



CHARITABLE FEEDING ORGANIZATIONS (CFO)

CITY OF AUSTIN ONLY

Ombudsman: Grisel Saenz
512-978-0344
Grisel.Saenz@austintexas.gov

Main Office
512-978-0300, option 5
Ehsd.Service@austintexas.gov



ENVIRONMENTAL HEALTH SERVICES

Promotes health and safety through compliance with state and local codes

Provides Food Permitting and Inspections:

- Food Service, Retail and Products, Mobile Vendors, Temporary Events and Farmer's Markets

Complaint Investigations

Plan Review for Food Establishments and Pools

ENVIRONMENTAL HEALTH SERVICES

Food Borne
Illness
Investigations

24/7 Emergency
Public Health
Response

Recreational
Water Sampling

Custodial Care
Inspections

Charitable
Feeding
Organizations

WHAT IS A CHARITABLE FEEDING ORGANIZATION?

Defined under the 10-3-100 A(5) as a food establishment that provides food without charge and that is operated by a civic or fraternal organization, charity, lodge, association, proprietorship or corporation possessing a 501(c) exemption under the Internal Revenue Code or religious organization meeting the definition “church” under the Internal Revenue Code §170(b)(1)(A)(i).

CITY OF AUSTIN ORDINANCE

Registration and permit fees are waived for Charitable Feeding Organizations (Brick and Mortar).

- First approved by City Council on May 6, 2021

Registration and permit fees waived for Charitable Feeding Organizations (Mobiles and Temporary Events)

- As an addendum to the ordinance, the waiver was approved by City Council on July 29, 2021

CHARITABLE FEEDING ORGANIZATION

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

CATEGORY 1

Registration only.

Must complete and submit a CFO General Application with applicable documents like the 501(c) Exemption.

Non-Time Temperature Controlled for Safety (TCS) foods only.

No open foods are allowed onsite (only shelf stable and whole uncut produce).

Will be given a copy of the Best Management Practices.

Neither pre-opening nor routine inspections will be required.





Registration only.



Must complete and submit a CFO General Application with applicable documents like the 501(c) Exemption.



TCS foods are allowed. Foods must be prepackaged, and onsite food preparation is not allowed.



Minimal open food handling is allowed.



Reportioning of commercially manufactured foods is allowed.

CATEGORY 2

CATEGORY 2

A pre-opening inspection by Health will not be required.
General facility requirements will be waived.

Only one routine inspection will be conducted per year.

Will be given a copy of the Best Management Practices.

Only one food handler with a certification is required at the time of service.

Exempt from grease trap requirements as per Austin Water.



CATEGORY 3

All TCS foods are allowed for the **same day service only** (not prepared in advance or cooled overnight).

A pre-opening inspection is required for new CFO's.

- For existing Food Permits that qualify for the CFO program, will only need to complete and submit the CFO General Application with the applicable documents like the 501(c) exemption.

One Person in Charge with a Certified Food Manager Certificate may oversee multiple locations within the organization.

Food Handler Certification is required for all staff handling food.

The routine inspection schedule is based on the Inspection Frequency Analysis (IFA).

All re-inspection, detention and late fees are applicable (just like a regular food permit).



CATEGORY 4

All TCS foods are allowed.

A pre-opening inspection is required for new CFO's.

- For existing Food Permits that qualify for the CFO program, will only need to complete and submit the CFO General Application with the applicable documents like the 501(c) exemption.

One Person in Charge with a Certified Food Manager Certificate must be present during all hours of operation.

Food Handler Certification is required for all staff handling food.

The routine inspection schedule is based on the Inspection Frequency Analysis (IFA).

All re-inspection, detention and late fees are applicable (just like a regular food permit).



RE-INSPECTIONS INCLUDE BUT WILL NOT BE LIMITED TO:

No Certified Food Manager (CFM);
Category 3 and 4 only

Refrigeration Detentions

No Hot water (100° F) at hand sinks; no hot
water at dish washing sinks (110° F)

