

Guideline No.: FH/002

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**Title: Guideline for Temporary Facility**

Issued by: Food & Health Department

1.0 INTRODUCTION

PCFC Environment, Health and Safety helps to protect the public from food borne illnesses. Temporary food facilities are permitted under certain conditions and this document will serve as a guide to future Food facility owners in providing safety to the public by meeting the minimum standards established by Environment, Health and Safety.

2.0 SCOPE and FIELD OF APPLICATION

This guideline covers all PCFC and its Business Units clients.

3.0 DEFINITION OF TERMS

Temporary Facility	Nonpermanent facility used for storing, preparing, serving or otherwise handling food at the retail level and at a fixed location.
Food Handler	Any person who directly handles, packaged or unpackaged food, food equipment and utensils, or food contact surfaces and is expected to comply with food hygiene requirements.
Potentially Hazardous Food	Food that supports rapid and progressive growth of microorganisms that may cause food infections or food intoxication.
Spoiled or Rotten Food	Food items that are no longer applicable to human consumption due to accumulation of microorganisms causing the food to have foul odor.

4.0 REQUIREMENTS FOR TEMPORARY FACILITY

Structural Requirement

Facility

- Temporary facility must be designed and constructed to protect food from being contaminated while operating.
- Name of the facility, address and contact numbers must be prominently displayed outside the premises.
- Construction of the whole facility must be made up of non-flammable materials.
- Areas used for slicing, chopping, spicing, cooking, assembling ingredients and similar preparation must be fully enclosed and have a cleanable floor surface. Floors should be sufficiently sloped for liquids to be drained.
- Ventilation and lightings inside the facility should be adequate to facilitate good working procedure.

- f. Seating area is not allowed inside the facility. If the seating area will be placed outside the facility a canopy or roof structure is required for overhead protection and a perimeter barrier.

#### Plumbing and Sink Requirement

##### Water Supply

- a. Adequate hot and cold running water from an approved source must be available during all times of operation.
- b. Potable water lines and hoses must have an appropriate backflow protection.
- c. Hoses used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner.
- d. If running water is not available, there should be sufficient stock of water, in addition to that needed for preparation and serving of food.

##### Handwashing

- a. Hand and utensil washing facilities are required for all except those that serve packaged food and do not use any type of utensil.
- b. All areas that handle non-prepackaged food are required to have hand wash facilities.
- c. All hand wash stations must have a liquid soap and towel dispensers or hand driers readily available at all times.
- d. Liquid hand sanitizer is not an acceptable substitute for soap and water.

##### Utensils

- a. All facility using utensils require a 3-compartment metal sink (stainless steel) with 2 metal drain boards and hot and cold running water.
- b. A 2-compartment sink with a separate container or tub for the 3<sup>rd</sup> compartment may be substituted if adequate drain board area is provided.
- c. All three sink compartments must be large enough to accommodate the largest utensil.
- The first compartment should be labeled “Wash”
  - The second compartment should be labeled “Rinse”
  - The third compartment should be labeled “Sanitizer”
- d. One drain board is to be used for soiled utensils. The other drain board is used for air-drying clean, sanitized utensils.
- e. All utensils are required to be sanitized after they are washed.

##### Wastewater

- a. All liquid waste from the temporary facility must be disposed in a manner approved by the relevant authority.
- b. Properly designed grease traps shall be provided wherever cooking of food is carried out. No untreated wastewater shall be discharged /disposed to any facility without a Permit from the relevant Authority (Either Dubai Municipality/ EHS). No solids shall be dumped/dropped into the drainage systems.

- c. Subject to Authority approvals, liquid waste from the temporary facility must be directed to the public sewer or collected in a container for later disposal to the sewer.
- d. If sewer connection is not available, liquid waste containers must have a capacity at least 50% greater than the potable water tanks.
- e. Liquid waste containers should be labeled "Wastewater".

#### Toilet Facilities

- a. Approved toilet facilities must be located within 200 feet walking distance from the temporary facility.
- b. Hand washing facilities with running water, liquid soap and paper towel dispensers must be immediately available.

#### Garbage and Refuse

- a. Refuse containers or garbage bin with garbage bags are required in the facility. Refuse containers must be covered and leak-proof.
- b. Frequency of waste disposal must be adequate to prevent spillage or nuisance.
- c. All garbage bags must be secured tightly to minimize odors, leakage and insect infestation.

#### Food Handling Requirements

##### Food Preparation

- a. All foods must be from approved sources and free of contamination.
- b. All food handling and preparation shall take place within the facility unless an alternate food preparation site has received a written pre-approval from the relevant authority.
- c. Food preparation surfaces, cutting boards and all food utensils must be frequently washed and sanitized during food preparation.
- d. Raw fruits and vegetables must be washed thoroughly in potable water with food grade sanitizer.
- e. Cooking should be done without any interruption in the process unless specifically required.
- f. Chilled foods that are to be served hot should be re-heated thoroughly so that the internal temperature reaches 75 degree Celsius before serving.
- g. Food not intended for immediate serving should be chilled.
- h. Packaging materials intended for food items that are to be sold should be non-toxic, durable, clean, appropriate to the food to be packed, capable to withstand the condition of storage and unable to contaminate the food.

##### Temperature Control

- a. Temporary facility must be provided with adequate equipment for proper temperature control of potentially hazardous foods to ensure safe food service at all times, including during transit.
- b. Thermometer and monitoring records must be available in the facility.

- c. Potentially hazardous frozen food must be thawed only by one of the following methods:
  - In the refrigerator, well in advance of the time when it will be needed.
  - In the microwave, if it is going to be cooked immediately afterward.
  - In a colander under running water in a food preparation sink.
- d. Meat, fish, poultry and eggs must be thoroughly cooked to the minimum temperature.
- e. Cooked food should be immediately placed in preheated hot holding units.
- f. Leftover potentially hazardous food that has been held hot must be destroyed of each operating day in an approved manner.

