



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH & QUALITY

FOOD, WATER, AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261

www.sdcdehq.org

Plan Check Scheduling Line: (858) 505-6660

Office Use Only

New

Update Record

Record ID: _____

PRIVATE EVENT CATERING STANDARD OPERATING PROCEDURES

This document will help you prepare the required written description of your proposed catering activities, including descriptions of your equipment and standard operating procedures for your proposed catering business.

“Private event catering” means catering where food is served to a predetermined number of guests invited to an event by a sponsor or organizer. Provided that the requirements in subsection (a) of section 61.305 are met, “private event catering” also includes catering at a “social function” or “sponsored commercial function.” (*County Code 61.302*)

All required documents will be reviewed during an in-office Plan Check Consultation. Once these procedures are approved, a Plan Check Field Consultation will be required for an onsite evaluation at the proposed commissary location. A signed and APPROVED copy of this document must be maintained with your Catering operation during all operating hours.

Please note that any changes to the menu, equipment, or procedures listed on your approved form will require another review and written approval by the Department of Environmental Health and Quality, Food, Water, and Housing Division.

BUSINESS INFORMATION

Catering Name: _____ Owner Name: _____

E-mail: _____ Phone #: _____

Mailing Address: _____ City: _____ Zip Code: _____

COMMISSARY INFORMATION

Commissary Name: _____ DEHQ-FWHD Permit #: _____

Address: _____

DOCUMENTS TO INCLUDE

✓	Check the following items as you include them with this document.
<input type="checkbox"/>	Application - Complete and submit the plan check application for a Plan Check Consultation . Once the proposed Standard Operating Procedures have been approved, a Plan Check Field Consultation is required to obtain a health permit. See current fee schedule - 6FSFCATERER. Ensure that all information is legible.
<input type="checkbox"/>	Commissary Agreement - The caterer must prepare and store all food and equipment at a commissary kitchen (permitted food facility). The caterer and their proposed commissary must complete and sign the commissary agreement .
<input type="checkbox"/>	Specification Sheets - Submit specification or cut sheets for all proposed equipment, including overhead protection/enclosure, and portable hand-washing sink(s) carts that will be utilized during catering events. Provide documentation that shows the certification for sanitation and electrical standards by an American National Standards Institute (ANSI) accredited certification program such as NSF, UL, ETL, etc. for all equipment and refrigeration.
<input type="checkbox"/>	Menu - Include all menus. List all food and beverages items to be sold. (Refer to page 3 & 8)
<input type="checkbox"/>	Food Safety Manager Certification - Provide proof that an owner or employee has a valid Food Safety Manager certificate or card.
<input type="checkbox"/>	County Food Handler Card - Provide documentation that all employees have a valid County of San Diego Food Handler Card .
<input type="checkbox"/>	Log - A written log must be maintained for a minimum of 90 days after each catering event to include the event menu, the ingredients used in each food item sold or served, the sources of all ingredients, and the name of and contact information for the event organizer. Please describe how you will log this information (i.e. What type of database) and provide a sample of that log.

CATERER PROCESS

- 1. Provide a brief statement on how you intend to provide the private event catering service¹, including how food will be protected from contamination (i.e., sneezeguards, self-closing lids, etc.)**

- 2. Provide a brief description on how you intend to provide the food to customers. For example, is the food to be prepared on-site based on limited food preparation; or is the food to be delivered to the event ready to serve; or is the food to be picked up from the commissary location by the customer.**

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FOOD PRODUCTION

3. Indicate the location where you will store food and equipment at the end of the day. Catering Operations must comply with Limited Food Preparation (CRFC 113818) when operating at a Host Facility or private catered event. Limited Food Preparation includes the following activities:

1. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of nonprepackaged food.
2. Dispensing and portioning of nonpotentially hazardous food or dispensing and portioning for immediate service to a customer of food that has been temperature controlled until immediately prior to portioning or dispensing.
3. Holding, portioning, and dispensing of any foods that are prepared for satellite food by the onsite permanent food facility or prepackaged by another approved source.
4. Holding, portioning, and dispensing of any foods that are prepared by a catering operation.
5. Slicing and chopping of nonpotentially hazardous food or produce that has been washed at an approved facility or slicing and chopping of food on a heated cooking surface during the cooking process.
6. Cooking and seasoning to order.
7. Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.
8. Hot and cold holding of food that has been prepared at an approved permanent food facility.
9. Reheating of food that has been previously prepared at an approved permanent food facility and held at the required temperatures.