Rodent/Insect Infestation

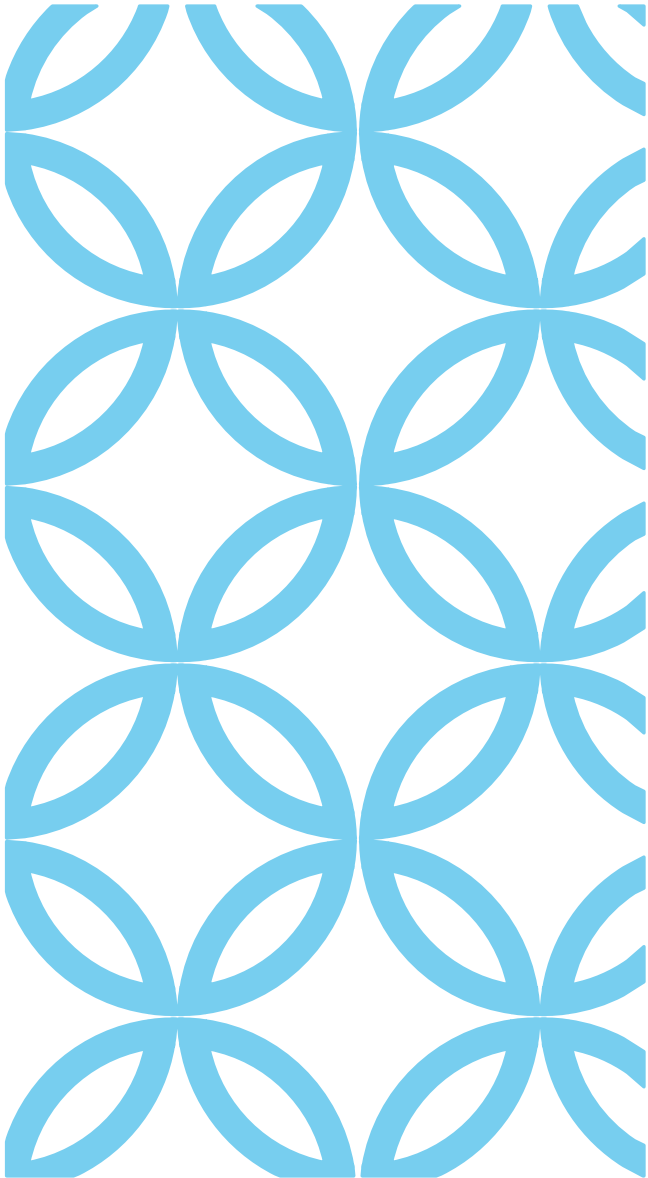
Sewage Backup

Failed Routine Inspection (Score below 70)

RE-INSPECTIONS AND DETENTIONS

For a CFO Category 1 & 2, re-inspection fees will not apply. A cooler may be detained if not cooling at 41° or below. A compliance visit will be conducted to ensure that the imminent health hazard is corrected.

Re-inspection fees will be applicable to Category 3 and Category 4 only.



Registrations and permits will be fee exempt.

Mobiles are required to be inspected onsite as part of the standard annual permitting process.

Austin Fire Department (AFD) fees for the purposes of mobile vending are not fee exempt.

EHS may coordinate with CFO's to conduct onsite safety inspection visits for 5 (five) or more CFO mobile food units as part of the annual permitting process.

CFO MOBILE FOOD

CFO TEMPORARY EVENTS

All Charitable Feeding Organization Temporary Event registration and permits will be fee exempt.

- Applications must be submitted for processing a minimum of 10 days in advance.

During an emergency event* permits will not be required to distribute CFO food.

- CFO must contact EHS CFO Ombudsman to share a site list and schedules to allow for safety inspections.

**Emergency Event - An officially declared disaster or emergency.*

CFO TEMPORARY EVENTS

Outdoor events in the City of Austin serving meals to the public.

If already registered as a CFO Category 1 or 2, the registration will extend to the event held at the same location.

If the event is held at a separate location, the CFO must apply for each CFO Temporary Event separately.

Allowed up to 6 CFO Temporary Events per year (Category 3, 4).

If exceeding 6 CFO Temporary Events per year, an official request must be submitted to EHS. (Category 3, 4).

TYPES OF FOOD THAT MAY BE DONATED

Pre-packaged foods that are non-time/temperature control for safety or non-potentially hazardous.

- Some restrictions apply for expired or damaged foods.

Whole and uncut fruits and vegetables do not need to be from an approved source.

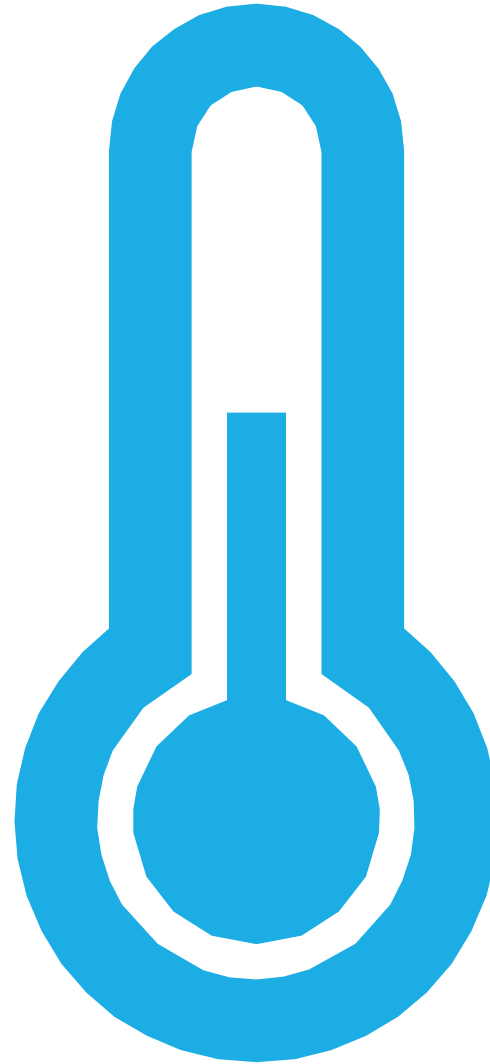
- Ensure that whole, uncut produce is washed prior to donation.

