

Brazos County Health Department

A City-County Public Health District

November 3, 2014

Dear Permit Holder:

It is time to renew your food service permit for the year 2015. Our hope is to make renewing your permit as easy as possible. We have outlined a few steps, which we believe will make the process easier. Please read these steps **carefully**. You will be held responsible for all information in this letter.

1. We have sent you a completed application(s). The application should have the basic information that we have on file for your establishment. If any of the information is incorrect, please write in the correct information and we will make the changes. We must have a good contact phone number. **PLEASE INCLUDE YOUR EMAIL ADDRESS UNDER YOUR STREET ADDRESS. YOU MUST SEND AN APPLICATION WITH YOUR PAYMENT.**
(Note #1) Make sure the address on your application is where the permit and this letter should be sent.
(Note #2) You will not be allowed to renew your permit if you have outstanding unpaid re-inspection or other fees owed to the Brazos County Health Department.
2. There is a flat fee of **\$400.00** for retail food service establishments (**\$150.00** for Brazos County restaurants not in Bryan or College Station). For seasonal retail food service permit holders in Bryan and College Station, the fee is **\$135.00**. A seasonal establishment is defined as a business that is only in operation for 4 consecutive months of the calendar year. An example of a seasonal permit holder would be a snow cone stand or a little league concession stand. You will be required to have one certified food manager with a seasonal permit.
3. Please return your application and fee before **January 1, 2015**. Applications for permits **postmarked** or **received** after **January 7, 2015**, will have a 20% late charge added to the permit fee. **Remember:** If you have an inspection after January 1, 2015, you will lose 3 points for not having the current permit, regardless of payment status!
4. If applications and fees are not received by 5:00 p.m. **January 15, 2015**, your retail food operation will be suspended. (Suspension notification will begin on **January 16, 2015**).

The following items are important to each food service owner/operator, and are covered in the Texas Food Establishment Rules (TFER) March 15, 2006, City/County ordinance/order, or Brazos County Health Department policy.

IMPORTANT REMINDERS!

- We would like to remind all Bryan and College Station permit holders that food handling (including bartenders) and dishwashing employees are **required** to have food handler cards or class receipt, by **first** day of employment. Also, each establishment (Bryan and College Station permit holders only) is **required** to have at least one certified food manager. Food handler cards and food manager (must be an employee!) certificates/cards must be kept on site or **posted** in a visible place, as per city ordinance. Education is our best defense against food borne illness!

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- TFER is due to be updated by mid-to late 2015. BE READY FOR MAJOR CHANGES!
- Permitted food services wishing to do temporary (off-site) food events must come to the Brazos County Health Department, make an EXEMPT application (no charge) and watch a five-minute DVD on temporary food set-ups. Some exempt events will be randomly inspected. Remember: If a temporary food event is held under your permit, you are responsible for hygiene problems!
- Sushi bars and restaurants offering undercooked/raw meats or eggs must have a reminder/disclosure statement to the public. This is explained in TFER, 2006. Sushi bars using raw fish and acidified rice are required to have a variance or HACCP plan on-site. Failure to have a written variance or HACCP plan, log books and seafood receipts will result in a 4 point demerit and/or closure of your sushi bar.
- All mobile food establishments (trucks, trailers, carts, etc.) will be required to have a central preparation facility (CPF) in order to operate in Brazos County as of January 1, 2012. The Texas Food Establishment Rules (2006), p.135, describes this facility and its function. Food cannot be prepared in this facility! (Unless it is a permitted kitchen). Opening inspections will be done at your CPF.
- Please insure that food products you receive from suppliers are received at the correct temperature. Do not accept shipments that are out of temperature, as you will be responsible for that food once you accept it.
- We ask that all thermometers used in cooking or holding of food items (hot or cold) be calibrated according to manufacturer's specifications at least monthly or more often.

We hope that 2015 will bring you increased business, good luck, and high-score inspections! Should you have any questions, concerns or suggestions about your permit, please call me or any of the inspectors at (979) 361-4450.

Sincerely,

Don Plitt, RS
Environmental Health Services Division Director

