

## How to apply for a Charitable Feeding Organization with the City of Austin

This guide is designed to assist new and current Charitable Feeding Organizations (CFO) operating within the City of Austin (COA) only.

You may contact Grisel Saenz, Environmental Health Supervisor and CFO single point of contact (SPOC), at (512) 978-0344 with questions regarding the preopening process and application.

### Home Prepared Food is Prohibited

All food that is donated to the Charitable Feeding Organization must be prepared at a permitted establishment that is inspected by federal, state, or local Health Authority.

### Permitting and Development Review

For planning of a new CFO facility or for remodel purposes, plans may need to be reviewed and approved before a building permit can be granted. The City of Austin Permitting and Development Center is located at 6310 Wilhelmina Delco Dr, Austin, Texas 78752. Additional information regarding plan review can be found at <https://austintexas.gov/page/commercial-plan-review> under Concurrent Review.

For interactive assistance on how to fill out forms and submit, visit <https://austintexas.gov/page/interactive-guide-commercial-building-application> .

Plans are reviewed by Austin Public Health within seven (7) business days after application and payment is processed.

## Pre-opening Inspection Process

Before beginning services at the CFO, you are required to go through a pre-opening inspection. You must submit a **Pre-opening Inspection** request *application and fee* before an inspector can schedule the inspection.

This inspection verifies that the kitchen space complies with the current regulations and has a properly designated *Certificate of Occupancy*. To obtain a copy of the current **Certificate of Occupancy** of the kitchen space, you may contact Development Services Department (DSD) at 512-978-4000. If your CFO is a newly built space or was remodeled and went through the plan review process with DSD, you will need a Certificate of Occupancy inspection. This inspection verifies that the kitchen space was built according to the plans that were reviewed and approved. In other circumstances, this inspection is necessary to update the Certificate of Occupancy designation.

### **CFO General Application** *(Same application for registration and permit)*

Application and guides can be found on our website at

<http://www.austintexas.gov/department/environmental-health-services>. Completed registration and permit applications may be accepted by:

1. Email to [EHSD.Service@austintexas.gov](mailto:EHSD.Service@austintexas.gov) and if applicable, payment by credit card is made by phone;
2. In-person submissions at Rutherford Lane Campus located at 1520 Rutherford Lane, Bldg. 1, East Entrance along with payment if applicable; or,
3. Mail to EHSD, P.O. Box 142529, Austin, TX 78714 along with payment if applicable.

### **Charitable Feeding Organization Categories**

CFO Category 1 *Limited Service* – Must register with APH COA as a CFO.

CFO Category 2 *Limited Service* – Must register with APH COA as a CFO.

CFO Category 3 *Limited Service* – Must obtain an APH COA CFO permit.

CFO Category 4 *Full Service* – Must obtain an APH COA CFO permit.

***CFO's may not begin operations without approval from the Environmental Health Services Division (EHSD).***

## **General Requirements**

1. **Refrigeration** All Time/Temperature Controlled (TCS) Foods must be held at 41°F or below. All refrigerated units must hold at 41°F or below and must have a thermometer inside of the unit.
2. **Restrooms** Each restroom must be equipped with a hand sink capable of providing hot water (at least 100°F) and cold water, mechanical air ventilation to the outside, and a solid self-closing door. Restrooms may not open directly into the kitchen space.
3. **Sinks**
  - a. **Service sink/mop sink** A mop sink must be available for mop washing and disposal of mop water in an approved wastewater disposal system. A drying rack is required for mops to air dry. This sink must have a backflow preventer on the threaded hose bib to protect the water supply.
  - b. **Hand washing sink** The kitchen space must be equipped with a conveniently located hand sink for staff and volunteers to use during open food preparation, food dispensing and dish washing. Each hand sink must have a clearly visible sign posted to notify food handlers to wash their hands. *Splash guards may be necessary if a hand sink is located near open food or clean food contact surfaces.*
  - c. **Dish Washing Area** A 3-compartment sink or commercial dishwasher is required. If the kitchen space is only used for minimal food preparation, a 2-compartment sink may be allowed, with written approval from EHSD. Test strips are required, and drying racks must be provided.
    - All food prep sinks and dish washing sinks must have an indirect connection (1-inch air gap) to the sanitary sewer.
    - Sinks used for dish washing must be equipped with running hot water at 110°F and cold water.

- A commercial dishwasher must be able to sanitize all equipment and utensils by dispensing chemical sanitizer or providing a final sanitizing rinse of at least 180°F (single or stationary rack machines are required to reach 165°F during the sanitizing rinse). For an above the counter dishwasher, a Type II vent-hood is required.
4. **Ceilings/Walls/Floors** The surface around and ceiling over open food, food preparation areas, dish washing sink, and restrooms must be smooth, durable, easy to clean and non-absorbent (smooth surface without pinholes). *Painted dry wall or boards are acceptable.*
    - a. Baseboards are required.
    - b. Holes on walls or ceilings are unacceptable.
    - c. Caulk walls and floors to prevent the collection and food particles. *Sand grout of all tiles needs to be sealed.*
  5. **Exterior doors/all doors** All CFO kitchen or storage doors must be solid, tight fitting and self-closing for the exception of Fire Department designated emergency exits.
  6. **Dumpster** A dumpster shall rest on an asphalt or concrete pad. Must be equipped with tight fitting lids and drain plugs.
  7. **Water Supply** Must be from an approved water source. Threaded hose bibs are required to have a backflow prevention device attached. Spray hoses shall hang at least 1 inch above the maximum flood rim capacity of the basin or shall be provided with an atmospheric vacuum breaker or backflow prevention device.
  8. **Lighting** Adequate amount of lighting shall be provided to all areas.