Donating time/temperature controlled for safety foods

- To prepare, store or receive TCS foods requires a registration or permit from a regulatory health agency such as Austin Public Health

GUIDELINES FOR DONATING TCS* FOODS

- Hot food must be maintained hot at 135° Fahrenheit or above.
- Cold food must be maintained cold at 41° Fahrenheit or below.
- The donor has verified that the person receiving the food (recipient) has the proper facilities to meet all the requirements during transport, storage, and reheating the TCS food to maintain a proper temperature.



DONATING FOODS

- Both the donor and recipient facility must be registered or permitted by a city, county or state health department.
- If the donated food is transported by a third party, the transporter must meet the transportation requirements under the hot and cold holding temperatures as stated in local/state code.

LABELING DONATED FOODS

Labeling Donated Foods:

- Original label from the manufacturer: item name, manufacturer information, list of ingredients, expiration date.
- Donated prepared food shall be labeled with the name of the food, the source of the food and date of preparation.

Foods may not be donated if:

- Expired shelf life, damaged foods (dented cans or packaged foods are missing source label).
- Previously served food to consumers
- Home prepared foods

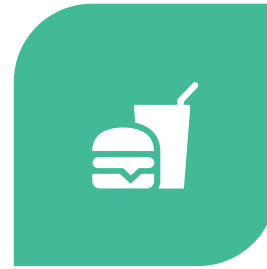
CFO PROGRAM BENEFITS



WAIVED REGISTRATION
AND PERMIT FEES.



CFO EMAIL WILL RECEIVE A
QUARTERLY NEWSLETTER
PROVIDING FOOD SAFETY
NEWS AND UPDATES.



RESOURCES PROVIDED FOR
FOOD SAFETY RELATED
QUESTIONS.



ROUTINE INSPECTION
SERVICES FOR SAFETY
COMPLIANCE.

CFO PERMITTING QUESTIONS

Any questions?

Contact:

Grisel Saenz 512-978-0344 or
Grisel.Saenz@austintexas.gov

Theresa Giudice 512-978-0340 or
Theresa.Giudice@austintexas.gov



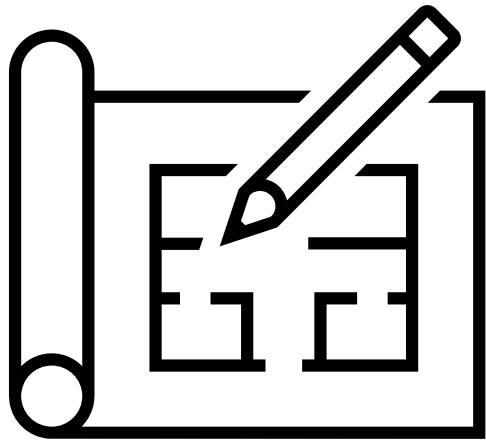
Industrial Waste Relief Available to Charitable Feeding Organizations (CFO)

Elizabeth Coy & Tamira Konkin-Garcia



September 24, 2021

What is the Industrial Waste Program?



Austin Water's Industrial Waste program reviews building plans for compliance with federal, state and local pretreatment regulations. Industrial Waste's goal is to ensure the wastewater quality discharged into the City's sanitary sewer system and wastewater treatment plant meet federal and state regulations.

Industrial Waste reviews building plans:

- Prior to new construction
- Prior to any plumbing or process change that alters the quality or quantity of industrial wastewater discharged to the City's sewer

