



## New Food Establishment Kit

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Thank you for your interest in opening a Food Establishment in Hardin County. This kit has been put together to help answer questions and give you the tools you will need to get your business on the right track. Please make sure if you are in the city limits that you contact the city and fire department for permits and inspections.

### **What type of retail food businesses need a retail food permit?**

A firm must have a retail food establishment permit if any food or beverage preparation is conducted. A firm that offers any type of potentially hazardous food must also have a retail food establishment permit. A permit is not required if a firm only offers prepackaged non-potentially hazardous food, such as bottled drinks or snacks, or offers whole, uncut produce.

Examples:

- All Restaurants / Fast Food /Bakery / Deli
- Mobil Units / Catering Service
- Convenience Stores
- Bar's / Clubs
- Schools / Cafeterias / Concession Stands
- Daycares / Sr. Centers
- Churches
- Hotels
- Drug Stores
- Supermarkets
- Sno Cone Stands
- Retail Meat Markets / excludes deer processing

If you have any questions please call ReJena Bolton, Hardin County Health Inspector at: 409-246-5188(w) or 409-617-4343(c)



# Hardin County Health Department

## Food Establishment Permit Application

P.O. Box 820/440 W. Monroe, Kountze, Texas 77625

409-246-5188 [rejena.bolton@co.hardin.tx.us](mailto:rejena.bolton@co.hardin.tx.us)

Name of Business: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City

Zip

Mailing Address: \_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check one:** \_\_\_ Restaurant \_\_\_ Cafeteria \_\_\_ Fast Food \_\_\_ Deli/Bakery  
\_\_\_ Bar/Club \_\_\_ Supermarket \_\_\_ Convenience Store \_\_\_ Continental Breakfast/Hotel  
\_\_\_ Non-Profit \_\_\_ Swimming Pool \_\_\_ Mobil/Catering \_\_\_ Day Care/Sr. Center  
\_\_\_ Sno Cone/Ice Cream \_\_\_ Other

**License Fee; see risk assessment:**

- Low Risk ..... \$ 50.00 (non-cooking)
- Medium Risk ..... \$100.00 (minimal cooking)
- High Risk ..... \$175.00 (full kitchen)
- Mobil Units..... \$175.00
- Child or Sr. Center ..... \$ 75.00
- Non-Profit .....\$ 0.00

Customer Signature: \_\_\_\_\_

**For Office Use Only**

Date issued: \_\_\_\_\_

Date to expire: \_\_\_\_\_

Permit # \_\_\_\_\_ Fee: \_\_\_\_\_

Paid: \_\_\_ Cash \_\_\_\_\_ Check/Mo. Order \_\_\_\_\_ Invoice

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

ReJena Bolton  
Hardin County Sanitarian

## **PERMITTING**

Retail food establishments, unless specifically exempted, must be permitted. There are 3 types of permits:

- Fixed Establishment
- Mobile food unit (including roadside vendors)
- Temporary establishment - single event not to exceed 14 consecutive days  
multiple event permit good for 1 year

### **Certified Food Protection Manager and Food Handler Requirements.**

**Texas Food Establishment Rules - §228.33. pg. 20 - 21**

(a) At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program.

(b) The original food manager certificate shall be posted in a location in the food establishment that is conspicuous to consumers.

(c) Except in a temporary food establishment, at least one certified food protection manager must be employed by each food establishment.

(d) Except in a temporary food establishment and the certified food manager, all food employees shall successfully complete an accredited food handler training course, within 60 days of employment.

(e) The food establishment shall maintain on premises a certificate of completion of the food handler training course for each food employee. The requirement to complete a food handler training course shall be effective September 1, 2016.

(f) This section does not apply to certain types of food establishments deemed by the regulatory authority to pose minimal risk of causing, or contributing to, foodborne illnesses based on the nature of the operation and extent of food preparation. See exemptions below.

#### **Exemptions include:**

- Non-profit organizations.
- Child care (day care) facilities.
- Firms that sell only prepackaged foods.
- Firms that do not prepare or handle exposed potentially hazardous foods

**Online Course information can be found below:**

**409-246-5188 to register for classes being held at the Health Department Annex**

**<http://hchd.statefoodsafety.com>**

*This Texas Department of State Health Services accredited course has been approved by Hardin County, Texas as the ONLY approved online food handler course in the county.*

**OBTAINING A TAX ID NUMBER**

You must have a sales tax ID number before you submit a permit application. Contact the State Comptroller's Office at 1-800-252-5555 or by referring to the web site at <http://www.window.state.tx.us/taxpermit/> for information about obtaining a sales tax ID number.

**EQUIPMENT AND FACILITY REQUIREMENTS**

The following list of equipment and facility requirements was developed in response to questions from customers making initial business decisions. It is not a complete list. For more detailed requirements, refer to the Texas Food Establishment Rules at: <http://www.dshs.state.tx.us/foodestablishments/guidance.aspx>.

