AUSTIN/TRAVIS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES DIVISION
P.O. Box 142529
Austin TX 78714
Phone: (512) 978-0300 • Fax: (512) 978-0322

http://www.austintexas.gov/department/food-establishment-requirements

Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Bldg 1 East Entrance (No Mail Accepted here)

Child Care Food Service

This guide is for operators of a Child Care Facility located within the jurisdiction of the City of Austin and Travis County that are considering providing food for children enrolled in their facility. These establishments fall under the regulatory responsibility of the Austin/Travis County Health and Human Services Department (ATCHHSD).

Some incorporated cities within Travis County also have contracts for food establishment inspections with ATCHHSD. The city offices in these cities can advise you if this is the case where you are operating.

Does Your Child Care Center Need A food Permit ?

A Food Permit Not Required for:

Child care centers licensed for 13 or more children and limit the food they provide to the items mentioned below are not required to have a food permit.

- Non-potentially Hazardous Foods received in packages from an approved source, that does not require slicing or handling. These may be removed from the package by a person wearing single use gloves and placed on a single use disposable plate given directly to the child. Examples of Non-potentially hazardous foods: crackers, chips, dry cereal, packaged pre-sliced apples, celery or carrot sticks, frozen fruit bars or popsicles.
- Non- potentially Hazardous drinks may be provided if served in prepackaged individual servings or in single use individual disposable cups. Since child care centers serve a highly susceptible population, fresh unpasteurized juices are prohibited by the Texas Food Establishment Rules.

A Food Permit Required for:

- The Environmental and Consumer Health Unit uses the following definition set forth in the Texas Food Establishment Rules to determine when a Child Care Center must have a Food Operating Permit:

  "Any facility licensed by the regulatory authority to receive 13 or more children for child care, which prepares food for on-site consumption."

City of Austin

Food Service Permit	FEES
1 to 9 employees	$310
10 to 25 employees	$435
26 to 50 employees	$620
51 to 100 employees	$805
Over 100 employees	$990

Travis County and other municipalities

Food Service Permit	FEES
1 to 15 employees	$150
16 to 30 employees	$250
Over 30 3mployees	$300

Home Preparation and Storage of Food

Home preparation and storage of food for public consumption is prohibited. All food that is to be consumed by the public, whether free or for sale, must be prepared and stored at a permitted establishment that is inspected by a federal, state, or local Health Authority.

Food Preparation for the General Public Prohibited

Child Care Centers are prohibited from using their kitchens to store, prepare or manufacture food for the general public. Mobile vendors may not use a Child Care Center as their commissary.

Food Enterprise Pre-Opening Processes

You are required to either have A) a change of ownership inspection or B) submit building plans for a plan review process. Before starting either of these processes call 311 to obtain Zoning approval and a copy of the Certificate of Occupancy for your location.

A) Change of Ownership Inspection Process-

This inspection verifies your establishment complies with current regulations and has a clear *Certificate of Occupancy*. If the establishment doesn't comply with current regulations you will be required to bring it up to code before your operating permit is approved which may mean you will need to go through the Plan Review Process. Call 978-0300 for Change of Ownership fee schedule.

B) Health Department Plan Review Process-

(Newly built business or remodel of existing business)

City of Austin Health Plan Review Office: Establishments under jurisdiction of the City of Austin
"One Stop Shop", One Texas Center, 505 Barton Springs RD, 78704
Office hours: 8:00AM - 3:00PM M-TH and 8:00AM-1:00PM Fridays, phone: (512) 974-3325 fax: 974-6372
Travis County Health Plan Review Office: Establishments located in Travis County outside of City of Austin.
Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Bldg 1 East Entrance (No Mail Accepted here)
Office hours: 7:45 AM-4:45 PM M-F, phone: (512) 978-0300 fax: 978-0322

A Health Department Plan Review is required whenever a building is constructed or substantially remodeled to be a food enterprise, whenever a substantial change is made to an existing food facility or if a plumbing permit, building permit, or other construction permit is required by the City of Austin. Call 974-3325 for Plan Review fee schedule.

Certificate of Occupancy

All City of Austin Food Enterprises are required to have a Certificate of Occupancy (CO). A CO is issued after the Building and Health Officials inspect the building and find no violations of the Building or Health Codes during new construction and/or a remodel. The CO will also state the use for which the building will be used. The CO Inspection is the final inspection received before your Operating Permit is approved. The fee for the CO must be paid before your Health Inspector will schedule and conduct your inspection. Call 978-0300 for payment & scheduling.

Permit Approval

Once you have completed the pre-opening processes and your Health Inspector has approved your operating permit, you may open for business. ***Under no circumstances begin operations without approval from the Health Dept. Legal charges may be filed against you if you do.***

Other City of Austin Approvals

Building Permits: Plans must also be submitted to the Commercial Plan Review Dept. for further review. Call 311.