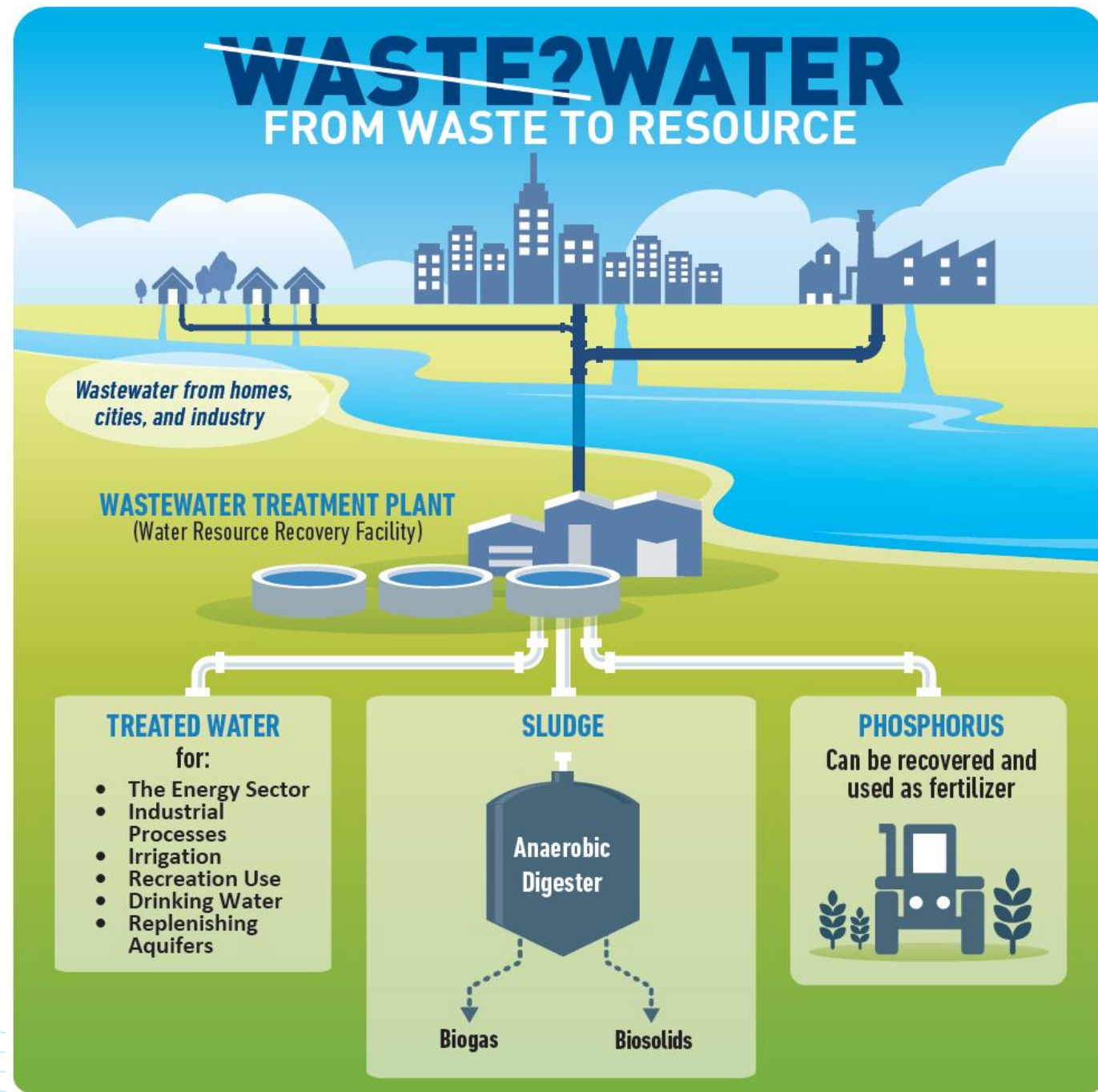
Wastewater: From Waste to Resource

Source:

<https://www.worldbank.org/en/topic/water/publication/wastewater-initiative>

Accessed:

8/17/2021



Relief to CFOs Available from Industrial Waste

- Coordinated review of plans
- Waived wastewater surcharge fees and discharge permit fees*
- Potentially waiving requirements for a Grease Trap (GT) or Grease Interceptor (GI)

**Standard monthly water/wastewater charges are still applicable.*

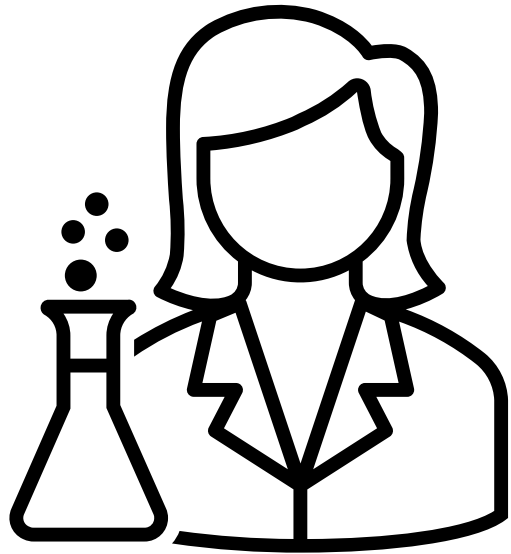


Conditions of CFO Relief from Industrial Waste

- ◆ After approval by Industrial Waste, if the food type or food service changes, the owner / operator must submit an updated written description of food practices on organizational letterhead. Industrial Waste staff will reassess whether a Grease Trap or Grease Interceptor is needed based on the change in operations.
- ◆ CFOs that have received a Grease Trap or Grease Interceptor waiver from Industrial Waste but subsequently cause a Sanitary Sewer Overflow or issues within the wastewater collection system will be required to install a grease trap or grease interceptor at a later date. However, the wastewater surcharge fees and discharge permit fees will still be waived.



What is the Wastewater Surcharge Fee?



