



County of Yolo

Department of Community Services

Environmental Health Division
 292 West Beamer Street, Woodland, CA 95695
 PHONE - (530) 666-8646 FAX - (530) 669-1449

Catering Standard Operating Procedures

This document will help you prepare the required written description of your proposed catering activities and the equipment and standard operating procedures that you propose to use for your Catering business. All required documents will be reviewed and when these procedures and commissary are approved, a field inspection will be required at the proposed Host facility 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 Environmental Health.

Catering Business Name: _____ Health Permit #: _____

Business Owner Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

Mailing Address: _____ City: _____ Zip Code: _____

Documents to Include

✓	Check the following items as you include them with this document.
	Complete and submit an application. Ensure that all information is legible.
	Commissary Agreement- The Caterer must prepare and store all food and equipment at a commissary kitchen (permitted food facility). The Caterer and the proposed commissary must complete and sign a Yolo County commissary agreement form. Caterers operating at host facilities are subject to limited food preparation only (HSC 113818).
	Specification Sheets- Submit specification or cut sheets for your equipment, including the portable mechanical refrigeration, overhead protection/enclosure, and portable hand-washing sink(s) carts that will be utilized during a Catering event. 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.
	Menu- Include any menus. List all food and beverages items to be sold. (Refer to page 2 & 5)
	Food Protection Manager Certification- Provide proof that an owner or employee has a valid Food Protection Manager certificate or card.
	Food Handler Card- Provide documentation that all employees have a valid food handler card.
	Log- A written log must be maintained for a minimum of 90 days after each operations to include the event organizer name and contact information, location of service, menu of foods and beverages served. When operating at a host facility, the log shall include your menu and location/date/time of operation. Please describe how you will log this information (i.e. What type of database) and provide a sample of that log.

Food Production

1. Indicate the location where you will store food and equipment at the end of the day.

Commissary Name: _____ Permit #: _____

Address: _____

MENU DESCRIPTION <small>(USE ADDITIONAL SHEET ON PAGE 5, IF NECESSARY)</small>		
Indicate all the food and beverage items for sale.	WHERE WILL THE FOOD BE PREPARED?	
FOOD ITEM	COMMISSARY	ON-SITE

**2. List equipment and utensils that will be used. Please be specific on equipment's use and function.
For example: Equipment: Blender Intended use: Make Smoothies**

Equipment	Intended use during food preparation or catering event
Refrigerator	

3. **Transport and Storage-** Describe the procedures for transportation (more than 30 minutes) 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. Please note that all potential hazardous foods not held at 41°F or below during operation shall be discarded at the end of service.

Transport Interior is constructed of smooth, washable, impervious material.

Vehicle 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-
Other Food Storage	During Transport-
	At Event-
Equipment	During Transport-
	At Event-
Enclosure and Handsink	Enclosure-
	Handsink-
Closing Procedures	Food Disposal-
	Transport-

4. 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	Catering at Host Facility permit is used to prepare and serve food at permitted Host facilities. Operating at a Community Event or Certified Farmer's Market requires a separate health permit.
_____	2	All food must be stored and prepared at the approved facility. Home preparation of food is prohibited. Only limited food preparation, as defined in CRFC, is allowed at an off-site food service event.
_____	3	When operating at an off-site food service event, a sign and permit must be posted/provided at the event premises stating the Caterer's business name, address, and permit number.
_____	4	The review and approval of this Catering operating procedure and health permit for a Caterer must be completed and paid for prior to operating.
_____	5	Operating at a host facility is limited to a four (4) hour duration in any one twelve (12) hour period. Upon request, you must provide your operation schedule to Environmental Health for review.
_____	6	At the end of the operational period, all multi-use utensils will be washed and sanitized at the approved commissary/permitted food facility.
_____	7	Have access to potable water.
_____	8	All garbage, refuse and liquid waste will be disposed of in an approved manner as approved by Environmental Health.
_____	9	All equipment, utensils and food related items shall not be stored in a private home when not conducting catering activities.
_____	10	Any food that has become contaminated, suspected of becoming contaminated or presumed unsafe must be discarded.