*Note: Exemptions may be considered and variance requests may be submitted to Environmental Health Services to be approved on a case by case basis.*

### **Renewing a Registration and Permit**

All registrations and permits expire one (1) year from the date of issuance. Prior to expiration, a Notice of Registration and Permit Expiration will be mailed to the mailing address listed on the application. The expiration notice must be returned to the department along with the permit late fees if applicable.

The person in charge or owner is responsible for completing the application regardless of whether an expiration notice is sent or received. Any renewal applications submitted or received after the permit's expiration date will be assessed a late fee.

### **Closing a CFO**

If the CFO is no longer in operation, it is the responsibility of the person in charge or owner to notify the department of the CFO's status. The request for inactivation must be submitted to the department in writing and contain the person in charge or owner's name, the name of the CFO, the permit number, and the last date of operation. Inactivation requests may be emailed to [ehsd.service@austintexas.gov](mailto:ehsd.service@austintexas.gov).

## What category is my CFO?

Category	Types of Food Allowed	Types of Food-Handling Allowed	Requirements
<b>CFO 1</b>	<ul style="list-style-type: none"> <li>Only Prepackaged non-TCS* Foods.</li> <li>Beverages in closed containers.</li> <li>Whole uncut fruits and vegetables.</li> <li>Canned foods and packaged grains.</li> </ul>	<p><b>Limited Service</b> No open food handling. Storage of shelf stable foods and uncut produce only.</p>	<ul style="list-style-type: none"> <li>Must register for a CFO Category 1. Complete the CFO General Application.</li> <li>Follow the Best Management Practices.</li> <li>No routine inspections required.</li> </ul>
<b>CFO 2</b>	<ul style="list-style-type: none"> <li>All pre-packaged TCS* foods allowed.</li> <li>Minimal handling of open foods.</li> <li>Reportioning of commercially-prepared foods allowed.</li> </ul>	<p><b>Limited Service</b> Distributes and portions commercially prepared &amp; packaged TCS* Foods. Requiring minimal handling of open food.</p>	<ul style="list-style-type: none"> <li>Must register for a CFO Category 2. Complete the CFO General Application.</li> <li>Follow the Best Management Practices.</li> <li>Austin Water grease trap exemptions available.</li> <li>Food Handlers Certificate(s).</li> <li>Annual inspections required.</li> </ul>
<b>CFO 3</b>	<ul style="list-style-type: none"> <li>All TCS* foods allowed.</li> <li>Preparing hot or cold TCS* foods onsite for <u>same day service only</u>.</li> </ul>	<p><b>Limited Service</b> Heats and/or portions commercially prepared TCS* foods for same-day service.</p>	<ul style="list-style-type: none"> <li>Must apply for a CFO Category 3 Establishment Food Permit. Fees waived. Complete the CFO General Application.</li> <li>Pre-opening inspection and routine inspections required.</li> <li>A Registered Food Manager Certificate and Food Handlers Certificate(s) required.</li> </ul>
<b>CFO 4</b>	<ul style="list-style-type: none"> <li>All TCS* foods allowed.</li> <li>Preparing hot or cold TCS* foods onsite allowed.</li> </ul>	<p><b>Full Service</b> A full-service community kitchen and soup kitchen that cooks, cools, and reheats foods that are TCS* foods for same-day, future or delivery service.</p>	<ul style="list-style-type: none"> <li>Must apply for a CFO Category 4 Establishment Food Permit. Fees waived. Complete the CFO General Application.</li> <li>Pre-opening inspection and routine inspections required.</li> <li>A Registered Food Manager Certificate and Food Handlers Certificate(s) required.</li> </ul>
<p>*TCS = Time or Temperature Controlled for Safety Foods (i.e. meat, dairy, cut melons, cooked vegetables, etc.)</p>			

## **Food Manager/ Food Handler Resources**

City of Austin Food Handler Code 10-3-34

For State Approved Food Handler Courses please visit: <http://www.dshs.texas.gov/food-handlers/default.aspx>

- Classroom courses: <http://www.dshs.texas.gov/food-handlers/training/classroom.aspx>
- Online courses: <http://www.dshs.texas.gov/food-handlers/training/online.aspx>
- Private courses: <http://www.dshs.texas.gov/food-handlers/training/private.aspx>

For State Approved Food Manager Courses please visit: <http://www.dshs.texas.gov/food-managers/certification.aspx>

## **CFO Application and Fees Schedule**

<http://www.austintexas.gov/department/environmental-health-services>

## **Regulations**

<http://www.austintexas.gov/department/public-health-regulations>

10-3 Ordinance

## **Phone Numbers**

City of Austin (COA) Info/Complaint – 311 for all City of Austin offices and personnel

Austin Public Health, Environmental Health Services Division – (512) 978-0300

COA Building Inspections – (512) 978-4000, Automated Inspection Request Line – (512) 480-0623

COA Development Services Division (Permits and Reviews) – (512) 978-4000

COA Commercial Building Plan Review – Call 3-1-1 (inside the city limits), or (512) 974-2000 (outside the city limits).

COA Food Enterprise Plan Review – (512) 974-3325

COA Office of Sustainability – [sustainability@austintexas.gov](mailto:sustainability@austintexas.gov)

Austin Energy (Utility) Customer Service – (512) 494-9400

Austin Water Utility (OSSF) – (512) 972-0000, Inspection Recorder – (512) 972-0002

Austin Water Utility (Grease Traps) – (512) 972-1060

Lower Colorado River Authority – (512) 473-3216

Texas Comptroller's Office – (512) 463-4600

Texas Department of Health, Environmental & Consumer Safety – (512) 834-6770