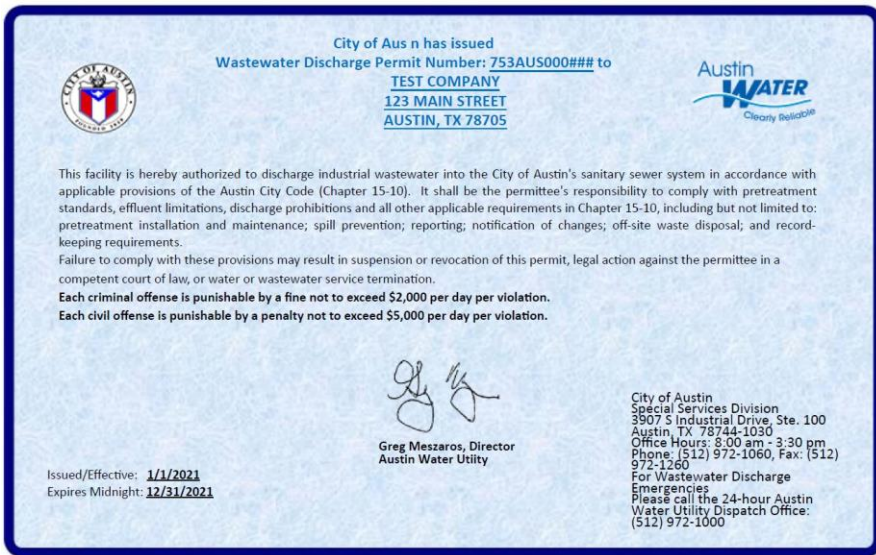
Business wastewater can be more heavily concentrated with solids and organic matter than residential wastewater, making it more expensive to treat. As result, wastewater surcharges are charged to businesses that discharge wastewater exceeding “normal” wastewater standards.

What is the Discharge Permit Fee?

A permit from the Austin Water Pretreatment Program is required to discharge any industrial wastewater into the City's wastewater collection system.

Different permits are issued, based on the nature of the business, the volume and characteristics of the wastewater to be discharged.

The current annual Discharge Permit fee for a General Industrial User is \$176.52 per year.



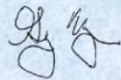
City of Austin has issued
Wastewater Discharge Permit Number: 753AUS000### to
TEST COMPANY
123 MAIN STREET
AUSTIN, TX 78705

Austin
WATER
Cleanly Believable

This facility is hereby authorized to discharge industrial wastewater into the City of Austin's sanitary sewer system in accordance with applicable provisions of the Austin City Code (Chapter 15-10). It shall be the permittee's responsibility to comply with pretreatment standards, effluent limitations, discharge prohibitions and all other applicable requirements in Chapter 15-10, including but not limited to: pretreatment installation and maintenance; spill prevention; reporting; notification of changes; off-site waste disposal; and record-keeping requirements.

Failure to comply with these provisions may result in suspension or revocation of this permit, legal action against the permittee in a competent court of law, or water or wastewater service termination.

Each criminal offense is punishable by a fine not to exceed \$2,000 per day per violation.
Each civil offense is punishable by a penalty not to exceed \$5,000 per day per violation.


Greg Meszaros, Director
Austin Water Utility

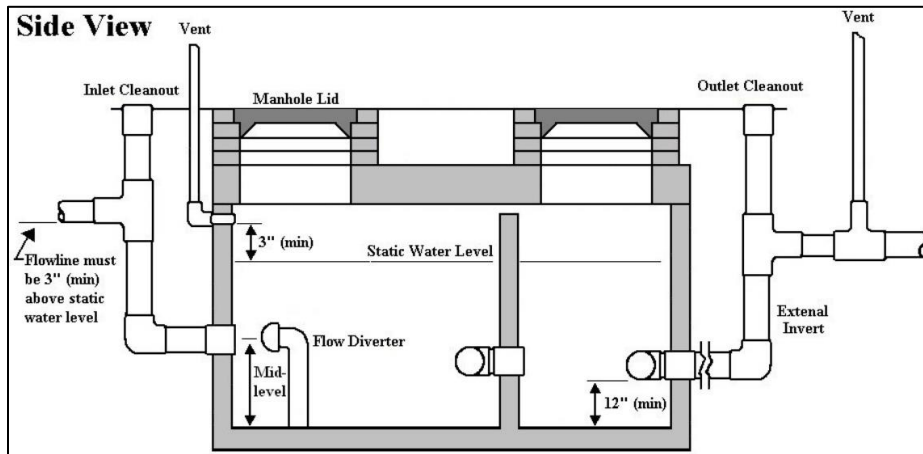
City of Austin
Special Services Division
3907 S Industrial Drive, Ste. 100
Austin, TX 78744-1050
Office Hours: 8:00 am - 3:30 pm
Phone: (512) 972-1060, Fax: (512) 972-1260
For Wastewater Discharge
Emergencies
Please call the 24-hour Austin
Water Utility Dispatch Office:
(512) 972-1000

Issued/Effective: 1/1/2021
Expires Midnight: 12/31/2021



What is a Grease Trap or Grease Interceptor?