Acknowledgment

I understand and agree that if I make changes to my operating procedures, I must notify Environmental Health within 7 days. Revised operating procedures may be provided by fax, E-mail: Environmental.Health@yolocounty.org, in person or mailed to one of our offices listed at the on this form. Failure to notify Environmental Health of any changes may result in a Notice of Violation, suspension, or revocation of the Health Permit issued to me to operate as a Caterer. Ensure approvals are obtained from all applicable agencies prior to operation (e.g., fire, zoning, etc.).

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Additional Menu Description		
Indicate all the food and beverage items for sale.	Where will the food be prepared?	
FOOD ITEM	COMMISSARY	ON-SITE



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Host Facility– Plan Check Process

A Host Facility a facility located in a brewery, winery, commercial building, or another location as approved by Environmental Health and operates in conjunction with a permitted Caterer or retail food facility that already has a current Catering at a Host Facility health permit. The checklist of requirements below will assist you in determining the requirements you need to meet to become a Host Facility. A plan check submittal and review is needed for your proposed Host Facility.

The Host Facility must meet ALL the following structural requirements.

YES	NO	ITEM DESCRIPTION
		1 RESTROOM (TOILET AND HANDWASHING): An approved restroom facility in the Host Facility that the Caterer will be using is required. The restroom must be located within 200 feet of the area where the Caterer prepares the food and must be accessible to all food handlers. The restroom must meet all local building and plumbing code standards. A common use restaurant agreement must be submitted if a common use restroom is to be utilized outside of the Host Facility.
		2 HANDWASHING SINK: A permanently plumbed handwashing sink, in addition to the restroom handsink, for Caterer’s use may be required. All handwashing sinks shall have a minimum of 100°F-108°F warm water under pressure for a minimum of 15 seconds. Handsinks must have hand soap and single use paper towels in dispensers.
		3 REFUSE AND LIQUID WASTE: The Host Facility must have approved methods for disposal of refuse and liquid waste. A janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet may be required.
		4 POTABLE HOT AND COLD WATER: A supply of potable hot and cold water. The hot water heater must be adequate to provide a hot water supply of a minimum 120°F at the sink fixtures requiring hot water at a peak demand rate.
		5 LOCATION FOR CATERER: The Host Facility must provide a location for the Caterer to set up their operation. Food service operations of the Caterer are contingent upon the location that they will be setting up their equipment. Ensure all applicable codes are complied with including, but not limited to Zoning and Fire.
		6 Standard Operational Procedures: Document that describes the procedures, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.

Host Facility – Plan Submittal Checklist

A plan designer or consultant, draftsman, contractor, architect, or owner may prepare the plans. The plans must be drawn in ink, in a professional manner, to the scale indicated on the plans (e.g., ¼ inch=1 foot, etc.), and on a minimum paper size of 11 x 17 inches. Ensure sheets are of the same size and that font size is legible.

Applications for Plan Check and Health Permit

Plan Check Application: Submit one set of plans along with plan check review fee. Ensure that all information is legible and the correct contact person is listed for the plan notification status.

Health Permit Application: Once the plan check project has been completed and successfully passed inspection, a Health Permit will be issued to the Host Facility to operate. Health Permits are renewed annually.

