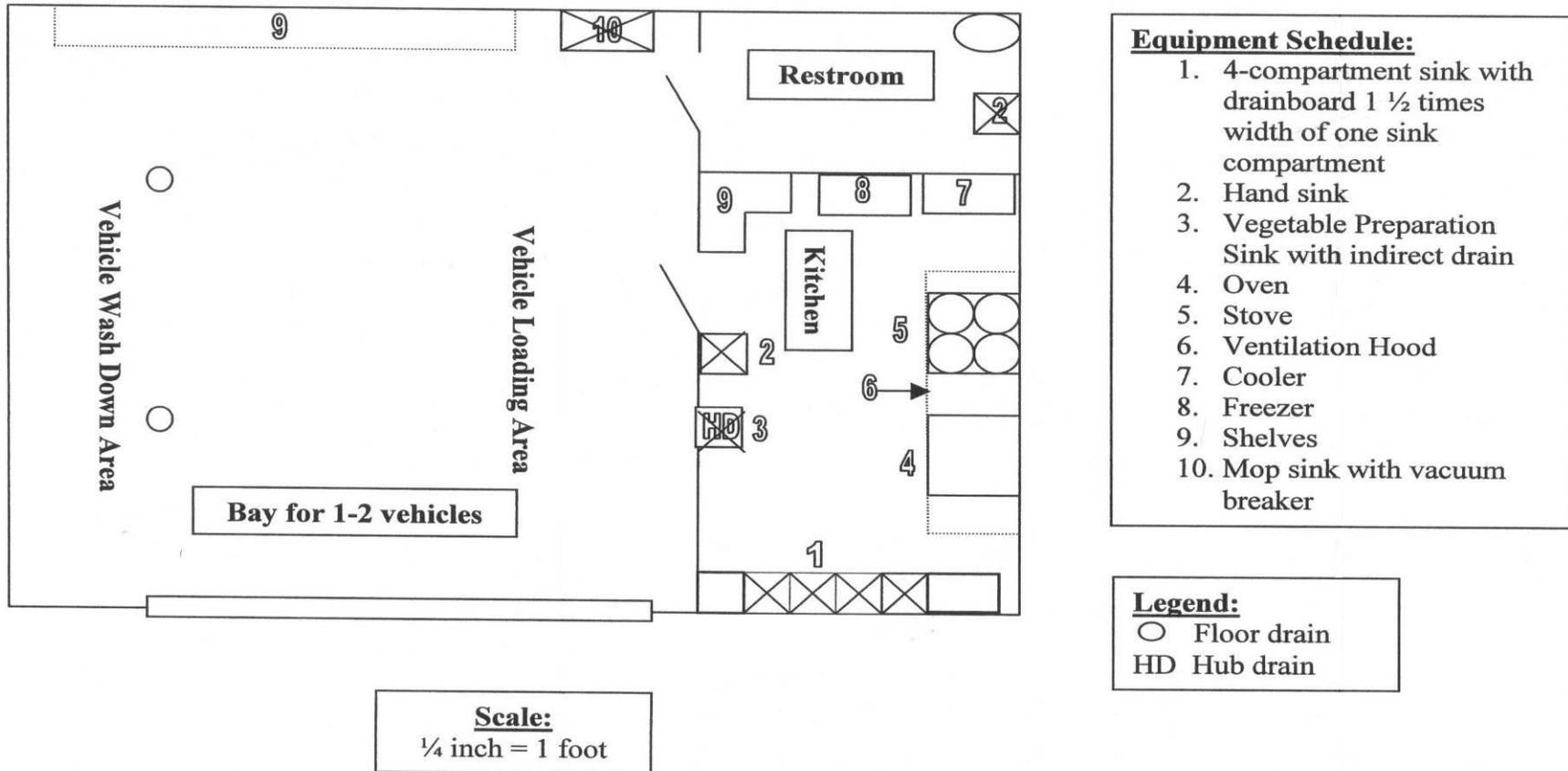


EXAMPLE U-14
Liquid Waste Dump Station



DRAWING U-3

Typical MFSU and EFSU Base of Operation



Note: This drawing is not to any scale and it is exhibited as a typical example only. Designs may vary but, all necessary equipment and layout will be based upon menu review and inherent risk of foodborne illness associated with method of operation.

III Temporary Food Service Establishments (TFSEs)⁴:

1. Menu Review, Food Processing and Flow Analysis:

- A. *Importance of Menu Review:* Similar to permanent food service establishments, the menu is an integral part of the Plan Review Process for TFSEs. The menu or a listing of all of the food and beverage items to be offered at the TFSE must be submitted by the applicant to the local Health Authority with the submission of all other plan review application documents. As stated in *DPH Rule 511-6-1-.08(2) (c) 2 and 3*, the menu and plan review process will dictate whether or not the local Health Authority will act to impose additional requirements to protect against health hazards related to the conduct of the TFSE's operation; and, what potentially hazardous foods can be safely prepared and service within the limited onsite protective equipment and facilities of the TFSEs.
- B. *The Menu Review Process:* As with the inspection process, the plan review process will focus on the food and what will happen to the food. The source and quantity of food to be served should be reviewed along with the preparation and post-preparation operations and the proposed storage practices.
- C. *Food Flow Pattern Analysis:* When conducting a food flow analysis, the major concerns are hazards associated with cross-contamination from workers hands, cross-contamination between raw animal food items and ready-to-eat food items, contamination of food resulting from contaminated food-contact surfaces of equipment and utensils; and, food temperature control throughout all proposed food processing steps. In response, flow patterns for the preparation of foods to be served are evaluated to be sure that the layout of the TFSEs provides an adequate separation of raw food ingredients from ready-to-eat foods; that the traffic patterns of workers are not crossing paths with waste items and other sources of contamination and it is forcing workers to consider frequent handwashing; and finally, that consumers and other non-workers are kept out of the food preparation, cooking, and storage areas, equipment and utensil storage and cleaning areas, and single-service article storage areas. The overriding mandate is to ensure that proposed food items can be protected and served safely during the service operation.
- D. See Section B entitled, "Menu Review and Food Process Flow", located in Part-I of this Manual for more information concerning the menu review process and food flow analysis.

⁴ Reference Source: 2000 Pre-Operational Guide For Temporary Food Establishments by the Federal Food and Drug Administration and Conference of Food Protection.

