



Martin J. Chávez, Mayor

City of Albuquerque
Environmental Health Department
One Civic Plaza – P.O. Box 1293
Albuquerque, New Mexico 87103



Alfredo R. Santistevan, Director

January 30, 2007

Dear Principles and Activity Directors,

On September 23, 2002, the Albuquerque Environmental Health Department and the Albuquerque Public Schools (APS) entered into an agreement to protect the children's health and the public attending fundraising activities. The agreement is renewed annually. It was agreed that fundraising activities taking place within APS property involving the sale, distribution, donation or preparation of food are to follow policies and procedures established by APS, Food and Nutrition Services, and the Albuquerque Food Sanitation Ordinance. Because at that time, these changes represented a substantial change in procedures for some schools, all food providers were given until January 6, 2003, to come into compliance.

This letter serves as a reminder that these directives are still in effect and must be complied with for the 2006-2007 academic year. As was the case last year, anyone selling or giving away food must meet the requirements of the City Environmental Health Department, Food Sanitation Ordinance. All applicable fees must be paid. The only exceptions to these requirements would be a classroom that is making food solely for their own consumption as an educational activity, such as a home economics class, or small potluck limited to one or two classes.

A packet of information is attached explaining what is necessary to obtain a permit. Please distribute this information to all of the individuals providing food in your school, or having APS-related off-campus food sales, so that they will be aware of these requirements. A letter from APS Principal Food Services Manager authorizing the event to take place is required.

As you are aware, the safety of the children attending Albuquerque Public Schools is a top priority. Compliance with these regulations will help ensure that our students are protected from the potentially serious consequences of foodborne illness.

We appreciate your support in ensuring continuing compliance with these regulations. Please direct any questions to Lorie Stoller or Olivia Andrade de Sanchez, EH Supervisors at 768-2638.

Yours truly,

Darwin Pattengale, Manager
Consumer Health Protection Division
Environmental Health Department

Mary Swift, Director
Food and Nutrition Services
Albuquerque Public Schools

Attachment: APS FOOD VENDORS PERMITTING PROCESS,
Packet updated December 12, 2006

Cc: Consumer Health Protection Division
Mary Swift, Director, APS Food and Nutrition Services
APS correspondence files

APS FOOD VENDORS PERMITTING PROCESS

Frequently asked questions

Updated: December 12, 2006



Q: If I am selling or giving away food, snacks or beverages, or offering samples do I need a permit?

A: Yes, any and all food and beverages sales or the offering of samples are required to have an Environmental Health permit. You will need to apply for a certain type of permit depending on the activity planned and its duration, including food purchased from a commercial facility for resale. Booth set-up, food handling/safety and equipment requirements are listed in the table provided in the next page.

Q: Are there other permits that I need to apply for?

A: Yes, if you do not have your organization registered with the New Mexico Taxation Revenue Department and the City of Albuquerque (business registration). If you currently have a City of Albuquerque business registration you will need a copy of it, and proof of payment or receipt.

Q: What if the event is a fundraiser by a not-for-profit group?

A: The Environmental Health permitting process and fees still apply. The only difference will be that you will need a copy of your not-for-profit organization federal 501(C)(3) form with you when processing your Temporary Food Service Establishment permit, or any other food service permit. You will still need to obtain a City of Albuquerque business registration. However, there will no charge associated with the business registration.

Q: Can I sell or give away foods prepared at home?

A: Food prepared at home is NOT allowed to be sold to the public other than desserts for a bake sale. Only cakes/desserts that are not potentially hazardous and individually wrapped are allowed. Popcorn, sodas or ice cream can not be included in a Bake Sale permit.

Q: What type of permit should I request?

A: It depends on what is prepared, volume, duration and frequency.

Temporary Food Service Establishment Permit: If your event is one time, of short duration, and associated with an event. Example of events, Fall Carnival, Homecoming event, football, a sports fundraiser or any other will need to apply for and meet the requirements of a Temporary Food Service Establishment permit. Examples, History Fair, Homecoming, steak or spaghetti dinners, etc.

- If your fund-raising activities will last more than 14 consecutive calendar days, you may request to process a "Seasonal Temporary Food Permit". You will have to meet the operational requirements of a permanent food-service establishment below. Also referenced on pages 5 and 6.

Snack Bar: If you are planning a snack bar, you will need to meet structural and operational requirements of a permanent food service facility. Please contact our office at 768-2638 for further information.