Grease Traps, also known as Grease Interceptors, are designed to separate the Fats, Oil and Grease (FOG) along with solids normally found in food preparation waste from being discharged as wastewater to the City's sanitary sewer system.



In the City of Austin, all commercial institutional food preparation businesses must have a grease interceptor approved by Austin Water.

Industrial Waste Reference Document

Relief Opportunity for Charitable Feeding Organizations

Revision Date: 9/21/2021

What Relief Is Available?

In May 2021, the Austin City Council voted to provide relief to Charitable Feeding Organizations (CFO). Austin Water Industrial Waste (IW), Austin Public Health (APH) and Development Services Department (DSD) Commercial Plan Review are working together to implement this relief. For IW, the relief includes a coordinated review of plans, waiving of wastewater surcharge and discharge permit fees* and potentially waiving requirements for a Grease Trap (GT) or Grease Interceptor (GI). *CFOs that have received a GT or GI waiver from Austin Water IW and go on to cause a Sanitary Sewer Overflow or issues within the wastewater collection system will be required to install a GT or GI at a later date.*

What is a Charitable Feeding Organization?

Per Austin City Code §10-3-100, a CFO is a food establishment that provides food without charge and is operated by a civic or fraternal organization, charity, lodge, association, proprietorship or corporation possessing a 501(C) exemption under the Internal Revenue Code or religious organization meeting the definition of "church" under the Internal Revenue Code, §170(b)(1)(A)(i). These food establishments solicit, warehouse and redistribute edible food to persons who feed needy individuals (within the City of Austin only). Examples of CFOs include (but are not limited to) food pantries, central food banks, soup kitchens, community kitchens and non-profit food delivery services.

The Austin Water IW program staff will work with individual CFOs to determine which category they fit into.

	Category 1	Category 2	Category 3	Category 4
Definition:	A CFO that distributes only shelf-stable food and uncut produce.	A CFO that distributes and may portion commercially prepared and packaged Time-Temperature-Controlled-for-Safety (TCS) foods.	A CFO that heats and/or portions commercially prepared foods that are TCS for same-day service or delivery.	A CFO that cooks, cools or warms TCS foods for same-day or future service or delivery. Includes soup kitchens & community kitchens.
Food Examples:	<ul style="list-style-type: none"> Pre-packaged non-TCS foods Whole fruits and vegetables 	<ul style="list-style-type: none"> All pre-packaged TCS foods 	<ul style="list-style-type: none"> All TCS foods allowed 	<ul style="list-style-type: none"> All TCS foods allowed
Service Type:	<ul style="list-style-type: none"> Limited - No open food handling. Storage of shelf stable foods and uncut produce only. 	<ul style="list-style-type: none"> Limited - Can minimally handle open foods. Portions commercially prepared and packaged TCS foods. 	<ul style="list-style-type: none"> Limited - Heats and/or portions commercially prepared TCS foods for same-day service only. 	<ul style="list-style-type: none"> Full-Service - Food preparation, cooking, packaging and/or distribution.
Submittal Requirements for IW:	<ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Completed Grease Interceptor Installation Variance Request (GIIVR) form. A written description of food practices on organization letterhead. Copy of APH CFO Application. 	<ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Completed Grease Interceptor Installation Variance Request (GIIVR) form. A written description of food practices on organization letterhead. Copy of APH CFO Application. 	<p>Existing Facilities:</p> <ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes. A written description of food practices on organization letterhead. <p>New Facility or New Use:</p> <ul style="list-style-type: none"> Follow DSD Commercial Plan Review standards & guidelines. <p>All Facilities:</p> <ul style="list-style-type: none"> Copy of APH CFO Application. 	<p>Existing Facilities:</p> <ul style="list-style-type: none"> Proof of 501(C) status or meeting requirements of a church. Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes. A written description of food practices on organization letterhead. <p>New Facility or New Use:</p> <ul style="list-style-type: none"> Follow DSD Commercial Plan Review standards & guidelines. <p>All Facilities:</p> <ul style="list-style-type: none"> Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* Exempt from the GT or GI installation requirement. 	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* Exempt from the GT or GI installation requirement. 	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* IW staff will assess whether a GT or GI will be required or waived on a case-by-case basis. 	<ul style="list-style-type: none"> Exempt from wastewater surcharge and discharge permit fees.* GT or GI will be required, along with adherence to Austin City Code Chapter 15-10 requirements.

Notes: CFO facilities cannot have any commercial business operating on-site. If the use or type of food production changes at a later date, the owner / operator must submit an updated written description of food practices on organizational letterhead. IW staff will reassess whether a GT or GI is needed based on the change in operations.



