



FOR OFFICE USE ONLY	
Issue Date	_____
Expiration Date	_____
Food District	_____
Approval	_____

Chapter 17 of the Dallas City Code provides that the free service and distribution of food to the homeless by a church, civic, or other charitable organization is a defense to prosecution from licensing and the other requirements for food establishments, if the organization: (1) distributes the food at a location approved by the Director with written consent from the property owner to conduct that activity on the property; (2) is currently registered with the director and is conducting the activity in accordance with all terms and conditions of the registration; and (3) has met annual training requirements for Safe Food Training as required by the director.

The following registration information must be completed annually and submitted to the Director of Environmental and Health Services Department. Upon approval, this form will be returned to the Food Service Provider and must be available to be presented to law enforcement or other City inspection personnel during food service, upon their request.

Organization Name: _____ Registration Date: _____

Mailing Address _____ Telephone Number _____

City _____ State _____ Zip Code _____

Contact Person/Person-In-Charge _____

Phone Number of Contact Person and E-mail Address _____

Where will the food be prepared? _____ Type of Food to be served (Hot Cold Sandwiches)

Describe garbage disposal method: _____ How many volunteers will you utilize: _____

Tips:

1. Renew your registration annually. This registration expires on the above date.
2. Annually complete a Food Safety Training Class.
3. Turn completed registration forms in at the Food Protection and Education Division: 7901 Goforth, Dallas, Texas 75238. Office Phone: (214) 670-8083.
4. Please leave your food distribution area clean.
5. You can get your registration form the same day you take the Food Safety Training Class.

Address(es)/Location(s) where food will be distributed. You must attach evidence of permission from the property owner(s) to serve food at the specified location(s).

Date of completion of Food Safety Training. You must attach evidence of completion of Food Safety Training.

I agree to comply with the terms and conditions of this registration and understand that failure to do so may result in a citation to municipal court, punishable by a fine of up to \$2,000. In addition, the defense to prosecution for failure to have a food permit under Chapter 17 of the Dallas City Code may no longer apply.

Signature of Person Completing this Form _____

Provisions for Feeding the Homeless as outlined in Chapter 17, “Food Establishments,” Dallas City Code

Types of food to be served

- 1) It is recommended that low hazardous foods be served (i.e., lunch meat type sandwiches and fruit).
- 2) Restrict high hazardous foods (i.e., plate lunches, tuna/chicken salad, casseroles, seafood and other foods that require extensive handling).

Food Safety Class

At least one person who attended an Annual Food Safety Training Class must be present at all times that food is being served to the homeless.

Standards for Food Preparation and Transport

- 1) Food must be transported and served within four hours of preparation.
- 2) Food must be transported in a clean conveyance.

Hand Washing

- 1) A five gallon container with a spigot and catch bucket for hand washing must be provided at any site where non-prepackaged food is served.
- 2) Soap and individual paper towels must be available for hand washing in accordance with Section 17-9.2 (f) (4) of the Dallas City Code.

Wastewater

All wastewater generated must be disposed of properly at your place of business or in a sanitary sewer in accordance with Section 17-9.2 (f) (2) (C) of the Dallas City Code.

Trash

Trash must be disposed of properly in garbage bags or trash receptacles and removed from site.