Push carts and Mobile Units: If you plan to operate a pushcart to sell commercially pre-packaged popcorn, pre-wrapped snacks, and bottled or canned drinks you must meet the requirements of a mobile-unit pushcart except for the requirements of a handwash sink, hot and cold water supply, waste water and fresh water tanks. The sale of frankfurters, hot dogs or unpackaged foods and drinks requires a handwash sink, hot and cold water supply, fresh and waste water tanks.

Bake Sales: Fundraisers who would like to sell cakes, cookies, brownies, breads and sweet-treats that are individually pre-wrapped can request this permit. Each type of baked good sold or given away for a donation will require a listing of ingredients to inform the public, and prevent a possible food allergy reaction. Popcorn, sodas and other drinks or foods are NOT allowed under a Bake Sale permit. There is no fee involved with a Bake Sale application. Applications can be faxed to you once you request them from CHPD at (505) 768-2638.

Food prepared in a classroom: Food that is prepared in class and is consumed by those preparing it, as part of a class activity and sales not open to the rest of the student body, does not require a permit. The food must be consumed immediately after preparation and all leftovers are to be discarded. If food is prepared in a classroom for sale or donation to individuals outside of the classroom, a food service establishment permit must be obtained.

Fundraising event outside of APS: School organizations having fundraising events off of APS property must obtain Temporary Food Service or bake sale permits. The Organizer shall secure written authorization for the use of the property, for the proposed activity and the duration of the event.

BAKE SALES:

Q: How often can I request a Bake Sale Permit?

A: Bake sale permits are limited to not-for-profit organizations to raise funds at an occasional event. Only home baked or commercially prepared baked goods made with non-potentially hazardous frostings and filling are allowed. Examples are breads, cakes, muffins, brownies and cookies. Popcorn and candy bars cannot be sold at a bake sale. All items should have a label listing name of the product and ingredients. Ingredient lists can be attached to the packages or ingredients may be listed on a sign near the foods.

Q: Why do I have to list the ingredients on baked goods prepared for a bake sale?

A: Listing ingredients can be a matter of life and death to your customers. Food allergies and special dietary restrictions due to medical conditions make this extremely critical information for consumers.

Summary of requirements by type of permit:

