



Catering Guidelines

Food service that is conducted at a permanent food facility approved for food preparation where food is served, or limited food preparation is conducted, at a location other than its permitted location, either as part of a contracted offsite food service event or when operating in conjunction with a host facility with direct food sales requires a permit from the Environmental Health Division in Solano County, under the California Health and Safety Code Division 104, Part 7, California Retail Food Code (CalCode).

A. Caterers must:

- 1) Obtain a permit and pay all applicable fees annually.
- 2) Submit a commissary agreement if the commissary is owned by someone other than the owner of the catering facility. Commissaries located in Solano County must have a food permit and approval can be granted only if the catering operation does not adversely affect the existing operation(s).
- 3) Provide a copy of the current Food Safety Certificate for an employee or owner of the catering company.
- 4) Submit written standard operating procedures that demonstrates compliance with CalCode. The written procedures must include the manner of food transportation and service, type of food prepared or served, temperature control of potentially hazardous foods (hot and cold holding), procedures for cleaning and sanitizing of utensils and equipment, a sample menu and estimated number of events in the calendar year.
- 5) A routine inspection of the commissary is required annually prior to issuance of a permit to operate.

B. Caterers with a Commissary in another county must:

- 1) Obtain a permit and pay all applicable fees annually.
- 2) Provide a copy of the current permit for the "Commissary" and a signed commissary agreement, including approval from the respective Environmental Health Division
- 3) Provide a copy of the current Food Safety Certificate for an employee or owner of the catering company.
- 4) Submit written standard operating procedures that demonstrates compliance with CalCode. The written procedures must include manner of food transportation and service, type of food prepared or served, temperature control of Potentially Hazardous Food (hot and cold holding), procedures for cleaning and sanitizing of utensils and equipment, a sample menu and estimated number of events in the calendar year.

C. General Requirements

- 1) Caterers must conduct all food preparation procedures at an approved permitted food facility.
- 2) While operating offsite, the catering operation shall provide the name of their business, city, state, ZIP Code, and the name of the business operator to any consumer or enforcement agency upon request.
- 3) A catering operation shall maintain records for all offsite food service activities for 90 days after each event. The catering operation shall provide those records to the enforcement agency upon request and shall include all of the following information:
 - a. Location, date, and time of offsite food service activity.
 - b. Customer name and contact information, including address, email address, and phone number.
 - c. Whether food was delivered to a customer or served to a guest at a catered function or host facility.
 - d. Departure and arrival food temperature logs for transportation, and corrective action taken if the food arrived out of temperature.

- e. Complete menu of food provided.
- 4) A catering operation shall ensure that it has access to potable water at any offsite function, or shall bring an adequate supply of potable water with it to that function.
- 5) All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure, free from contamination, adulteration, and spoilage; shall have been obtained from approved sources; shall otherwise be fully fit for human consumption; and shall comply with all of the California Retail Food Code (Sec. 113980 CalCode)
- 6) All Potentially Hazardous Food shall be held at/below 41 F or at/above 135 F at all times except as allowed by CalCode. An accurate easily readable thermometer is required to monitor food temperatures (Sec. 113996 CalCode)
- 7) A fully functional handwashing station with liquid soap, warm water, and disposable paper towels must be available at all times when open foods are being prepared or served (Sec. 113953 CalCode)
- 8) No unpackaged food which has been served to any person or returned from any eating area shall be served again or used in the preparation of other food (Sec. 114079 CalCode)
- 9) All food must be stored in an approved food compartment and protected from contamination throughout the event and preparation thereof (Sec. 113784 CalCode)
- 10) No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold, or given away in a food facility or at any catered event.
- 11) Any disposal of wastes from a catering facility and/or event must be disposed into the sanitary sewer or other approved wastewater disposal location (Sec. 114197 CalCode)
- 12) Toilet facilities shall be provided at a frequency of one (1) for every 15 employees and located within two hundred (200) feet of each catering site (Sec. 114250 CalCode)
- 13) All employees preparing, serving, or handling food or utensils shall (Article 5. CalCode):
 - a. Wear clean, washable outer garments, or other uniforms, and shall keep their hands clean
 - b. Wash their hands and arms with cleanser and warm water before commencing work, immediately after using toilet facilities, and at other times as are necessary to prevent contamination of food
 - c. Wear hairnets, caps, or other suitable coverings to confine all hair
 - d. Minimize the use of hands when handling food (especially ready to eat food) by using single-use gloves, tongs, or other implements
 - e. **Not** expectorate or use tobacco in any form in any area where food is prepared, served, or stored or utensils are cleaned or stored
 - f. **Not** commit any act which may result in contamination or adulteration of any food, food contact surface, or utensil
 - g. **Not** work when ill

D. DEFINITIONS

1. **Catering operation** means a food service that is conducted at a permanent food facility approved for food preparation where food is served, or limited food preparation is conducted, at a location other than its permitted location, whether as part of a contracted offsite food service event or when operating in conjunction with a host facility with direct food sales.
2. **Food Facility** means any room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food at the retail level.
3. **Host facility** means a facility located in a brewery, winery, commercial building, or another location as approved by the local enforcement agency, that meets applicable requirements to support a catering operation that provides food directly to individual consumers for a limited period of time, up to four hours, in any one 12-hour period and that has a permit pursuant to Section 114328.1.
4. **Personal Chef/Cook for Hire** means any person that is hired and prepares food onsite at a private event; they are not required to obtain a permit to operate a food facility. All food must be purchased and brought directly to the event where all storage, preparation, cooking, and dispensing shall occur. The

private residence of the Personal Chef is not approved for any food preparation, storage, portioning or cooking.

5. **Potentially Hazardous Food (PHF)** means food capable of supporting rapid and progressive growth of microorganisms that may cause food infections or food intoxications. Potentially hazardous food does not include edible shell eggs, foods that have a pH level of 4.6 or below, a water activity (Aw) value of 0.85 or less under standard conditions, or food products in hermetically sealed containers processed to prevent spoilage.
6. **Retail** means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling of food for dispensing or sale directly to the consumer.
7. **Temporary Food Facility** means a food facility approved by the enforcement officer that operates at a fixed location for the duration of an approved community event or at a swap meet and only as a part of the community event or swap meet. A separate food permit is required for this type of facility.
8. **Wholesale** means the sale of food in quantity for resale to the consumer by another food facility; this facility is required to have a Processed Food Registration from the State of California.