Industrial Waste: If you are taking over a previous business and changing the type of operation, ensure the grease trap meets the requirements for your new operation. For example, when a "sandwich shop" becomes a "fried chicken" location, the existing grease trap may need to be modified. Call 311.

Fire Inspections: Fire department representatives are concerned with grease-laden vapors and proper hood protection in food facilities. All **gas equipment** must be installed under proper ventilation. In addition, establishments in excess of 5,000 sq. ft. are required to provide a sprinkler system. Establishments with an occupancy load in excess of 50 people are required to provide fire alarms. Call 311.

Include and Identify the following on your Building Plans

● ***Major pieces of equipment***

Refrig/freezer Units	Vent-hood	Ice machines/ bins/dispensers
Steamers	Microwaves	Warming Drawers
Stoves	Prep tables	Ice Cream Dispenser
Ovens	Dish machine	Beverage Station/dispenser
Grills	Mixers	Blender Station
Fryers	Food Processors	Salad/Food Buffets

● ***Sinks***

Hand sinks (food prep areas • ware-washing area • restrooms) Ware washing sinks
Service Sink/Mop sink/curbed floor sink Food Prep Sink

● Dumpster
● Grease Barrel
● Chemical Storage area
● Mop drying area
● Employee area for belongings
● Dry Food Storage area
● Doors
● Mechanical ventilation in restrooms
● Outdoor food prep area (bars/wait station/BBQ)
● Water Well
● Underground and overhead sewer and waste lines
● On Site Sewage Facility

Health Department Building Plan Notes

1) **Refrigeration** All refrigerated units are to hold foods at or below 41°F.

2) **Restrooms** (two are normally required). If the establishment has seating for less than 20 people, and less than 10 employees, then only one employee restroom is required by the Health Dept. Each restroom must have a hand sink with hot (at least 100°) and cold water, mechanical air ventilation to the outside, and a solid, self-closing door. Restrooms may not open directly into a kitchen. The total number of restrooms for a Childcare facility is dependent on the "minimum standards" of the Texas. Dept. of Family and Protective Services (834-3195) as it relates to Childcare.

3) Sinks

A. Service Sink/Mop Sink/Curbed Floor sink: At least one of these must be available for mop washing and disposal of mop water in an approved waste water disposal system. A drying rack required for mops to air dry. This sink must be provided with a backflow preventer on any threaded hose bib to protect the water supply. Note: the mop sink may be located in a different area of the building than the kitchen.

B. Hand washing sinks: Shall be located to allow convenient use by employees in food preparation, food dispensing. Small kitchens with food prep and ware washing in close proximity may be allowed to use one hand sink to serve both activities. Other hand sinks must be associated with restrooms. Provide at least 12" tall splashguards if a hand sink is located near food prep, open food, ice, or clean food contact surfaces. Otherwise, the hand sink must have at least 18" lateral separation from these. A sign or poster that notifies food employees to wash their hands shall be provided to all hand washing sinks and be clearly visible.

Each sink must be supplied with hot (100°) and cold water, soap and disposable towels.
Childcare facilities must have hot water in the diaper changing area and kitchen.

C. Ware Wash Area: A commercial dishwasher or 3 compartment sink is required in most cases. Dish machines must be able to effectively sanitize all equipment and utensils. They must dispense a chemical sanitizer or provide a final rinse of at least 180° F. (single, stationary rack machines are required to reach 165° in the sanitize cycle). Test strips are required.

Ware washing sinks shall be of sufficient size to immerse the largest piece of equipment. Cold and hot (100° minimum) water shall be provided. Provide at least 2 integral drain boards or 1 integral drain board and a mobile dish cart. Drying racks or shelves will aid in adequately air drying all wares. Facilities with very limited ware washing and using disposable containers may request a variance to install a 2 compartment sink. These sinks are required to have a drain board. The sinks must have an indirect connection to the sanitary sewer (at least a one inch air gap). This includes all food prep sinks and ware wash sinks.

4) **Ceiling Construction**: Ceilings over open food, ware washing, restrooms must be smooth, durable, nonabsorbent, and cleanable. If drop down acoustic tiles are used, they must be properly constructed. These tiles are washable and have a smooth surface without pinholes. Painted dry wall or boards are acceptable.

5) **Walls/Floors:** Must be constructed of approved materials. Cleanable water-based enamel paint is acceptable for most wall surfaces. Areas that are subject to regular cleaning and splash may be covered with FRP, stainless, or galvanized metal. Floor/wall junctures shall provide no greater than 1/32" gap. Baseboards are required. Caulk wall/floor junctures to prevent the collection of food particles and water. Masonry (brick/concrete) wall/floor junctures DO NOT require baseboards since a masonry juncture provides no gap. Raw brick and concrete in the kitchen area requires sealing. The sand grout of all tiles needs to be sealed. Epoxy grout does not require sealing. VCT floor tiles require a coat of wax to seal out liquids.