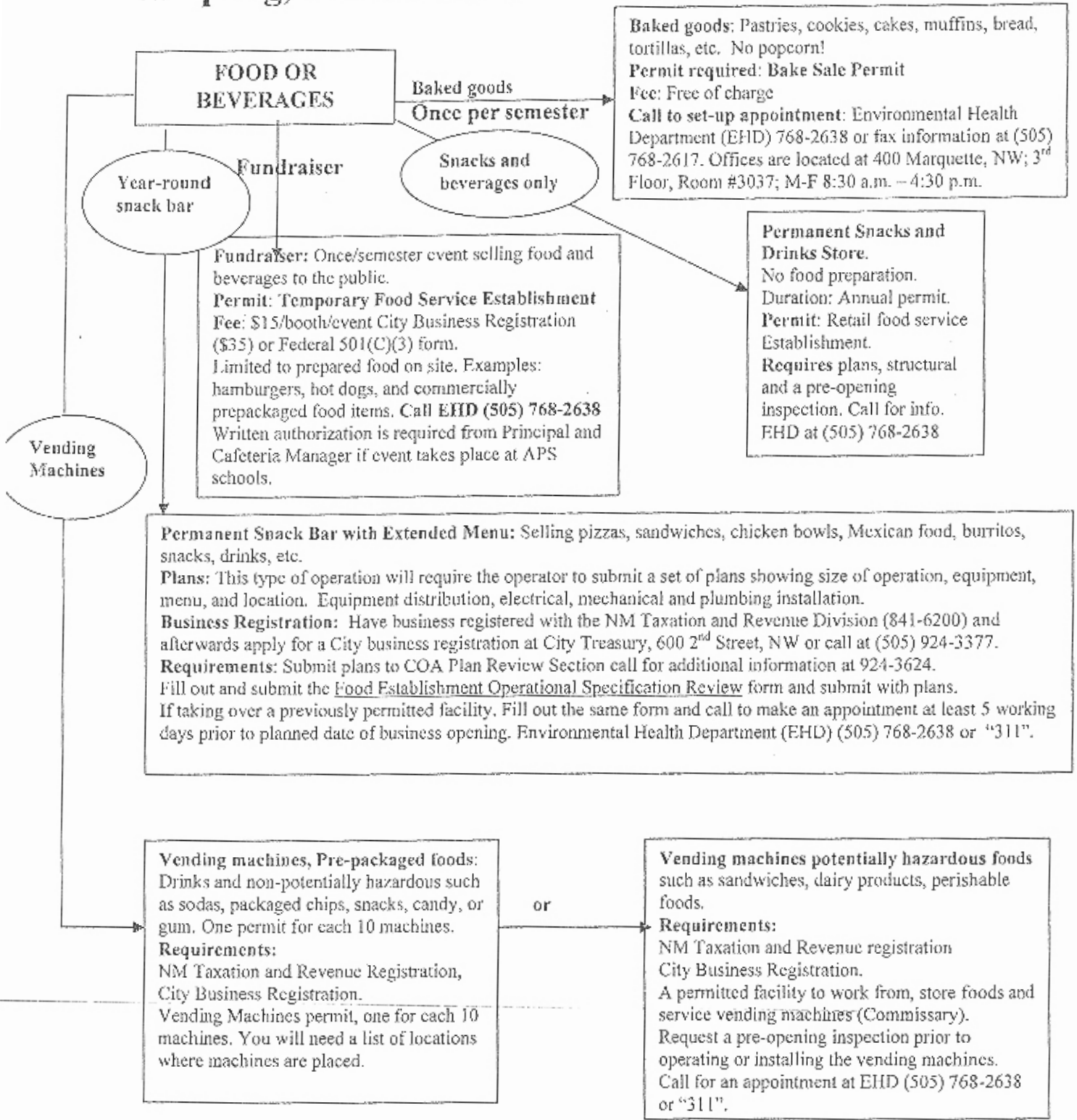
General Operation Requirements

Requirement	Other items to meet requirements
Hand wash station	Soap, paper towels, and handwash sign. Potable water supply.
Calibrated thermometer	Long metal stem thermometer 0-220°F.
Ready-to-eat foods	Do not touch. Use utensils or gloves!
Personal Hygiene	Hair restraints. No eating or drinking in food booth.
Permit	Environmental Health Permit at least one week prior to event.

Requirements by Type of Permit

Type of permit	Cost	Requirements
Bake Sale	No charge	Individually pre-wrapped and display a list of ingredients for each type of cake, cookies, muffins, etc. NO cream fillings.
Mobile push cart	\$30/ea.	Name of business on unit, address and phone number
	Annual permit.	Food examples: commercially prepackaged snacks and drinks, popcorn, candy bars, frankfurters, and hot dogs.
		Hot holding element with energy source. Hot foods at 140°F
		Cold holding unit to keep food at 45°F or below.
		Potable water and gray water storage tank.
		Commissary and service area required to report daily for servicing unit and storing food.
Snack Bar or Food Service Establishment	\$100 to \$400/yr.	Hand-sink with hot & cold running water under pressure.
	Annual	Commercial equipment for refrigeration, food hot holding, cooking, reheating (i.e. warmers, refrigerators, and stoves).
	Permit.	Dry storage and shelving to store food 4" off the floor.
		3-comp sink to wash, rinse and sanitize utensils & equipment.
		Service sink available to rinse mop.
		Sanitizer and test strip to check concentration of sanitizing solution. Wiping rags stored in sanitizing solution.
		Menu example: pizzas, subs, sandwiches, burritos, snacks, drinks and candy.
Temporary Food-service Establishment	\$15/event Not to exceed 14 days	Menu limited to commercially prepackaged foods and snacks, hamburgers and hot dogs. Other menu items require a commissary such as, APS cafeteria or a permitted food service establishment.
		Tent with 3-walls and a ceiling.
	*Once	Floor covered with asphalt or tarp, linoleum (no carpets).
	Per	Gravity fed handwash station, soap, and paper towels.
	Semester	Wiping rags stored in sanitizing solution; bleach @ 100ppm.
	(* APS policy.	Chemical test strip to check sanitizing solution concentration.
		Refrigeration if cold holding or serving cold food.
		Warmers that can reach up to 400°F for hot holding food.
		Food guards to protect food from contamination.
		All drinks shall be stored at a designated break area, covered and with a straw. No sport-drink containers.
		Hair restraints: All individuals in booth shall have their hair away from face and held back.

I decided what food I am selling, giving away or sampling, what do I need?



Note: This is an abbreviated piece of information. Each operation is unique and based on the type of food you are planning to serve or the duration of the event you are planning, other type of permits may apply. Operational and structural requirements may change.