#### Food Handlers

- a. Food handling techniques must be followed consistently.
- b. Food handlers shall keep their hands clean by washing with soap and water before food preparation activities.
- c. No person who is known to be suffering from, or who is a carrier of any communicable diseases, or has an infected wound or open lesion should be engaged in the preparation or handling of raw material, ingredients and other food products.
- d. Any person who has cut or wound should not continue to handle food or food contact surface until the injury is completely healed.
- e. All employees should wear clean protective clothing appropriate to the nature of their work, including footwear and hair covering.
- f. Eating or smoking Is prohibited inside the facility during preparation or handling of food.
- g. Clothing sleeves should not extend below the elbow unless water-proof protective sleeves are used to cover the arm.
- h. All food handlers should have adequate Basic Food Hygiene training by accredited third party company from the EHS- Food and Hygiene Department.
- i. All food handlers must have a valid Occupational Health Card prior to food-handling.

#### Storage/ Service

- a. All foods, beverages, utensils, and equipment must be protected and should be placed on clean surfaces such as tables and/or shelves.
- b. Condiments available for self-service shall be pre-packaged or held in a dispensing device (pump or squeeze bottle).
- c. There should be available freezer/ chiller for frozen meat, chicken, beef and fish. (Ensure all food items are properly segregated according to types).
- d. Counters – unwrapped food on display must be covered at all times or protected in some other way to avoid any cross-contamination.
- e. Refrigerated Display Cabinets – raw and ready-to-eat food must be kept separate. Food must be stored so that there is adequate space for air to circulate around the food and that the food is stored within the load limits recommended by the manufacturer.

- f. Bain Marie and other Hot holding equipment – Bain Marie are not designed for heating food, but only for keeping hot food hot and must be set to the highest temperature setting.
- g. Storage for mop bucket, detergents/sanitizers and cleaning supplies must be located away from any food items to prevent contamination.

***Food Transport Vehicle***

Food transport vehicle should be approved by EHS – Food and Hygiene Department. Refer to EHS Food Supplier/Vendor Licensing and Approval Procedure **PCFC/EHS-FH/002.02-GDL**

### WAYS OF MINIMIZING FOOD SPOILAGE

1. Limit the time that food is kept at temperatures between 5 degree Celsius to 64 degree Celsius.
2. Buy food which is not old or near the end of its use by or best before date.
3. Dried foods must not absorb any moisture.

### FEW REMINDERS TO PREVENT FOOD POISONING

1. Store food at correct temperature. Keep cold food cold (below 5 degree Celsius) and hot food hot (above 64 degree Celsius)
2. Cook and reheat food evenly, ensuring that the internal temperature reaches 75 degree Celsius. This will minimize the bacteria that could have been present in the food when stored.
3. Store and prepare cooked and ready-to-eat food separately from raw foods. Segregation of food items is one way of preventing cross-contamination to occur.
4. Practice personal hygiene regularly, like washing of hands before handling and preparing food.
5. Use suitable containers which are leak-proof and have tight fitting lids for food storage.
6. Ensure that chemicals are stored in completely separate areas from food. Chemical containers must be clearly identified, and old food drink containers must never be used for storage of chemicals.
7. Keep all food preparation areas, cutting boards and utensils clean.

#### A note on Left-over Food and Returned Food

Any left-over for the day or any food that has been returned to the facility or the kitchen for whatever reason must not be resold, or offered for sale. It should be disposed off and must not be kept and stored. If items need to be retained for recall purposes or further investigation, they should be stored in especially designated area or container and properly labeled.

## PROCEDURE TO OBTAIN APPROVAL FOR TEMPORARY FOOD FACILITIES

### Step 1

Client must submit a formal letter and a filled application form *EHS-CLNT-PROC-001(EHS NOC for BP) and EHS Procedure for Temporary Use of Portacabin & Container* (if applicable) to Environment, Health and Safety expressing their request to bring/ install a Temporary Food Facility inside their premises. This letter must be submitted 5 working days prior to the proposed date of entry/ installation.

### Step 2

The following documents should be attached to the formal letter and submit to EHS Reception (Main Office) in Jebel Ali, near Gate 3:

- i. Copy of the Trade License.
- ii. NOC from the Project Owner
- iii. Portacabin/Container Entry Request Form – client must completely fill-up the form including their purpose and duration of bringing-in the Temporary Food Facility.
- iv. Setting Out Plan – this must show the exact location of the facility including the location of the Food Facility (if applicable).\*\*
- v. Detailed drawing, specifications, design and finishing details of the Food Facility\*\*.

### Step 3

Upon receipt of the client's request, EHS shall review all the documents and assess the feasibility for preliminary approval. EHS conditions for the use of Temporary Food Facility shall be issued on a case-to-case basis to clients and shall be adhered to at all times. EHS Document Processing Fee shall be charged to the client.

### Step 4

If EHS is satisfied with all the documents/ drawings/payment receipt EHS shall issue an approval letter within 5 working days after receipt of the application.

### Step 5

Approved Temporary Food Facility will be routinely inspected by EHS Officer to check if safety practices are implemented. It is the clients' responsibility to monitor these practices in their facility.

### Notes:

\* *Application/ Request Forms can be downloaded at EHS website*

*All requirements for submissions and approvals of drawings /plans for such facilities shall follow the EHS Procedure, EHS-CLNT- PROC-001(HS NOC for BP) and EHS Procedure for Temporary Use of Portacabin & Container*

\*\**Client must submit one (1) softcopy along with the hardcopies.*