6) **Solid Waste**: Dumpster rest on a machine laid asphalt or concrete pad. These containers must have tight fitting lids and drain plugs in place.

7) **Water and Sewage Systems:** All private on site sewage facilities and wells serving a new food enterprise, an extensively remodeled food enterprise, or a food enterprise coming under new ownership must meet current standards. These systems are required to be evaluated with respect to whether the system (a) meets current standards and (b) is adequate for the proposed use.

   Contact the following agencies to ensure your system is adequate.

   Austin Water Utility (311) systems in the City of Austin
   Industrial Waste (grease Traps) (972-1060)
   Travis County Transportation & Natural Resources Dept. (854-9383), systems in the county
   Lower Colorado River Authority (473-3216) on site sewage systems within 2,000 ft of Lake Travis
   TX Commission on Environmental Quality (TCEQ) Water Utilities (239-6696), Private Wells

   A food service facility or Childcare facility using a well for more than 59 days/yr. and serving more than 24 people is considered a public water supply.

9) **Protecting the Water Supply:** Threaded hose bibs are required to have a backflow prevention device attached. Spray hoses and fill hoses shall hang at least 1 inch above the maximum flood rim of a basin or the hoses shall be provided with an atmospheric vacuum breaker or backflow prevention device.

10) **Indirect Connections**: Jockey boxes, ice bins, ice machines and sinks (as identified above in # 3) must be provided with indirect connections to the sewer. Floor sinks are required on new construction.

11) **Lighting:** Adequate amount of light shall be provided to all areas. At least 20 foot candles is required where food is provided for customer self-service such as buffet and salad bars or where fresh produce or packaged foods are sold. At least 50 food candles is required at surfaces where employees are working with food using utensils or knives, slicers, grinders, saws, or where employee safety is a factor.

12) **Outer Openings**: All windows, vents and exterior doors shall be tight fitting. If needed, use weather stripping to provide a tight fit. All exterior doors shall have a self-closure. Screens on windows and doors shall be at least 1/16" mesh. Roll up doors to be screened or the proposed food service area provided with physical doors to create a separate walled room. Exhaust fans must be screened, or if they are louvered, must automatically close when the fan is disengaged.

13) **Food Contact Surfaces**: Stainless steel, Formica, polished marble, Corian, machined stone, approved ceramics or plastics may be used for food contact surfaces.

14) **Counters:** All raw wood must be painted in areas that come in contact with food, liquid or food containers of any kind. Included is the underside of the bar above the ware wash and/or hand sink (and the splash area).

15) **Toxic Materials**: Specify an area where chemicals are to be stored. A well-labeled, separate shelf or cabinet is best.

City of Austin Food Enterprise Food Handler Registration

http://www.austintexas.gov/department/food-establishment-requirements 978-0300

A Food Handler registration is required for any permitted Food Enterprise employee or volunteer.

Food Handlers are required to register with the City every two years. We offer both online and classroom classes in English and Spanish.

The following food employees will not be required to become a Registered Food Handler:

- A Food Enterprise employee with a valid City of Austin issued Food Manager Certificate.
- A Food Enterprise employee working in unincorporated areas of Travis County.

Beginning February 2009 Food Enterprise annual permit renewal notices will require that Food Operators provide a list of all Food Handlers and shall indicate which Food Handlers are registered with Austin by including their registration number. For details visit our website.

City of Austin Food Enterprise Certified Food Manager

http://www.austintexas.gov/department/food-establishment-requirements 978-0300

Food Manager Certification: The Austin City Code requires the majority of permitted Food Enterprises in Austin to have at least one employee that has been issued a City of Austin Food Manager Certificate. Travis County does not have this requirement. A Food Manager Certificate is recognition that a person has received training in food sanitation. The Austin-Travis County Health Dept. offers Online and Classroom certification in English and Spanish. For details including a certification application and schedule or information on Certificates of Reciprocity visit our website.

Exemptions: Please call us for exemption clarification 978-0300

1) a food establishment that provides only beverages or pre-packaged food that is not a potentially hazardous food
2) a nonprofit organization that serves food only to members of the organization
3) a food processing plant that is inspected at least once each week by a state or federal food sanitation inspector or that only stores prepackaged food that is not potentially hazardous
4) a vending machine or a Mobile Food Establishment that offers only prepackaged food, if a certified food manager is in charge at the central preparation facility that supplies the products for the Vending Machine or Mobile Food Establishment. Note: **Unrestricted** mobile units are