Plan Submittal Requirements

✓ **Check the following items as you include them on the plans**

1	Location: Indicate the name and address of the Host Facility.
2	Owner: Indicate the name and contact number of the owner of the Host Facility.
3	Site Map: Include the facility and surrounding area. Indicate the proposed location where a Caterer will set up their operation. Include the trash area location if it is outside of the facility.
4	Site Layout: Provide a schematic of the layout of all equipment and fixtures in the facility. Specify the location and type of electrical connection(s) that will be provided for a Caterer to power their food-related equipment. Layout is to include any and all areas that equipment may be stored onsite by the Caterer.
5	Water/Waste Information: Indicate which sewer and water district serves the Host Facility (e.g., <i>insert water district info.</i>). If the facility is using water from a water well, and/or the facility is connected to a septic disposal system, that information must also be included on the plans.
6	Plumbing Plan and Schedule: Provide a plumbing layout showing hot and cold-water supply lines, sewer waste drains, and floor drains. Clearly identify make, model number, gallons, and BTU/KW of the hot water heater.
7	Restroom and Handwashing Sinks: Show the location of the restroom facilities that the Caterer and their food handlers will have access to use. The restroom must be located within 200 feet of the area where the caterer prepares and dispenses the food. The restroom must meet all local building and plumbing code standards. Provide agreements if a common-use restrooms are to be utilized. If the water temperature of a handwashing sink is not readily adjustable at the faucet, the temperature of the water shall be 100°F - 108°F. Handsinks must be equipped with single-use hand soap and paper towels in adjacent dispensers.
8	Janitorial Sink: Show the location and method of installation of janitorial sink equipped with hot and cold water. The sink faucet must be equipped with an atmospheric vacuum breaker or other approved backflow device. Provide the manufacturer's specifications for this sink and indicate the type of backflow device it contains.
9	Standard Operating Procedure: Submit with your plans, a written operating procedure that describes the procedures, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.

Procedures to Follow after Plans are Approved

Prior to the final inspection:

- Once the plans are approved, facility construction may begin. Complete all work per approved plans.
- One business day in advance of your expected date of work completion, call to schedule a final inspection.
- Obtain all necessary permits and approvals to operate from other applicable local agencies, including building, zoning, and fire departments.



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HOST FACILITY REQUIREMENTS

A brewery, winery, commercial building or other location approved by Environmental Health that meets specified infrastructure and operational requirements has the option to obtain a Host Facility Permit. This permit allows for expanded food options by hosting Caterers who can sell and serve food at this approved site. A Host Facility Permit is not required for sites that only utilize catering for private events or that only host food trucks.

Operational Requirements for a Host Facility Permit

RESTROOMS (TOILET AND HANDWASHING): An approved restroom facility in the Host Facility that the Caterer will be using is required. The restroom must be located within 200 feet of the area where the Caterer prepares the food and must be accessible to all food handlers. The restroom must meet all local building and plumbing code standards. A common use restaurant agreement must be submitted if a common use restroom is to be utilized outside of the Host Facility.

ADDITIONAL HANDWASHING: A permanently plumbed handwashing sink, in addition to the restroom handsink, for Caterer's use may be required. All handwashing sinks shall have a minimum of 100°F-108°F warm water under pressure for a minimum of 15 seconds. Handsinks must have hand soap and single use paper towels in dispensers.

REFUSE AND LIQUID WASTE: The Host Facility must have approved methods for disposal of refuse and liquid waste. A curbed janitorial sink equipped with hot and cold water and an atmospheric vacuum breaker or other approved backflow device at the faucet may be required.

POTABLE HOT AND COLD WATER: Host facility must have a hot water heater that consistently supplies hot water at a minimum 120°F, and that is available at one of the sink fixtures at a peak demand rate.

LOCATION FOR CATERER: Host facility must provide a suitable location where the caterer can set up their operations. The type of food service provided by the caterer is contingent upon the location where they will set up their equipment. The Host facility must ensure that operations comply with all applicable codes in their jurisdiction, including but not limited to Zoning and Fire Department.

ANNUAL INSPECTION: Host facilities are inspected annually by Environmental Health.

STANDARD OPERATIONAL PROCEDURES: Host Facilities must maintain operating procedures that describes the procedures, methods, and schedules for cleaning food related equipment; specifications for equipment that will be provided by the Host Facility to support the catering operation and how it will be maintained in good repair; how potentially hazardous foods will be maintained and how you will maintain a list of catering operations that will operate at the Host Facility with their menus, dates and times of their operations.