Mary L. Swift, RD, LD, SFNS
 DIRECTOR

Date: _____

City of Albuquerque
 Environmental Health Department
 Consumer Health Protection Division
Fax: (505) 768-2698
 P.O. Box 1293
 One Civic Plaza NW #3027
 Albuquerque, NM 87103

To Whom It May Concern:

_____ (school & group in charge of event) is
 hosting _____ (event name) on _____ (date & time).

Permission has been granted by _____ (principal), and _____
 (cafeteria supervisor), to use cafeteria kitchen for food preparation in order to comply with city ordinance food safety
 requirements. We understand that a Temporary Event Permit is also required for this event.
 A certified cafeteria supervisor will be available to supervise preparation and procedures, and paid for his/her services.

Approximate expected attendance: _____

_____ (principal) _____ (signature)
 (please print)

_____ (cafeteria supervisor) _____ (signature)
 (please print)

I have received and read the City of Albuquerque Environmental Health Department regulations
 _____ (hosting organization)



Albuquerque Environmental Health Department
BAKE SALE
PERMIT APPLICATION

APPLICATION INFORMATION:

Name of Organization: _____

Person in Charge: _____

Title: _____

Points of Contact

a. Home Address: _____

b. Telephone Number: _____

Home

Work

Cell

c. Fax Number: _____

Location of Proposed Sale: _____

Dates (s) of Proposed Sale: _____

Type of Baked Goods to be Sold: _____

Note: Canned, bottled sodas or commercially processed snacks cannot be offered to the customer with a Bake Sale Permit.

I do hereby agree to abide by all requirements of the Food Sanitation Ordinance as it relates to Baked Goods Sale. I further understand that the enforcement authority prohibits the sale of potentially hazardous foods with this permit. Failure to comply with given requirements are grounds for immediate closure of the sale.

Applicant's Signature and Date

Permit Approved by:



Albuquerque Environmental Health Department Temporary Vendor Operations Checklist

Welcome to the City of Albuquerque!

The checklist below is to guide you in the set-up of your temporary seasonal food booth. These are minimum requirements. Additional requirements may be listed based on the complexity of your operation.

Check (✓) when booth / tent is completed:

TENT / BOOTH SET-UP:

- () TENT overhead and walls covered except for customer service area.
- () FLOORS of tight materials, like wood, asphalt, or other cleanable surfaces.
- () FIRE RESISTANT MATERIALS (as per Fire Code) behind and under heat/flame producing equipment. UL electrical extension cords.
- () CEILINGS made of wood, fire resistance materials to protect interior from the weather.

OPERATION:

- () HOT HOLDING equipment able to keep food at 140°F or hotter. NO STERNOS.
- () REFRIGERATORS, ice chests or cold holding equipment should be at 40°F prior to placing food inside. Food should be kept at 45°F or colder.
- () STORAGE racks to keep food, food equipment and supplies a minimum of 4" off the floor.
- () COOKING EQUIPMENT verify it is in good working condition.
- () THERMOMETERS for refrigerators/freezers, cold holding units able to keep food at 45°F. Long metal stem thermometer to check food temperature: NSF 0-220°F
- () 3-COMPARTMENT SINK set-up for ware washing. Steps are: WASH, RINSE and SANITIZE.
- () GRAVITY FED HANDWASH STATION: minimum 5-gallon water jug with spigot filled with warm water, soap and paper towels.
- () BUCKET TO COLLECT WASTE from the gravity fed hand wash station(s).
- () BUCKET OR SPRAY BOTTLES TO SANITIZE surfaces marked "Sanitizer".
- () SANITIZER CHEMICAL TEST STRIPS. Approved sanitizers: Chlorine, Iodine and Quaternary ammonia. Test strips should match sanitizers used. Sanitizing concentration range 50-100 ppm for chlorine, 25-50 ppm for iodine or, 100-200 ppm quaternary ammonia.
- () FOOD CONTAINERS, hotel pans, pots, pans, serving utensils all washed and sanitized prior to use.
- () HAIR RESTRAINTS for employees, volunteers working at the booth.
- () DRINK CONTAINERS with lids and straws stored at a designated area. No eating, drinking or smoking in the food booth. Take breaks outside food booth. Wash hands often!
- () SINGLE SERVICE ITEMS (plastic and paper goods for customer use) stored covered and 4" above the floor.

WASTE COLLECTION:

- () SOLID WASTE: Minimum 2 garbage cans per booth (1-inside; 1- outside).
- () LIQUID WASTE: Containers with covers to collect hand washing station waste and grease waste. Do not pour liquid into storm drains. Pour waste into approved/market "liquid waste" containers.

QUESTIONS? PLEASE CALL CONSUMER HEALTH PROTECTION DIVISION @ 768-2638