**Fixed Establishment:**

- A 3-compartment sink to wash, rinse, and sanitize equipment and utensils. A mechanical dishwasher may also be utilized.
- Handwash sink(s) conveniently located in the food preparation area(s).
- Employee restroom(s) with handwash facilities.
- Hot and cold water under pressure at all sinks.
- A service sink or curbed cleaning facility for mops.
- A sewage disposal system that is properly constructed, maintained, and operated.
- Water from an approved source.
- Adequate heating and/or refrigeration equipment for cooking, reheating, or holding foods at safe temperatures.
- An appropriate temperature measuring devices for checking internal food temperatures (probe-type thermometers or thermocouples).
- An accurate thermometer for each hot/cold holding unit.

## **APPROVED WATER SOURCE/WATER WELLS**

Water used for food preparation, handwashing, and dishwashing must come from an approved source. The following sources are approvable:

- Community (municipal) water system (public water system).
- Non-Community water system (public water system). This category includes on-site wells that supply more than 25 customers per day for a total of 60 days per year. These wells must be listed and approved by the Texas Commission of Environmental Quality (TCEQ). TCEQ will oversee the testing requirements and operation of the wells. Contact the TCEQ Public Drinking Water Section at (512) 239-4691 for assistance.
- Non-public (private) water system – This category includes wells that serve less than 25 customers per day for a total of 60 days per year. The well must be properly constructed, maintained, and operated. Prior to use, the water must be sampled for safe bacteriological quality and must be tested at least bi-annually thereafter.

## **RESTRICTIONS ON COMMERCIAL FOOD PREPARATION IN A HOME**

The Texas Food Establishment Rules (TFER), Section 228.174(k) states: A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting food establishment operations.

## **TEXAS FOOD ESTABLISHMENT RULES (TFER)**

Refer to the TFER for detailed information regarding these and other requirements. The TFER can be found at <http://www.dshs.state.tx.us/foodestablishments/guidance.aspx>

## **MINIMUM REQUIREMENTS FOR OUTDOOR BBQ PITS AND CRAWFISH COOKERS**

Commercial outdoor cooking on barbeque pits and crawfish cookers is a common practice in Texas. Although many of the establishments have been in existence for many years, our first responsibility is to protect public health. Barbeque pits and crawfish cookers are used in many types of facilities, both old and new. The following guidelines should be used during an inspection to determine the requirements for the various types of barbeque facilities.

### **Requirements Based Upon the Type of Facility**

Fixed Food Establishment - Outdoor barbeque pits/ crawfish cookers in conjunction with a fixed food establishment shall have, as a minimum, an overhead cover, an enclosed screened shelter and floors that are surfaced with concrete, asphalt, gravel or similar materials. No food preparation activities, other than cooking on the pit, are allowed unless handwash facilities, with hot and cold water, are available in the shelter.

## **FIRST AID KIT**

Texas Food Establishment Rule §228.210 states that a first aid kit shall be provided in all retail food establishments. §228.211 (1)-(2) further states that first aid supplies that are in a food establishment for the food employees' use shall be labeled as required and stored in a kit or a container that is located to prevent the contamination of food, equipment, utensils, and linens, and single-service and single-use articles.

For the purpose of retail food establishments, the Class A minimum fill requirements are recommended. American National Standard- Minimum Requirements for Workplace First Aid Kits and Supplies, ANSI/ISEA Z308.1-2015 states that in order to be ANSI compliant, First Aid Kits must contain the following supplies:

<b>2015 ANSI Class A Minimum Fill Requirements</b> Quantity	Item	Minimum Size or Volume
16	Adhesive Bandages	1" x 3"
1	Adhesive Tape	2.5 yd
10	Antibiotic Treatment	.14 fl. Oz (0.5g) applications
10	Antiseptic	.14 fl. Oz (0.5g) applications
1	Breathing Barrier	
1	Burn Dressing	4" x 4"
10	Burn Treatment	1/32 oz. (0.9g) applications
1	Cold Pack	4" x 5"
2	Eye Coverings	
1	Eye Wash	1 oz.
1	First Aid Guide	
6	Hand Sanitizer	
4	Medical Exam Gloves	
1	Roller Bandage	2" x 4" yd
1	Scissors	
2	Sterile Pads	3" x 3"
2	Trauma Pads	5" x 9"
1	Triangular Bandages	40" x 40" x 56"

Sam's Wholesale carries an approved kit for \$25.00. You can order it online or purchase in store.



## HCHD Class Registration & Information

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Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

### Permits (cash or company check only)

\_\_\_\_\_ Online Food Handler Certification \$15.00 (2 years)

\_\_\_\_\_ In-House Food Handler Certification \$15.00 (2 years)

\_\_\_\_\_ Online Food Manager Certification \$125.00 (5 years)

\_\_\_\_\_ Permit Replacement Fee \$10.00

\_\_\_\_\_ Out-of-County Permit Fee (Food Handler) \$10.00

\_\_\_\_\_ Out-of-County Permit Fee (Food Manager) \$20.00

\$\_\_\_\_\_ Total due \_\_\_\_\_ cash \_\_\_\_\_ check number

***\*\*\*All Out-of-County fees begin after September 1, 2016. This program is the only program recognized by Hardin County, Texas. In-House classes will be held at the H.C. Health Department annex 440 W. Monroe, Kountze, TX 77625***

\_\_\_\_\_ Voucher Number – use to show proof of payment

[hchd.statefoodsafety.com](http://hchd.statefoodsafety.com) – online course information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

HCHD \* 440 W. Monroe \* Kountze, Texas 77625 \* 409-246-5188