For more information visit <https://www.austintexas.gov/page/charitable-feeding-organizations>
 Austin Water Industrial Waste • 512-972-1060 • <https://www.austintexas.gov/departments/industrial-waste-control-pretreatment>
 Austin Public Health • 512-972-5000 • <https://www.austintexas.gov/departments/health>
 Development Services Department Commercial Plan Review • 512-974-2000 • <https://www.austintexas.gov/page/commercial-plan-review>

*Standard monthly water/wastewater charges are still applicable.



CFOs - Category 1 & 2

Submittal Requirements for IW:	<ul style="list-style-type: none">• Proof of 501(C) status or meeting requirements of a church.• Completed Grease Interceptor Installation Variance Request (GIIVR) form.• A written description of food practices on organization letterhead.• Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none">• Exempt from wastewater surcharge and discharge permit fees.• Exempt from the GT or GI installation requirement.

Proof of 501(C) Status Example

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201		DEPARTMENT OF THE TREASURY	
Date: JUL 03 2014	Employer Identification Number: [REDACTED]		
THE HONOR GROUP INC [REDACTED] [REDACTED]	DLN: [REDACTED]		
	Contact Person:	ID# 31954	
	CUSTOMER SERVICE		
	Contact Telephone Number:	(877) 829-5500	
	Accounting Period Ending:	December 31	
	Public Charity Status:	509(a)(2)	
	Form 990 Required:	Yes	
	Effective Date of Exemption:	December 6, 2013	
	Contribution Deductibility:	Yes	
	Addendum Applies:	No	

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamara Rippanda

Director, Exempt Organizations

This letter is an example of a proof of 501(C) status from the IRS.

For more information on the requirements of a church, see Internal Revenue Code, §170(b)(1)(A)(I).



Grease Interceptor Installation Variance Request (GIIVR) Form


The GIIVR form requests approval for a food preparation business to operate without a Grease Interceptor.

Examples where a GIIVR Form are applicable could include:

- Service of pre-packaged foods served in the original unopened container
- Drinks only
- Cutting Fruit



Grease Interceptor Installation Variance Request (GIIVR) Form


Grease Interceptor Installation Variance Request

I am requesting approval for our business to operate without a grease interceptor.

Business Name _____
Business Address _____
Owner/Operator _____

Grease interceptors are required for all food preparation businesses. Chapter 15-10-52 of the COA code (wastewater regulations) requires that a person discharging wastewater containing prohibited waste to the Publicly Owned Treatment Works (POTW) "shall install, operate, and maintain wastewater pretreatment facilities approved by the director." In order to determine if you will need a grease interceptor, here is a list of operations your business will perform (check all that apply):

Examples of food preparation operations that DO require a grease interceptor:
Cooking, Baking, Making soup, Assembling food items, Heating (as in hot dogs or similar heating devices), Frying, Indoor grilling, Mixing (as in batters or sauces), Boiling, Steaming, or Cleaning food-bearing plates, pans, and serving dishes. Preparing foods that contain or are made with fats, oils, and/or greases requires a grease interceptor.

Food Preparation operations that do not require a grease interceptor, with Industrial Waste approval:

<input type="checkbox"/> Drinks only	<input type="checkbox"/> Fermenting
<input type="checkbox"/> Frozen Yogurt/Ice Cream only	<input type="checkbox"/> Pre-packaged foods served in the original unopened container
<input type="checkbox"/> Cutting fruit	

Anything not on either list above is assumed to require a grease interceptor until determined otherwise.

☐ Food will be prepared and provided only by an off-site caterer
This does not require an interceptor at this facility, but must meet the following requirements:

- All dishes and utensils used by customers must be the disposable variety.
- All food trays, food service equipment, pots, pans, serving utensils (with the exception of the random serving spoon that falls on the floor and needs to be cleaned), etc. brought in by the caterer shall not be washed on the premises. They must be removed for cleaning at the caterer's commissary kitchen.
- Hand sinks are not prep sinks or dump sinks. They are for hand washing only.
- There shall be no food preparation conducted in the proposed sink either by a caterer or any mobile food vendor allowed to be on the premises. This shall be communicated to these individuals.
- These requirements shall be prominently posted in the caterer staging area.

I understand that before changing operations to include food preparation, I must resubmit plans for approval by Industrial Waste, install proper treatment, and obtain an Industrial Waste Permit. Failure to provide required pretreatment is a Class C misdemeanor and is subject to a penalty of up to \$2,000 per day. I certify that the above is an accurate and comprehensive description of our operations.

Signed (Owner), _____
_____, Date _____
_____, Owner of _____
Printed Business Name _____

To access this form:

1. Go to AustinTexas.gov

2. Click the search icon (🔍) on the right.



3. Type "GIIVR" and click the search icon (🔍) on the right.



Written Description of Food Practices Example



My Townsville Food Bank
5432 Any Street West, Townsville, TX 54321
555.543.5432 ph 555.543.5433 fax

To Industrial Waste Plan Review Specialist:

I am the owner of My Townsville Food Bank. At the Food Bank, we store and distribute pre-packaged foods and drinks. We do not do any cooking, warming or other type of service.