2. Equipment and Supplies Required:

A. Water Supply:

- a. *An adequate supply of potable water as determined by the Health Authority shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. Water must come from an approved public water supply or an approved nonpublic (or well) water supply. The water supply system carrying potable water must be constructed with approved food contact materials and handled in a sanitary manner; food grade hoses are typically white and labeled “NSF Food Grade” and gardening-type hoses are not acceptable. The water supply must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply shall be maintained a minimum of six inches above the ground or top plane surface. A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the local Health Authority. All water sold or given to consumers must be prepackaged (bottled) from an approved commercial source.*
- b. Hot Water Provisions: *There shall be a properly sized water heating system or method to provide hot water for cleaning, sanitizing, and handwashing. At a minimum, there should be a stove and equipment available to heat water or a properly sized water heater to provide available potable hot water.*
- c. *See Sections G, K, and N in Part-I of this Manual for additional information and guidance.*

- B. Wastewater Disposal: *Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped onto the ground surface; into waterways; or into storm drains, but shall be collected and dumped into a receptacle or waste sink designated for the collection of wastewater that drains directly to a sanitary sewer or an approved onsite sewage disposal system.*

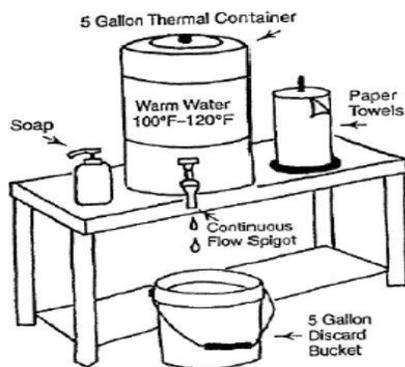
C. Handwashing Stations:

- a. Importance of Hand Washing: *Hand washing, coupled with no bare hand contact with ready-to-eat food and a good employee health policy, is a vital tool in preventing the spread of bacteria and viruses that can cause infections and foodborne illness in any food service establishment. People can be a significant source of harmful microorganisms. Proper hand washing by food employees is necessary to control direct and indirect contamination of food, utensils, and equipment.*
- b. Handwashing Stations: *Handwashing-stations shall be located within each TFSE. Handwashing-stations must be equipped with tempered water, dispensed hand soap and single-use paper towels available for employee/worker hand washing. If the booth or unit does not have a hand-sink, the Health Authority may allow an*

alternative handwashing-station. *At a minimum, the alternative handwashing-station will include: a five gallon insulated container with a spigot which can be turned on to allow potable, clean, warm water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand cleaner; dispensed towels; and a waste receptacle.* Another alternative handwashing-station may be a commercially designed and constructed, self-contained, portable handwashing station. *See Illustration U-1 for examples of alternative handwashing-stations.*

ILLUSTRATION U-1

Examples of TFSE Alternative Handwashing-Stations



"Minimum Required Handwashing Station"



"Commercial, Portable Handwashing Station"

3. Equipment and Supplies:

- A. Dry Storage: All food, equipment, utensils, and single service items shall be stored at least 6 inches off the ground or floor on pallets, tables, or shelving protected from contamination and shall have effective overhead protection. See Illustration U-2 as an example of a TFSE dry storage facility.

ILLUSTRATION U-2
Dry Storage

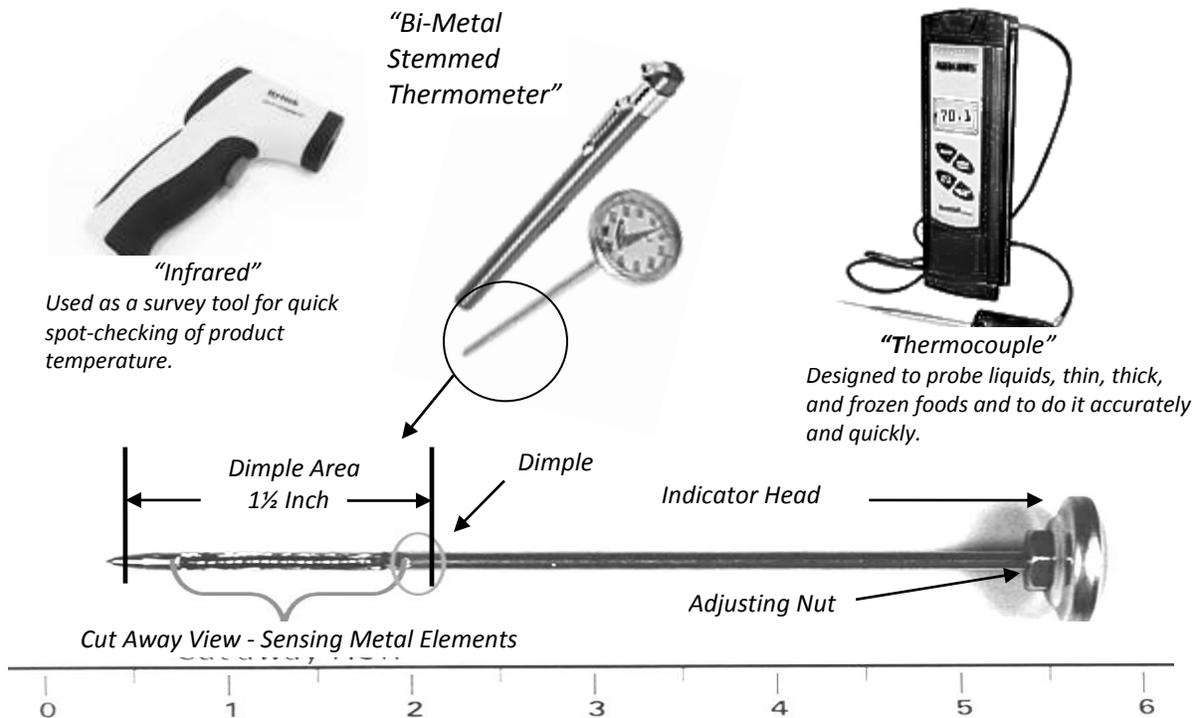


"Pallets Used to Store Items off the Ground"

- B. Only *single-service and single-use articles* will be allowed for customer service. Single-service articles such as straws, plastic forks, spoons and knives must all be *received individually pre-wrapped from a commercial supplier*. Plates, cups, lids and bowls must be dispensed from their original commercial packaging or a properly designed dispenser. Care must be taken to protect these articles during storage and periods of time when they are not being dispensed by keeping them within their closed original packaging and storing them at least six inches above the ground on a shelf or pallet. Single-use articles and bulk food containers (ketchup, mustard, and mayonnaise), wax paper, butcher paper, plastic wrappers, pickle barrels, ketchup bottles, and number ten cans are not to be reused and they must be discarded after use or when emptied.
- C. *Hot Holding Equipment*: Hot food storage units shall be used to keep TCS foods at required hot (i.e. foodborne illness pathogen kill step) holding temperatures. If crock pots, steam tables, or other hot holding devices are provided, they must be capable of maintaining food product temperature to *at least 135°F (57°C) or higher* and they must not be used to reheat food. DPH Chapter 511-6-1 requires that TCS food that is cooked, cooled, and then reheated for hot holding must be reheated to *at least 165°F (74°C) within two hours* by equipment such as a stove or grill prior to being placed on hot holding equipment. Ready-to-eat, commercially processed food items such as frankfurters, cooked sausages, and canned chili may be reheated to at least *135°F (57°C) within two hours for hot holding for service*. *Ready-to-eat, commercially processed food out of its original packaging* can be reheated to the lower temperature of *135°F (57°C)* rather than the *165°F (74°C)* temperature because these foods are processed and packaged under high standards to destroy all foodborne illness pathogens.

