

SOP for Catering Operation Name: _____

2. List equipment and utensils that will be used. Please be specific on equipment's use and function. All equipment shall meet American National Standards Institute (ANSI) accredited certification program such as NSF, UL, ETL, etc.

Equipment	Intended use during food preparation or catering event
<i>Example:</i> Blender	Make smoothies

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.). Please note that all potential hazardous foods not held at 41°F or below during the catering operation shall be discarded at the end of service.

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 Methods	During Transport
	At Event

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4. Enclosure and Handwashing Facilities - Describe the proposed catering enclosure and the handwashing facilities.

Catering Enclosure	At Event
Handwashing Facilities	At Event

5. Cleaning and Sanitizing - Describe the procedures you will use to clean and sanitize food contact surfaces, equipment, and utensils during the catering operations and at the permanent food facility.

Location	Clean	Sanitize
At the event (only if an approved 3-compartment sink is available at the host facility)		
At the permanent food facility		

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.	INITIALS
1	The Public Health Permit may be used to prepare and serve food at private events and permitted Host Facilities only. The Host Facility must also have a valid permit.	
2	All food must be prepared at the approved permanent food facility. Home preparation of food is prohibited. Only limited food preparation, as defined in the California Retail Food Code, is allowed at an off-site food service event.	
3	All food and utensils will be protected from contamination during the off-site event by adhering to: personal hygiene and safety practices; food temperature control and discarding any food contaminated or suspected of being contaminated or presumed unsafe due to temperatures not being maintained.	
4	A sign or business card must be posted/provided at the event premises stating the Catering Operation's business name, address, and permit #.	
5	Mechanical refrigeration is required to hold all potentially hazardous food during operation; use of ice, portable cooling blocks, or ice chests/coolers is prohibited.	
6	At the end of the food service event, all multi-use utensils shall be washed and sanitized at the permanent food facility.	

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STATEMENTS		
Initial next to the below statements indicating that you understand and will abide by them.		INITIALS
7	Food shall be transported in a clean and cleanable vehicle.	
8	A written log must be maintained for a minimum of 90 days after each catering operation to include the event organizer name and contact information, location of service, menu of foods and beverages served.	
9	Adequate handwashing facilities shall be provided along with access to potable water.	
10	All garbage and trash shall be disposed of properly.	

ACKNOWLEDGEMENT

I understand and agree that if I make changes to my operating procedures, including menu or equipment, I must notify the Environmental Health Division within 7 calendar days. Revised operating procedures may be provided by E-mail to ehmail@ph.lacounty.gov, in person or mailed to the office listed at the bottom of this form, Attention: Program Development. Failure to notify the Environmental Health Division of any changes may result in an administrative citation, suspension or revocation of the Public Health Permit. Ensure approvals from all other applicable agencies are obtained prior to operation (e.g., fire, zoning, etc.). **A signed and APPROVED copy of this document must be maintained during catering operations.**

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____