



## LIMITED SERVICE CHARITABLE FEEDING OPERATION (LSCFO) REGISTRATION FORM

CHARITABLE FEEDING OPERATION INFORMATION	
OWNER name:	ORGANIZATION name:
Address:	Physical address:
City, state, zip:	City, zip:
Phone #:	Phone #:
Email:	Email:
Does/did owner have a health permit in Santa Clara County? If yes, provide Facility ID# and Facility Name.	Contact name:
FA0 _____ Name: _____	Contact phone:
MAILING address: <input type="checkbox"/> Owner <input type="checkbox"/> Organization <input type="checkbox"/> Other (provide below)	
Website:	

FOOD OPERATION (check all that apply):
<input type="checkbox"/> *Distribution of 100% prepackaged, shelf-stable foods (Category 1) <input type="checkbox"/> *Distribution of 100% prepackaged, shelf-stable and perishable foods (Category 2) <input type="checkbox"/> Reheat or portion commercially prepared foods with no further processing (Category 3) <input type="checkbox"/> Heat, portion, or assemble a small volume of commercially prepared foods or ingredients that are not prepackaged (Category 4)
<i>* If you only distribute prepackaged foods in conjunction with a local food bank, you do not need to fill out this form. Contact your local food bank for more information.</i>

FOOD SOURCES (check all that apply):
<input type="checkbox"/> Purchases <input type="checkbox"/> Donations <input type="checkbox"/> Food bank <input type="checkbox"/> Permitted facilities (grocery store, restaurant, permitted caterer, etc.) <input type="checkbox"/> Private individuals ( <input type="checkbox"/> pre-packaged/canned food <input type="checkbox"/> prepared food) <input type="checkbox"/> Other _____

<b>Office Use Only</b>	OW#	AR#	FA#	SR#
PR#	P/E FP	Status	Approved by	Date
Designated employee	Registration valid dates / / to / /		Supervisor	Date
Conditions			Support Staff	Date

## FOOD DISTRIBUTION

**Frequency:**  Year-round  Seasonal – dates: \_\_\_\_\_

Indicate your service days and hours.

\_\_\_\_\_

\_\_\_\_\_

**Locations:**

- Onsite  To a permitted food facility  To another LSCFO
- Offsite locations ( structure  park, parking lot  other \_\_\_\_\_)
- Other \_\_\_\_\_

## TYPICAL MENU ITEMS AND PREPARATION ACTIVITIES (Categories 3 and 4)

**Provide a list of typical menu items and preparation activities if your operation provides any open food.** Note that further evaluation of processes may be necessary to determine if your operation is consistent with registration requirements.

Menu item	Buy/serve pre-packaged	**Cook	Heat/reheat	Assemble	Portion	**Make from scratch	Other preparation: describe.
<i>Example: Lasagna</i>			X		X		
<i>Example: Ham and cheese sandwich</i>				X			<i>Slice tomatoes, lettuce.</i>
<i>Example: Watermelon</i>					X		

\*\*Cooking and making menu items from scratch may disqualify the operation from registration as an LSCFO.

## BEST MANAGEMENT PRACTICES (BMP)

The LSCFO categories applicable for each BMP item are highlighted. Refer to the Limited Service Charitable Food Operation Best Management Practices document for additional details.

Best Management Practices	LSCFO Category			
<b>FOOD SAFETY</b>				
1. Potentially hazardous foods (PHF) are maintained at approved temperatures for hot and cold holding.	1	2	3	4
2. Food is properly reheated.	1	2	3	4
3. Frozen foods are properly thawed.	1	2	3	4
4. Raw produce is properly washed in potable water.	1	2	3	4
5. Food is from approved sources, has been maintained safe, and is fit for human consumption.	1	2	3	4
6. All foods are stored to protect them from contamination.	1	2	3	4
7. Food is inspected upon delivery or receipt to ensure it is wholesome and in good condition.	1	2	3	4
8. Food removed from its original packaging and stored in a working container must be food-grade and labeled.	1	2	3	4
9. Food is protected from consumer contamination during service and is not re-served after being in the possession of a consumer.	1	2	3	4
10. Food is stored with newer products behind older products and expiration dates are within acceptable limits.	1	2	3	4
11. LSCFO is knowledgeable about the major food allergens.	1	2	3	4
<b>EQUIPMENT AND UTENSILS</b>				
12. All equipment and utensils that come in contact with food or beverages are food-grade quality, smooth, easily cleanable, and non-absorbent.	1	2	3	4
13. Handwash facilities are maintained clean, unobstructed and accessible at all times.	1	2	3	4
14. Accurate probe thermometers are available to measure food temperatures and are properly sanitized between uses.	1	2	3	4
15. Refrigeration units are equipped with an accurate thermometer and proper temperatures are maintained.	1	2	3	4
16. Food, equipment, and food-related supplies are properly stored.	1	2	3	4