- D. Cold Storage: Commercial refrigeration units should be provided to keep TCS foods at 41°F or below. An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain TCS foods at 41°F or below may be allowed for the storage of small quantities of TCS foods. Unpackaged food may not be stored in direct contact with undrained ice.
- E. Thermometers – See Example U-15. Calibrated food thermometers, accurate to ± 2 degrees Fahrenheit with a range of 0°F to 220°F, must be present and used by employees/workers to monitor food product and cooking media (cooking oil, boiling water, etc.) temperatures. Each refrigeration unit must have a numerically scaled thermometer accurate to $\pm 3 F$ to measure ambient air temperature the unit. In addition, thermometers must be designed for thickness and type of food to be monitored. The thermometer’s probe must be capable of easily penetrating and be completely immersed within food for monitoring. They must be used to measure food temperatures during cooking, cooling, reheating, cold holding, and hot holding. Thermometers must be checked daily and after they have been dropped. If the thermometer is not accurate, it must be calibrated (or adjusted). Properly calibrating a thermometer adjusts the thermometer to display the correct temperature:
- a. Calibration of a Bi-Metallic Stemmed Thermometer: Always follow the manufacturer’s instructions for calibration; however, the most frequently recommended method is the “Ice-Water Bath Method”. The following steps are used to calibrate a thermometer utilizing the ice-water bath method:
- i. Pack a large cup such as a Styrofoam cup with ice (preferably crushed ice) and add cold water stirring the mixture. The ice should not float in the water;
 - ii. Put the thermometer into the ice water, making sure the sensing dimple (see Example U-15) located on the stem of the thermometer is surrounded by the ice water mixture. After about sixty seconds read the thermometer’s indicator dial; and finally,
 - iii. Adjust the thermometer dial reading to 32°F by holding the hex or square nut located at the base of the thermometer indicator dial with a wrench or pliers. Keep the thermometer stem fully immersed in the ice water above the dimple on the stem while moving the thermometer dial and thereby move the indicator needle. With the wrench or pliers, turn the dial until the needle points to 32°F. The thermometer is now calibrated and ready to monitor product temperature.

EXAMPLE U-15
Types of Thermometers



- F. Wet Storage: Wet storage of all canned or bottled beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep it clean. Liquid waste water must be disposed of properly into a sanitary sewer or an approved onsite sewage disposal system and cannot be dumped into streets, storm drains, waterways or onto the ground surface.
- G. Food Display: All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of sneeze guards or other effective barriers. Where sneeze guard interceptors are utilized, they must intercept a direct line between the nose and mouth of the consumer to the food being displayed for service. Similarly, if food is exposed while being prepared on grills or other cooking equipment in view of consumers, it must be shielded to prevent potential for consumer contamination as well. Additionally, open or uncovered containers of food shall not be allowed at a temporary food service event, except working containers. Condiments must be dispensed in single-service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers/employees, consumers/patrons, insects, or other sources. See Section E in Part-I of this Manual for more information and examples of sneeze-guard-shielding devices to protect exposed and displayed food from consumer contamination.
- H. Food Preparation: All cooking and serving areas shall be protected from contamination. Cooking equipment, such as BBQs, propane stoves, and grills, shall

be roped off or otherwise segregated from the public. Consumers/patrons must be prevented from accessing areas of the TFSE where food, food-contact surfaces, and equipment are located.

- I. Cooking Devices: *Charcoal and wood cooking devices are not recommended. Propane stoves or grills are approved as cooking devices. The local Fire Safety Authority must approve cooking devices. All cooking of foods should be done towards the rear of the TFSE. When barbecuing or using a grill, the cooking equipment should be separated from the public for a distance of at least four feet by roping off or by other means to protect patrons from burns or splashes of hot grease.*

- J. Layout and Design – the Prevention of Cross-Contamination: *The layout and placement of equipment be must considered when assessing the flow of food as it travels through the establishment. It must provide separation of raw foods from ready-to-eat foods during storage, preparation, holding, and display. Just as in the case with assessing plans and specification for permanent food service establishments, controls must be in place for hazards that are inherent to the TFSE operations. See Section B entitled, “Menu Review and Food Process Flow”, located in Part-I of this Manual for more information concerning the menu review process and food flow analysis.*

4. Cleaning and Sanitizing Facilities:

- A. Warewashing: *Each booth must have a 3-compartment sink properly set up for the purpose of washing, rinsing and sanitizing utensils coming into contact with food. If the booth or trailer does not have a built-in three compartment sink, the minimum alternative requirements for a warewashing set-up to wash, rinse, and sanitize shall consist of three basins, large enough for complete immersion of utensils or removable food-contact surfaces of equipment, a potable hot water supply, and an adequate disposal system for the wastewater. See Illustrations U-3 and U-4 for examples of manual warewashing set-ups at TFSEs.*

ILLUSTRATION U-3

Three-Compartmented Warewashing Sink



“Employee Testing Sanitizer Solution”

ILLUSTRATION U-4

Alternative Warewashing Set-Up



“Three Plastic Wash Basins”

- B. Cleaning and Sanitizing: Chlorine bleach (i.e. sodium hypochlorite) or other approved sanitizers must be provided for sanitizing food-contact surfaces, equipment, and wiping cloths. Sanitizers must be used at appropriate strengths. An approved test kit must be available to accurately measure the concentration of sanitizing solutions. See DPH Rule 511-6-1-.05(6)(n) for listing of approved sanitizers and solution strengths.
- C. Wiping Cloths: Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean chlorine sanitizing solutions at a concentration of 100 ppm. They may be single-use disposable type

purchased from commercial sources as well. *See DPH Rule 511-6-1-.04(4) (m)* for requirements concerning wiping cloth use and storage.