Plan Check and Permit Application Process for a Host Facility Permit

1. Use the Yolo County Service Request form to submit your plan check information.
2. Include with submission, a Standard Operating Procedure that includes: procedures, methods and schedule for cleaning equipment and structures, and for disposal of refuse; and a list of catering operations that will be supported by the Host Facility with proposed menus.
3. Include one set of plans with your Service Request which document the operational requirements of a Host Facility.
4. Once the plans are approved by Environmental Health and other applicable agencies the facility construction may begin. Complete all work per approved plans, and request additional plan review prior to deviations from the approved plans. Unapproved construction will nullify the plan approval.
5. One business day in advance of your expected date of work completion, call to schedule a final inspection. After receiving approval from Environmental Health, you may then apply for your Host Facility Permit.

Contact Information

For more information regarding options to serve food at your winery, please contact our offices during normal business hours or by email at Environmental.Health@yolocounty.org. You can also visit Environmental Health's website at:

<https://www.yolocounty.org/community-services/environmental-health-services>



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FOOD DISTRIBUTION AT WINERIES & BREWERIES

Frequently Asked Questions

Does my winery or brewery need a Health Permit from Environmental Health?

It depends....

- **NO**, if you do not exceed 25 sq. ft. of non-perishable, pre-packaged food items and crackers/pretzels that are served to accompany beer or wine. The California Retail Food Code (CRFC) exempts this small level of food distribution.
- **YES**, if you exceed 25 sq. ft. of pre-packaged food (perishable and non-perishable food allowed) to be sold or served at your winery or brewery. The proposed area must meet all CRFC construction and equipment standards and be approved by Environmental Health plan check. Examples of allowable foods include: **prepackaged foods** like cheese, sandwiches, meat, and salads, as well as bottled beverages. All foods must come from an approved source, such as a permitted food distributor, permitted market, or a cottage food operator.
- **YES**, if you are a Host Facility for Caterers. Your establishment must meet all construction and equipment standards of the CRFC and be approved by Environmental Health with a service request for plan check.
- **YES**, if you are a winery or brewery with an Environmental Health plan check-approved commercial kitchen for full food preparation installed.

Can my customers bring in their own food or have food delivered from a permitted restaurant?

YES, with your permission, customers can bring in prepared food for their own consumption or order food and have it delivered to them at your location (for example, pizza delivery).

Can I sell Cottage Food at my winery?

YES, permitted Class B cottage food operators produce pre-packaged, non-perishable foods that can be sold at wineries and breweries. A health permit from Environmental Health will be required for the Cottage Food Operator **and** for the winery or brewery.

Are Temporary Food Vendors or Caterers allowed to sell food outside of my winery or brewery?

- **Temporary Food Vendors** are allowed to operate at permitted **community events** on the winery or brewery's property in conjunction with a Temporary Event Organizer. A **community event** is defined as an event that is of civic, political, public, or educational nature as approved by Environmental Health. **Please check with the County or City Building and Planning Department for any additional permits, zoning requirements or code ordinances for events.**
- **Caterers** that meet the requirements to operate at permitted **Host Facilities** are allowed to serve food directly to tasting room customers for up to 4 hours in a 12-hour period. All catering dishes and equipment shall be properly washed and stored at the catering commissary.

Are mobile food facilities (food trucks or food carts) allowed to sell food outside my winery or brewery?

YES, Environmental Health permitted mobile food facilities are allowed to operate outside during your operational hours, or as allowed by local zoning and code ordinances. The mobile unit must display a current Environmental Health permit. Vendors operating the unit must have access to a commercial restroom during the time period they operate.

Who can I call or email with questions?

For more information regarding options to serve food at your location, please contact our offices during normal business hours or by email at Environmental.Health@yolocounty.org. You can also visit Environmental Health's website at:

<https://www.yolocounty.org/community-services/environmental-health-services>