### LSCFO Category Legend:

- 1 = Storage and distribution of whole, uncut produce or pre-packaged, non PHFs in their original manufacturer's packaging (grocery only, no perishable foods)
- 2 = Storage or distribution of commercially prepared and commercially packaged potentially hazardous cold or frozen foods (grocery only, including perishable foods)
- 3 = Reheat or portion commercially prepared foods with no further processing
- 4 = Heat, portion, or assemble a small volume of commercially prepared foods or ingredients that are not prepackaged

<b>Best Management Practices (continued)</b>	<b>LSCFO Category</b>			
17. Equipment (i.e., utensils, tables, sinks, food containers, etc.) is clean and well maintained. Food contact surfaces are properly washed and sanitized.	1	2	3	4
18. Equipment and utensils must be properly washed and sanitized	1	2	3	4
19. Utensils are protected from dirt and contamination during storage.	1	2	3	4
20. Appropriate testing materials (test paper strips) are readily available to test sanitizing solutions/method.	1	2	3	4
<b>WATER AND SEWAGE</b>				
21. All kitchen and restroom sinks are in good repair and supplied with hot and cold water under pressure.	1	2	3	4
22. All waste water is properly disposed of through either a sanitary sewer system or an approved septic system.	1	2	3	4
23. Water used for handwashing, making ice, handling foods, and washing utensils meets safe drinking water standards and comes from an approved source (permitted well, city water supply, etc.)	1	2	3	4
<b>FOOD HANDLING WORKERS</b>				
24. Food handlers are trained in proper handwashing procedures and they consistently wash their hands with soap and warm water to prevent food contamination.	1	2	3	4
25. Food handlers are not working when ill or have exposed wounds/sores.	1	2	3	4
26. The hygiene habits of food handlers will not provide an opportunity to contaminate food.	1	2	3	4
27. Food handlers do not use tobacco or e-cigarettes or eat during food handling activities or when inside food handling areas.	1	2	3	4
28. Pets and live animals are excluded from food storage, preparation and service area. Service animals may be allowed.	1	2	3	4
29. A designated area for employees' and/or volunteers' clothing and personal effects is provided.	1	2	3	4
30. Food handlers are aware of basic food safety measures, as they relate to their given duties.	1	2	3	4
<b>PEST CONTROL</b>				
31. The physical facilities are maintained clean and free of vermin, including rodents (rats, mice), cockroaches, and flies.	1	2	3	4

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Best Management Practices (continued)	LSCFO Category			
<b>GENERAL SANITATION</b>				
32. Floors, walls, and ceilings are clean, well maintained, and in good repair (fixed facility).	1	2	3	4
33. Toilet facilities are clean, well maintained, and in good working order.	1	2	3	4
34. Toilet facilities have dispensers for single use paper towels (or a heated-air hand drying device), soap dispenser and toilet tissues and are fully stocked (fixed facility).	1	2	3	4
35. Outside trash bins are in good repair and the lids are kept closed when not in use.	1	2	3	4
36. Hazardous substances (cleaning supplies) are properly labeled and stored below and away from food products.	1	2	3	4
<b>OFFSITE FOOD DISTRIBUTION</b>				
37. Offsite food distribution will meet the requirements of all local jurisdictions.	1	2	3	4
38. Food is protected from contamination.	1	2	3	4
39. Extra serving utensils are available or a temporary utensil wash station will be set up at the offsite distribution location.	1	2	3	4
40. A temporary handwash station is set up prior to handling unpackaged food at the offsite distribution location.	1	2	3	4
41. Toilet facilities located near the distribution site when distribution will occur for more than one hour.	1	2	3	4

**CERTIFICATION STATEMENT:** I declare to the best of my knowledge and belief that the information contained on this document is correct and true. I understand that further information may be requested to verify eligibility requirements for registration. I agree to comply with required food safety best management practices and all applicable California Retail Food Code (CalCode) sections. I understand a health permit will be required per CalCode Sections 113789, 114380, and 114381 for food preparation and food service activities that exceed LSCFO categories, as defined in CalCode Section 113819.

I understand the County of Santa Clara Department of Environmental Health will investigate food safety related complaints and may enforce all pertinent CalCode sections. I understand this registration may be suspended or revoked by the Department due to imminent public health hazards. I understand the Department may recover any costs associated with performing these activities.

A registration fee is required at the time of application and upon annual renewal. Fees are non-refundable and subject to change.

NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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