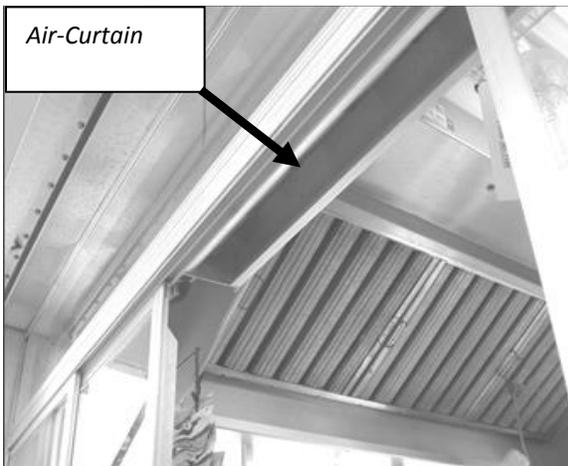
5. Construction and Premises Requirements:

- A. Counters/Shelves: *All food-contact surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable. Counter service openings shall be no larger than necessary for the operation and shall be provided with an effective means to restrict the entrance of flying insects. Counter service openings shall be kept closed when not in actual use, except that these may remain open if they are provided with properly designed and installed air curtains or effective, electric fans all of which must be approved by the local Health Authority. See Illustrations U-5 and U-6 for examples service windows and temporary protective enclosure.*

ILLUSTRATION U-5

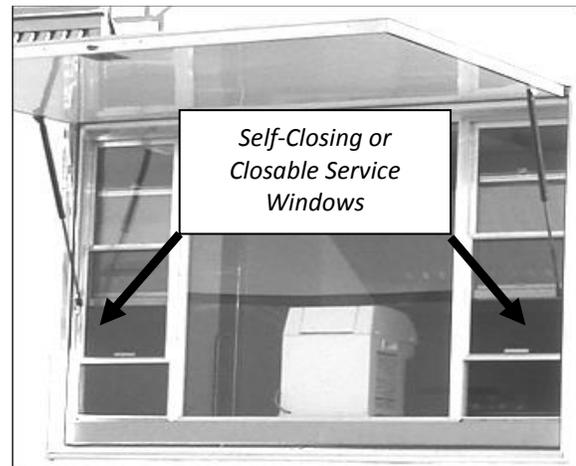
Service Window Openings for Kiosk and Trailer Type TFSEs

Example "A"



This service window has an air-curtain along the top that blows down and outward. This unit has a dropdown lid for protection during travel and periods of non-operation similar to Example "B".

Example "B"



This service window design is self-closing or can be closable. Notice the dropdown lid for protection during travel and periods of non-operation.

- B. Floors: *Unless otherwise approved, floors of outdoor TFSEs are to be constructed of concrete; asphalt; non-absorbent matting; tight wood; or removable platforms or duckboards which minimize dust and mud. The floor area must be graded to drain away from the TFSE.*
- C. Walls, Doors, and Ceilings: *The TFSE must be covered with a canopy or other type of overhead protection. Construction of walls and ceilings are to be of sound construction to protect the interior against the weather, windblown dust and debris, prevent the entrance of insects, or other sources that may contaminate food, food-*

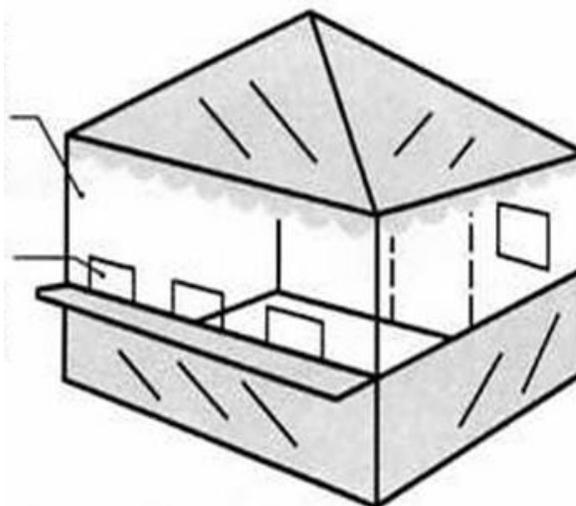
contact surfaces, equipment, utensils, or employees/workers. *Doors to food preparation areas shall be solid or screened and shall be self-closing.* They may be flaps made of same materials (ex. Screening, Tarpaulin, etc.) as walls as long as they are capable of being completely closed after entry or exiting the TFSE. If screening is used as construction materials, it shall be *at least sixteen mesh to the inch.*

ILLUSTRATION U-6

Onsite Tent or Booth Temporary Protective Enclosure

Clear PLASTIC or light colored SCREENING on sides.

15" x 18" Food Service Openings
 Note that Service Openings may have electric fans blowing across openings to help keep flying insects out.



- D. Lighting: *Light bulbs must be protected just like those used in any food service establishment.* Note that the light bulbs on the left have protective sleeves over each bulb, but the bulbs on the right do not. Protecting bulbs is sometimes more necessary in a temporary establishment than in a permanent establishment, due to tight spaces and low ceilings. Shields help prevent breakage caused from mop and broom handles hitting the bulbs. Shields also prevent broken glass from falling when florescent bulbs burst. *See Illustration U-7.*

ILLUSTRATION U-7
Examples of Lighting Shielding



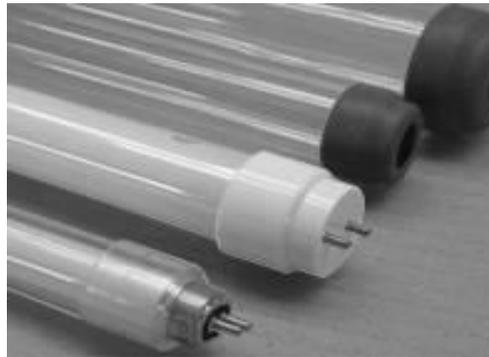
“Clip-On Shielding”



“Shatter Resistant Bulb”



*“Vapor and Explosion
Resistant Fixture”*



“Plastic Tube and Cap Shielding”



*“Plastic Tube and Cap
Shielding Installed”*



*“Lens-Covered Shielded
Fluorescent Light Fixture”*

Note: To be effective, shielding must contain glass should bulbs break.