Please see enclosed our completed Grease Interceptor Installation Variance Request form and proof of our 501(C) status. Should you require any further information, please call me at 555-543-5432.

Sincerely,

J. Smith



CFOs - Category 3

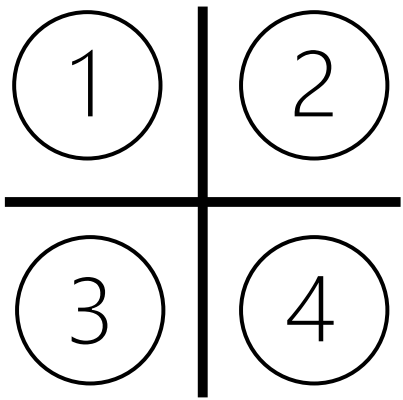
Submittal Requirements for IW:	Existing Facilities: <ul style="list-style-type: none">• Proof of 501(C) status or meeting requirements of a church.• Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes.• A written description of food practices on organization letterhead. New Facility or New Use: <ul style="list-style-type: none">• Follow DSD Commercial Plan Review standards & guidelines. All Facilities: <ul style="list-style-type: none">• Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none">• Exempt from wastewater surcharge and discharge permit fees.• IW staff will assess whether a GT or GI will be required or waived on a case-by-case basis.

CFOs - Category 4

Submittal Requirements for IW:	Existing Facilities: <ul style="list-style-type: none">• Proof of 501(C) status or meeting requirements of a church.• Set of Scalable Drawings showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes.• A written description of food practices on organization letterhead. New Facility or New Use: <ul style="list-style-type: none">• Follow DSD Commercial Plan Review standards & guidelines. All Facilities: <ul style="list-style-type: none">• Copy of APH CFO Application.
IW Requirements Waived:	<ul style="list-style-type: none">• Exempt from wastewater surcharge and discharge permit fees.• GT or GI will be required, along with adherence to Austin City Code Chapter 15-10 requirements.



What Category is my CFO?



The category is determined by both the type of food and food-handling performed.

Austin Public Health's Charitable Feeding Organization Application has a "Self-guided Category Determination" on the last page.

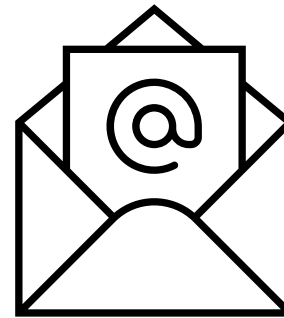
Industrial Waste staff can help verify your CFO's category classification.



How should my CFO submit required documents to Industrial Waste?

Category 1 & 2:

- 💧 E-Mail all required documents to:
IndustrialWaste@AustinTexas.gov



Category 3 & 4:

- 💧 Submit to DSD Commercial Plan Review
- 💧 Website:
<https://www.austintexas.gov/page/commercial-plan-review>



Why should my CFO Participate?

Benefits include:

- Waived monthly wastewater surcharge fee.*
- Waived discharge permit fee.*
- Industrial Waste program staff as a resource for wastewater-related questions.
- Great opportunity to ensure compliance with City Code to avoid potential fines or violations at a later date.

**Standard monthly water/wastewater charges are still applicable.*





Questions?



For More Information:

- Elizabeth Coy, Client Relationship Coordinator
- Email: Elizabeth.Coy@AustinTexas.gov
- Phone: 512-972-1079

- Website: <https://www.austintexas.gov/departments/industrial-waste-control-pretreatment>





Commercial Development Process



Notes:

	Category 1 & 2	Category 3	Category 4
Submittal Requirements for Commercial Plan Review Existing Building No Increase SF	No Review Required	Change In Use? Kitchen (New or Existing) <ul style="list-style-type: none">• Site Plan Determination (Site Plan Correction, or Site Plan Exemption)• Commercial Building Application (7 Day)• Key Floor Plan (Signed and sealed plan set - IW requirement also)• Shelving/Storage/Racking Plan• Complete BMEP Plans (for Kitchen Spaces)	Change In Use Shelving/Storage Kitchen Eating Area (Soup Kitchen) <ul style="list-style-type: none">• Site Plan Determination (Site Plan Correction, or Site Plan Exemption)• Commercial Building Application (• Key Floor Plan (Signed and sealed plan set - IW requirement also)• Shelving/Storage/Racking Plan?• Complete BMEP Plans (for Kitchen Spaces)
Submittal Requirements for Commercial Plan Review New Construction	New Construction	New Construction	New Construction

Commercial Plan Review

- Commercial Building Permits Fees aren't waived
 - standard fees apply (including changes of use and certificate of occupancies)
- Accessory Use
 - 10% or less of existing floor area = No change of use
- Change of use
 - Restroom plumbing fixtures may increase depending on occupant load