



# Guidance Document For Unattended Food Establishments



Prepared by the  
Unattended Food Establishment Committee  
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with Iowa amendments

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## Minimum Requirements for an Unattended Food Establishment

### A) Definitions

- (1) Unattended Food Establishment means an operation that provides packaged foods or whole fruit using an automated payment system; and has controlled entry not accessible by the general public.
- (2) Controlled Entry means selective restriction or limitation of access to a place or location.

### B) The plan review and food safety operating permit shall be in accordance with the requirements of the local authority having jurisdiction.

### C) Unattended Food Establishment Location

- (1) The unattended food establishment shall be located in the interior of a building that is not accessible by the general public. Access to the unattended food establishment shall be limited to a defined population (e.g., employees or occupants of the building where the establishment is located).

### D) Nature and Source of Food and Beverages Offered for Sale

- (1) Only commercially packaged foods properly labeled for individual retail sale (perp-0 [Food Code](#) definition of packaged and labeled per section 3-201.11(C) are offered).
- (2) No unpackaged food is permitted except as provided by section 3-302.11(B) (1), of the Food Code.
- (3) Food preparation by consumers is limited to heating/reheating food in a microwave oven.
- (4) No dispensing of bulk food.

### E) Refrigerated Display Equipment

- (1) An unattended food establishment shall be equipped with refrigeration or freezer units that have the following features:
  - (a) Self-closing doors that allow food to be viewed without opening the door to the refrigerated cooler or freezer; and
  - (b) Automatic self-locking mechanism that prevents the consumer from accessing the food upon the occurrence of any condition that results in the failure of the refrigeration unit to maintain the internal product temperature specified under section 3-501.16(A) (2) or freezer unit to maintain the product frozen.

### F) Food Service Equipment Limitations

- (1) Beverages are dispensed by individual serving only. Beverage dispensers connected to the building water supply must be properly equipped with backflow prevention pursuant to section 5-203.14 of the Food Code.
- (2) Food Contact Surfaces
  - (a) Multi-use food-contact surfaces shall be cleaned on the frequency consistent with the service per section 4-202. 11, of the Food Code or can be easily removed and replaced with cleaned surfaces.

- (b) No multi-use food-contact surfaces intended for use with time/temperature control for safety foods are permitted.

G) Security

- (1) An unattended food establishment shall provide continuous video surveillance of areas where consumers view, select, handle and purchase products that provides sufficient resolution to identify situations that may compromise food safety or food defense.
  - (a) Video surveillance recordings shall be maintained and made available for inspection upon request by a representative of a regulatory agency within 24 hours of a request.
  - (b) Video surveillance recordings shall be held by the establishment for a minimum of fourteen (14) days after the date of the surveillance.
- (2) The permit holder shall take reasonable steps necessary to discourage individuals from returning food and/or beverages that not have been selected for purchase.

H) Routine Maintenance at an Unattended Food Establishment:

- (1) The permit holder shall service the unattended food establishment at least weekly. Service may include, but is not limited to the following:
  - (a) Checking food supplies and equipment for signs of product damage, tampering, or both.
  - (b) Verifying refrigeration equipment is operating properly including the temperature display and self-locking mechanism.
  - (c) Rotating foods to better ensure first in/first out of food items.
  - (d) Cleaning food service equipment and food display areas.
  - (e) Stocking food and disposable single-use and single-service supplies.
  - (f) Checking inventory for recalled foods.
- (2) Permit holder shall assure:
  - (a) Food is from an approved source.
  - (b) Packaged food is provided in tamper-evident packaging.
  - (c) Food is protected from potential sources of cross contamination.
  - (d) Food is maintained at safe temperatures during transport and display.

I) Unattended Food Establishment Oversight

- (1) Each unattended food establishment shall have a sign readily visible at the automated payment station stating:
  - (a) The name and mailing address of the business entity responsible for the establishment and to whom complaints and comments should be addressed.
  - (b) The telephone, email or web information for the responsible business entity, when applicable.

J) **Designation of Responsibilities:**

- (1) The permit holder bears all responsibilities for the operation of the food establishment. Where the permit holder is not the owner or operator of the building where the food establishment is located, a mutual agreement that outlines the responsibilities for cleaning and maintenance of all surfaces and equipment, provision of supportive facilities/services such as janitorial and restroom facilities, pest control and removal of solid waste may be approved by the regulatory agency. This agreement should also outline what actions must be taken by both parties to maintain the establishment in compliance with all requirements including responding to imminent health hazards.

K) **Inspections—on-site person in charge.**

- (1) When requested by the regulatory authority for the purposes of conducting an inspection, the permit holder shall provide an on-site person in charge within a reasonable time frame not to exceed four hours.

L) **Licensing**

- (1) One Unattended Food Establishment License is required for unattended food establishments located at a single physical address operated by the same owner.
- (2) License applications are required to be submitted to the Regulatory Authority a minimum of 30 days prior to operating.