- E. Garbage: *As to be determined by the local Health Authority*, an adequate number of non-absorbent, easily cleanable garbage containers must be provided both inside and outside of each TFSE site. Dumpsters must be covered, rodent-proof, and non-absorbent. Grease must be disposed of properly, as determined by the local Health Authority, and shall not be dumped onto the ground surface.
- F. Toilet Facilities: *Adequate number of approved toilet and handwashing facilities must be provided for TFSE employees/workers*. At a minimum, non-sewered toilet systems (portable toilets) must be provided as per *Special On-Site Sewage Management Systems Chapter 511-3-1*. In addition, *toilet facilities must be conveniently located within 200 feet of TFSEs*.
- G. TFSE Location and Seasonal Considerations Related to Vermin and Insect Control: Approved means of excluding insects and vermin from food preparation, service areas and from waste storage areas must be provided commensurate with the type and scope of food service permitted by the local Health Authority.
- a. Location Considerations: *The location of the special event determines to what extent and impact the presence of vermin will have on the TFSE operations. The location of the special event must be considered as part of the plan and specification development and review process*. For example, if an event is located near a potential vermin source such as improperly maintained horse, hog, or chicken agricultural operations or garbage dump site, the presence of flying insects and other vermin at TFSEs may be greatly increased to a point that minimal vermin control measures found within the Chapter might be overwhelmed. As a result, the local Health Authority would most likely have to require additional measures to bring flying insects and vermin under reasonable control. In some situations, the local Health Authority might need to require TFSEs to be relocated as far from the source of vermin as possible and in some extreme cases, food service may not be possible if a control measure cannot to be effectively performed.
- b. Seasonal Considerations: *In addition to food source attraction and breeding sites, flying insects, and vermin are affected by the weather temperature and humidity as well*. In humid warm weather, flies are more active; whereas, in colder times of the year, flies are relatively inactive and they might not be as great of a concern when locating TFSEs. However, vermin such as field rats may be attracted to solid waste TFSE storage sites or even food storage areas and facilities, since their normal food source might be reduced during cold months of the year.
- H. Clothing Storage: Personal clothing and belongings should be stored at a designated place in the TFSE away from food preparation, food service and warewashing areas.

- I. Employee Break Areas: *Smoking, eating, and drinking are not allowed by food employees/workers in the food preparation, storage and service areas; utensil washing and storage areas; nor in the single-service storage areas. An area located outside these work, storage and service areas must be designated as an employee/worker break area.*

IV. Incubator Kitchen Food Service Establishments:

1. DPH Chapter 511-6-1 and the Food Service Establishment:

*DPH Chapter 511-6-1's Primary Objective: The mission of DPH Chapter 511-6-1 is to reduce the impact of foodborne illness on the citizens of Georgia and her guests (the general public). In order to carry out our mission, DPH Chapter 511-6-1 contains two primary objectives: first, to ensure that risk factors for foodborne illness are maintained under control by management; and secondly, to ensure provisions for the establishment's design, equipment layout and installation, and construction (or Good Retail Practices-GRPs) will afford management the necessary support to successfully control the risk factors for foodborne illness. In order to attain these primary objectives, DPH Chapter 511-6-1 is made up of three main parts. The first part is made-up of two Rules. The first is DPH Rule 511-6-1-.03, entitled *Management and Personnel*, which is designed to control the risk factors that are associated with improper employee/management activities such as poor employee health policies, poor employee hygienic practices, and the lack of proper food safety training for personnel. The second is DPH Rule 511-6-1-.04, entitled *Food*, which contains provisions to control risk factors that associated with receiving, processing, handling, storage, etc. of food within a food service establishment such as improper holding temperatures, foods received from unsafe sources, contaminated equipment, and improper cooking. Thus both DPH Rule 511-6-1-.03 and DPH Rule 511-6-1-.04 are designed to control for the top five risk factors for foodborne illness. The second part of DPH Chapter 511-6-1 includes DPH Rules 511-6-1-.05 through DPH Rule 511-6-1-.07. Lastly, DPH Chapter 511-6-1 functions to provide support to management's control of foodborne illness risk factors. It accomplishes this function through good retail practices (GRPs) and proper establishment design, construction, and equipment installation (or provisions for proper planning and review). Therefore, if DPH Chapter 511-6-1 is applied correctly by food service establishment management, the impact of foodborne illness on the public can be greatly reduced.*

- a. The Food Service Establishment: To further understand how DPH Chapter 511-6-1 is designed to accomplish its mission to reduce the impact of foodborne illness on the public, you must understand how parts of a food service establishment are related to the parts of DPH Chapter 511-6-1:
 - i. Parts and Functioning of the Food Service Establishment: *The first part consists of the establishment's management and personnel. The second part consists of the safety of the food as it travels through the food service establishment. The third part functions to provide support to management's efforts to control foodborne illness risk factors. This third part consists of*

the physical building, the equipment layout and installation according to the food flow as dictated by the proposed menu, the constructed facilities, the utilities, and the premises. Hence, the third part, good retail practices, is influenced by activities surrounding proper food service plans, specifications, planning, and review. If the plan and specification design review process is performed correctly, management of the establishment will be afforded an opportunity to be successful in controlling risk factors inherent to the establishment's menu and operation. From a food safety perspective, these parts must work together to make a complete food service establishment designed to control inherent risks associated with the establishment's proposed menu and method of operation. Therefore, it is for this reason that food service plans and specification's planning and review processes, as required in DPH Rule 511-6-1-.02 (4), must occur before a permit to operate the establishment is issued by the Health Authority, as required within DPH Rule 511-6-1-.02 (1) (c) 2.

- ii. Parts of a Food Service Establishment and Permit Validity: In regards to the impact of foodborne illness, *DPH Rule 511-6-1-.02 (1)(a)*'s provision for the issuance of a permit to operate a food service establishment is the key legal means by which the Health Authority fulfills its mandated mission – to protect the public health. As provided for in *DPH Rule 511-6-1-.02 (1) (a) 3*, *the permit represents the Health Authority's permission given to a single applicant (or management) to operate a specific, single establishment that prepares and serves food to the public. It also signifies that a single establishment has satisfactorily demonstrated through the plans and specifications review, and the initial inspection processes to have the necessary design, construction, and equipment installation (or GRPs) for management to be successful in maintaining active managerial control over the risk factors inherent to its method of operation (or business model).* Once the permit has been issued to the applicant by the Health Authority, it remains valid until some specific event occurs to invalidate it. As per *DPH Rule 511-6-1-.10 (1)*, one event that may occur would be the permit's *suspension or revocation based upon findings noted during a single inspection or a series of inspections conducted at the establishment by the Health Authority.* As specified in *DPH Rule 511-6-1-.02 (1) (b)*, another event that might occur would be a *change in management (permit holder), a change in location (the Health Authority's plans and specifications approval is given to one location), or change in the approved method of operation (change from business model to another - mobile, extended, temporary, incubator, etc.) which automatically causes the permit to expire.*