Describe your menu and where each item will be prepared (at the commissary or on-site at the catering event).

MENU DESCRIPTION <small>(USE ADDITIONAL SHEET ON PAGE 7, IF NECESSARY)</small>		
INDICATE ALL THE FOOD AND BEVERAGE ITEMS FOR SALE	WHERE WILL THE FOOD BE PREPARED	
FOOD ITEM	COMMISSARY	ON-SITE
	<input type="checkbox"/>	<input type="checkbox"/>

5. Describe the procedures for transportation and storage of food and equipment. Include methods to cold-hold and hot-hold potentially hazardous foods and the methods to hold food until service (e.g., covered chafing dishes, etc.). Include information about the proposed catering enclosure and handsink. All potentially hazardous foods not held at 41°F or below during operation shall be discarded at the end of service.

NOTE: Potentially hazardous foods must be maintained at or above 135°F, or at or below 41°F if transportation exceeds more than 30 minutes.

- Transport Vehicle Interior is constructed of smooth, washable, impervious material.
- Holding area does not drain liquid to street, sidewalk, or premises.

Hot Holding Method (135°F and above)	During Transport -
	At Event -
Cold Holding Method (41°F and below)	During Transport -
	At Event -
Equipment	During Transport -
	At Event -
Enclosure and Handsink	Enclosure -
	Handsink -
Closing Procedures	Food Disposal -
	Transport -

6. Cleaning: Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils at the commissary.

Indicate the specific sanitizer or sanitizing method that you will use by checking the box below:

- Contact with a solution of 100 ppm (parts per million) available chlorine for at least 30 seconds.
- Contact with a solution of 200 ppm available quaternary ammonium for at least one minute.

Check the option you will use: Commercial pre-mixed solution or I will prepare my own sanitizer solution

STATEMENTS	
INITIAL NEXT TO THE BELOW STATEMENTS INDICATING THAT YOU UNDERSTAND AND WILL ABIDE BY THEM.	
1	A catering permit may be used to prepare and serve food at private events only.
2	A catering facility may not directly and indirectly sponsor a private event, social function, or sponsored commercial function at which the caterer prepares or serves food.
3	All food must be prepared at the approved commissary. Home preparation or storage of food is prohibited. Only Limited Food Preparation is allowed when food is prepared offsite at a private catered event
4	Food must be protected from contamination/adulteration and stored at least six inches above the floor.
5	When operating at an offsite premise, a sign or business cards must be posted/provided at the event premises stating the Caterer's business name, address, and DEHQ permit number.
6	Mechanical refrigeration is recommended to hold all potentially hazardous food during operation; alternate options would include the use of ice, portable cooling blocks, or ice chests/coolers as long as adequate holding temperatures are maintained.
7	A plan check fee must be paid prior to each consultative appointment and an operational health permit for a Caterer must be applied for and paid prior to operating.
8	Upon request, you must provide your operation schedule to DEHQ for inspection purposes.
9	At the end of the operational period, all multi-use utensils and equipment will be washed, sanitized, and stored at the approved commissary.
10	Potable water will be accessible at all times.

ACKNOWLEDGEMENT

I understand and agree that if I make changes to my operating procedures, I must notify the DEHQ-FWHD within 7 days. Failure to notify DEHQ-FWHD of any changes may result in an administrative citation, suspension, or revocation of the Health Permit issued to me to operate as a Direct-Sales/Traditional Caterer. Ensure approvals are obtained from all applicable agencies prior to operation (e.g., fire, zoning, etc.).

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