- B. Management and Incubator Food Service Establishments: *DPH Rule 511-6-1-.03 places responsibility for controlling the risk factors for foodborne illness with the management of the food service establishments. By doing so, management must control these risk factors using the provisions as outlined in DPH Chapter 511-6-1. As found within DPH Rule 511-6-1-.03 (2)(b), one provision that enables management to fulfill its duties and responsibilities is to exclude individuals that*

are not employees of or provide a necessary service to the establishment. By doing so, management reduces the risk of potential contamination of food and food-contact surfaces of equipment and utensils from external sources to his or her establishment. Management must also ensure compliance with DPH Chapter 511-6-1-.03 through monitoring the activities and health of employees; training employees in correct food safety methodologies and practices as it relates to their assigned tasks; and most importantly, taking action to eliminate out of control risk factors for foodborne illness. However, the interaction of separate, independent management systems of unpermitted business entities utilizing the same equipment and facilities will greatly diminish the food service establishment permit holder's ability to maintain this managerial control as required by DPH Rule 511-6-1-.03 and greatly increase the potential for cross-contamination. At the same time, the Health Authority's ability to ensure active managerial control of risk factors for foodborne illness within the establishment is severely diminished; all due to these separate business entities not being held directly accountable to DPH Chapter 511-6-1 through a valid permit. In order to counteract this resulting loss of control of foodborne illness risk factors, the permit applicant and the local Health Authority must place emphasis on a well developed management plan and a legally binding contractual agreement between the permit applicant/holder and its incubatees/members. Additionally, there must be provisions for the assurance of separation in time and space for use of equipment and facilities by incubatees/members. In regards to plans and specification review, these conditions must be fulfilled in order to provide for the prevention of potential cross-contamination of food products and to provide for a system to conduct product trace-back should the establishment be involved in a foodborne illness investigation, as well.

- C. Types of Food Operations Utilizing Incubator Kitchen Food Service Establishments and Regulatory Authority: Currently, two types of food operation entrepreneurs utilize Incubator Kitchen Food Service Establishments as means to start-up their establishments by reducing or eliminating overhead costs associated with planning and operating their own equipment and facilities. However, Incubator Kitchen Food Service Establishments cannot be considered for use by mobile food service operations as base of operations because a mobile food service operation must have access to its base of operation at all times. The current entrepreneurs are *food processing or baking operations regulated by the Georgia Department of Agriculture (GDA) and catering food service operations regulated by the Georgia Department of Public Health (DPH) represented by County Boards of Health*. Each Department's authority to regulate its prospective establishments is mandated by Georgia Law and therefore, each cannot regulate the other's establishments.
- D. Good Retail Practices (GRPs) and Successful Managerial Control of Foodborne Illness Risk Factors: Just as it is with any food service establishment, *good retail practices (GRPs) associated with Incubator Kitchen Food Service Establishments function to provide support to management's efforts in successfully controlling foodborne illness risk factors*. To what extent management will be successful in such efforts greatly depends upon the establishment's design, equipment and layout's ability to control inherent hazards associated with the proposed menu items and

associated food processing steps. As such, the plan and specification review process is critical in planning for management's future success. It becomes even more critical in regards to Incubator Kitchen Food Service Establishments because their business model is based on growing the business of multiple caterers (referred to as incubatees/members) that utilize a single food service establishment's equipment and facilities to prepare, transport, and serve food to the consumer. *These activities magnify concerns for potential cross-contamination and product temperature abuse of food during processing, transport, and service.* Therefore, the proposed plans and specifications must address such concerns before management of Incubator Kitchen Food Service Establishments can have any opportunity to be successful in its efforts to control foodborne illness risk factors.

- E. Plans and Specifications Mandated to allow Managerial Successful Control of Foodborne Illness Risk Factors: *The physical part of the establishment, the building, installed equipment, utilities, and sanitary facilities, are linked to DPH Rule 511-6-1-.02 (1) (b) in regards to the location of a food service establishment as being one factor to determine the validity of its permit. Further, DPH Rule 511-6-1-.02 (1) (c) 2 requires the permit applicant (i.e. the legally responsible person) to successfully complete the Chapter's plan review process found in DPH Rule 511-6-1-.02 (4) in order to qualify for a permit.* These requirements are to ensure that the hazards inherent to the proposed menu and its food processing steps can be successfully controlled by management during operation.
- F. Separation by Time and Space: Because Rules and Regulations imposed by GDA for food processing establishments and bakeries differ from those imposed by DPH for food service establishments, these food establishments must operate separately from each other. Additionally, hazards and risk factors for foodborne illness vary greatly between these types of food establishments. Food service operation's menus can vary from non-TCS food ingredients to highly TCS food ingredients. *All food service menu items are required to be processed into the ready-to-eat form for consumption directly to the consumer either for carry out or service within the establishment.* Ready-to-eat foods can be of animal origin served raw or partially cooked, as well. Therefore, the main objectives of food service operations are to receive raw food ingredients from approved sources; process food ingredients safely into ready-to-eat forms; once in the ready-to-eat form, store or hold the ready-to-eat foods in a safe manner; and serve them to their immediate consumers. *To the contrast, food processing and bakery operations process raw food ingredients into products that have long-term shelf-life and package them for distribution to other business entities for resale to their immediate consumers.* The difference among these establishment's method of operations raises concern for increased potential for cross-contamination and food product temperature abuse should they interact with each other utilizing the same food processing equipment and facilities. Because of the different regulatory requirements required to control risk factors for foodborne illness inherent to each type of food operation, they cannot be allowed to use the same facilities and equipment at the same time. *As a result, the floor plan and equipment layout for the proposed IFSO must be designed to either provide physical separation of equipment and facilities or separation by scheduled time and space use.* Food operations

regulated by DPH must be separated by walls or partitions from those regulated by GDA. An *alternative* to separate walls would be providing a *design that would allow incubatees/members to be scheduled so that food operations regulated by DPH would not be conducted at the same time those regulated by GDA are being conducted. Both of these floor plan designs are required to be part of a request to vary from DPH Rule 511-6-1-.02 (1) (a) 4. In addition to the design floor plan, a detailed written management plan; a standard operating plan (SOP); and highly detailed record keeping system must be submitted to the Department for review and consideration for variance approval. See DPH Rule 511-6-1-.08 (3) for more information.*

- G. “Incubator food service establishment” means a food service establishment properly sized, designed, equipped, and managed to foster other food industry entrepreneurs, such as caterers, by covering the capital startup-cost through the provision of a commercial food service kitchen. These commercial food service kitchen facilities are rented to incubatees/members on a separation of time and space basis. The incubator food service establishment, also known as a kitchen incubator or shared kitchen, enables a food service operation to develop to the stage where it may invest in its own commercial food service establishment equipment and facilities. At the time of adoption of this Chapter, there are two basic types of incubator food service establishments:
- H. Business Model A is a single food service establishment operation that has a single permit holder and incubatees/members are considered to be contractual employees of the permit holder that utilize the food service establishment. In this business model, the layout is an open kitchen in which the incubatees/members operate on a separation of time and space basis meaning that the incubatees/members would have to be scheduled to use the equipment when no other members are scheduled to prevent the risk of cross-contamination.
- I. Business Model B is a business relationship in which incubatees/members operate within build-out units and are considered to be contractual employees of a permit holder on a separation of time and space basis. In this business model, the incubator food service establishment must qualify for a permit and would be responsible for the overall facility and each incubatee/member operates within the build out units on a separation of time and space basis. Each incubatee/member must obtain a food service permit. While in the incubator establishment, the incubatee/member operates under the incubator establishments permit; however, when on-site catering the incubatee/member operates under its own food service permit.
- J. “Incubatee/Member” means a food industry entrepreneur who is operating under the authority and active managerial control of a permit holder of an incubator food service establishment on a separation of time and space basis.
- K. *Business Models: Kitchen and associated storage areas must be designed based upon a complex food process flow.* This is necessary because food service operations such

as those that cater food will prepare food in advance for transport and service at a later date and time. Examples of floor plans are as follows:

Business Model A floor plan may be designed *as follows*:

Separation in space and time will be maintained so as no other activities, such as bakery or food processing plant activity, will be conducted at the same time food service operations are being conducted. Separation of time and space may be accomplished by equipment and facilities being physically separated into areas or rooms separated from each other by walls or partitions as acceptable to the Health Authority. In addition, separation in time and space may be accomplished by scheduling of incubators/members as acceptable to the Health Authority. Food storage facilities may be shared only between incubatees/members if food items can be secured in such a way that tampering with food can be prohibited and traceback to the owner of the food can be maintained (i.e. lockable/labeled cabinets in which the incubator kitchen permit holder has access). Toilet facilities and solid waste storage facilities may be commonly shared between all incubatees/members. Basic set-up: Operators are separated based on scheduled times of use throughout the day.

Business Model B's floor plan may be designed *as follows*:

Separation in space or time will be maintained so as to ensure that all food service operations are conducted within each individual incubatee/member's build-out unit. Separation of all activities, such as bakery or food processing plant activity must be accomplished by equipment and facilities being physically separated into areas or rooms separated from each other by walls or partitions as acceptable to the Health Authority. In addition, separation in time and space may be accomplished by scheduling of incubators/members as acceptable to the Health Authority. Food storage facilities may be shared if incubatees/members food items can be secured in such a way that: tampering with food can be prohibited and trace-back to the owner of the food can be maintained (i.e. lockable/labeled cabinets in which the IFSO permit holder has access). Toilet facilities and solid waste storage facilities may be commonly shared between all incubatees/ members. In this model, caterers operate under the Incubator Kitchen Food Service Establishments permit while in the establishment and operate under their own food service permit when they leave the building to cater the food. At all times the caterer is under the active managerial control of the incubator kitchen's management. Basic set-up: Multiple users in separate build-out units with separately scheduled times of use throughout the day.

2. Semi-Shared Facilities:

- A. Limitation of Mobile Food Service Operations (MFSOs) and Extended Food Service Operations (EFSOs) and Incubator Kitchen Food Service Establishments:
DPH Rule 511-6-1-.08 (1) (f) 1 requires MFSOs and EFSOs to have access to their

base of operation for servicing, cleaning, and resupplying all hours of any day during the week. Additionally, DPH Rule 511-6-1-.08 (1) (f) 4 requires that MFSOs and EFSOs operate under the legal responsible authority and active managerial control of the base of operation's permit holder. It is because of these requirements that units are defined by DPH Rule 511-6-1-.01 as extensions of the base of operation and as a result, they are viewed by the Chapter as part of the base of operation's equipment and facilities, making a complete food service establishment. Therefore, in regards to mobile food service operations as with any other food service establishment, the Health Authority carries out its mandated mission to protect the public health by requiring a single legally responsible management, i.e. the permit holder, to be accountable to DPH Chapter 511-6-1 which is designed to reduce the impact of foodborne illness. It is for these requirements and reasons that mobile food service units, extended food service units and their base of operation must be under the ownership of one person holding a valid food service permit. As a result, units:

- a. *Cannot be operated as a separate, nondependent food service establishment;*
- b. *Cannot be operated by a permit holder separate from the permit holder who operates the base of operation;and,*
- c. *Cannot share an IFSO establishment, as a base of operation.*

B. *Alternative Floor Plans to IFSO Requirements*: The only floor plan model to allow multiple mobile food service operations or multiple extended food service operations to utilize one facility as a base of operation as stated in *DPH Rule 511-6-1-.08 (3) as follows:*

- a. *A building or structure will be designed to allow multiple mobile food service operations.*
- b. *The business relationship between the owner of the facility and food service operations will be that of landlord and tenant.*
- c. *Each mobile food service operation will be assigned its own build-out unit (not to be shared at any time) with all equipment for refrigeration, holding, food preparation, etc. housed within that build-out unit (similar to a food court), and each operation will possess its own valid permit type, mobile food service operation.*
- d. *Date and time use scheduling of cubicles/build-out-units between mobile food service operations will not be allowed.*
- e. *Each cubicle or build-out-unit will serve as the base of operation for a single mobile food service establishment.*
- f. *The only common use facilities allowed are garbage storage, servicing areas, toilet facilities and utilities based upon facility design.*
- g. *Facilities and areas for storage of mobile food service units may be provided for common use by all mobile food service operations.*

IV. Catering Food Service Establishments (CFSEs):

1. Background:

- A. Method of Operation: Catering food service establishments *may provide service onsite or offsite of the fixed base of operation*. At times, the food service catering method of operation has been misunderstood for home food delivery service or that associated with mobile food service establishments. However, catering food service establishments are easily distinguishable from other food service methods of operations. *Catering food service establishments enter into a contractual agreement to provide food to a consumer at a single event at a specific time and location*. It fulfills this contractual agreement with its consumer by preparing food in bulk, containerizing it, and then delivering the food at the agreed upon date and time where *upon delivery, the consumer takes possession of the food*. Additional services, such as limited service and onsite finishing, may occur as agreed within the contractual agreement. In contrast, home delivery and mobile food service establishments operate quite differently. Food is generally not prepared in advance in bulk for service to any particular consumer, specific event, nor at any prescheduled time and place according to a formal contract. *Mobile food service units travel from place to place vending their menu items on demand by consumers through general advertisement, such as signs and menu boards, seeking to sell food to consumers at large*. Whereas, *home delivery service is just that a service*. Consumers call the food service establishment and orders items from a menu list the same way as if they would do if standing at the point of order in the establishment. Food is containerized and delivered to that person within a specific mile radius or distance. *No formal contractual agreement is entered into by either party and generally, the food is prepared upon order and not in bulk for service at a later date and time at a specific event*.
- B. Risk of Operation: Because food is *prepared in bulk for transported and service to its consumer at an agreed latter date, time and location separate from the location of the establishment*, catering food service establishments have an *increased risk for contamination and temperature abuse of food*. Therefore, the *planning and reviewing processes for catering food service establishments* must not only focus on insuring that *controls* are in place for hazards within the fixed establishment (i.e. the base of operations) but, *they must be in place during the transport, staging, and service phases of the catering operation* as well.

2. Onsite Catering:

- A. Examples of Onsite Catering Food Service Operations: Examples of onsite catering operations is that which is associated with *a tourist accommodation food service such as that provided at a conference business lunch meeting or a banquet located within the hotel*. The hotel kitchen facility would prepare food for service in its dining room, bar area, or for room service. However, if banquet room or conference room services were offered to consumers, most likely, catering services would be offered as well. Food menu items would be prepared by the hotel's food service kitchen staff, containerized, loaded within food transport equipment or vehicles, and then, it would be staged for service within the meeting conference or banquet

rooms. *The consumer would take possession of the food at the time it was delivered to the conference or banquet room.*

- B. Concerns for Risk Factors Foodborne Illness: Just as it would be with offsite catering operations, the *hazards of concern* for onsite catering operations would be *food product temperature abuse and food contamination*. However, the distance that the food would have to be transported would be considerable shorter. Reasonable controls, such as *food transport containers* that are designed and constructed to maintain safe food temperatures and prevent food contamination from the *workers*, and *the environment* must be incorporated into the establishment plans and specifications. *The distance and time of food delivered from the hotel's kitchen (i.e. base of operation) to the site of delivery and service (i.e. the conference room) must be considered during the plan review process.* Depending on the type of service and location of the serving site in respect to the kitchen facilities and other available handwashing stations, reasonable accommodations for handwashing may need to be considered. It is the *shorter distance from the base of operation (i.e. the hotel kitchen facilities) that make onsite catering food service slightly less a degree of risk for food contamination and temperature abuse than that associated with offsite catering food service operations.*

3. Offsite Catering:

- A. Examples of Offsite Catering Food Service Operations: An example of what is thought of as a traditional catering food service establishment by the public is one in which food is transported and served at such events as weddings, family reunions, and some political campaign gatherings to name a few. These events can be any specific event where food service is provided to a specific consumer and the food service is closed to the public. This requirement will ensure that food prepared by the catering food service establishment will be served to its end consumer *as defined in DPH Rule 511-6-1-.01*. However, the overriding difference between onsite and offsite catering operations is that offsite catering involves the preparation of food to be transported off from the premises of the permitted base of operations for delivery and service elsewhere.
- B. Risk Factors of Concern: Just as it would be with onsite catering food service operations, *risk factors of concern* for offsite catering food service operations would be the same: *food product temperature abuse and food contamination*. As a result, the distance that food would have to be transported must be considered. Because offsite food transport distances would be considerable longer than onsite catering food service operations, food transport equipment must be designed to maintain food product temperatures for longer periods of time between food being placed into such equipment at the base of operations and it being served at the offsite event. Additionally, such transport and offsite service equipment must be designed to provide greater food protection from increased contamination exposure that may exist during the longer distances traveled and offsite service conditions. Enhanced, more durable control measures, such as equipment that is specifically designed and constructed to withstand varying environmental conditions as well as contamination

from catering personnel or the consumer must be incorporated into the establishment plans and specifications. It is the *longer distances from the base of operation* (i.e. the permitted food service establishment) and the greater opportunities for food contamination to occur during transport that *place a higher degree of risk on offsite catering food service operations due to concerns for contamination and temperature abuse. If not controlled, both of these risk factors can lead to foodborne illness.*

4. Offsite Food Preparation and Service: Catering food service operations may provide limited food preparation and staging for service by utilizing either a properly designed and equipped mobile unit or an offsite properly equipped, permitted food service kitchen facility. The bulk of the food preparation must take place at the permitted catering food service establishment. Examples of these types of offsite methods of catering are as follows:
 - A. Offsite Mobile Catering Units: An example of catered offsite food preparation is the use of a properly equipped mobile unit used for limited preparation such as grilling, frying, assembling, or staging plates for service. The mobile unit must be serviced and stored at the permitted base of operation when not in use. The mobile unit will be considered to be catering food service equipment and the extension of the food service establishment' catering operation. However, the catering mobile unit shall not be operated as a mobile food service unit (i.e. serving food to the public without contractual agreement) unless the permit holder obtains a mobile food service permit.
5. See *Illustration U-8* for examples of food transport, staging, service and handwashing equipment that might be utilized during onsite catering operations.

ILLUSTRATION U-8

Examples of Onsite and Offsite Catering Food Service Equipment



“Hot Water Jacket Hot Food Box”



“Portable Beverage Dispenser”



“Meat Carving Station”



“Portable Serving Station”



“Portable, Electric Hot and Cold Food Transport Vehicle”



“Portable Handwashing Station”



“Portable Sneeze Shield”



“Chafing Dish”



Electric Hot Food Transport Box



Silverware Display



“Portable Hot Cabinet”



‘Alternative Handwashing Station’

6. See Illustration U-9 for examples of transport vehicles and catering mobile units:

ILLUSTRATION U-9

Examples of Food Transport Vehicles and Catering Mobile Units



“Delivery Box Truck”



“Refrigerated Delivery Box Truck”



*“Mobile Catering Unit
Cooking Line and Preparation Area”*



“Mobile Catering Unit”

*Hand wash
Sink* →



*3-Compartmented
Warewashing Sink*

*“Mobile Catering Unit Combination Warewashing
3-Compartmented Sink and Handwashing Station”
and Handwashing Station*

