

# Prairie Island Indian Community

## *Food Service Permitting Procedure*

**Subject:** Process for obtaining a food service permit

**Policy Owner (Department):** Occupational Safety

**Effective Date:** 02/2026

**Revision Number:**

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**Policy:** Provide for the safe use, preparation, and storage of food in Food Service Establishments operating on the Prairie Island Indian Community Reservation as required by the Prairie Island Indian Community Food Service Ordinance (“Food Service Ordinance”).

**Purpose:** The purpose of this procedure is to provide for the application and issuing of Food Service Permits.

**Scope:** Every Permanent or Temporary Food Service Establishment that operates within the Community must have a Food Service Permit.

**Policy and Procedures:** All the policies and procedures detailed below are pursuant to, and must be consistent with, the Food Service Ordinance. In the event of a conflict between this Policy and the Food Service Ordinance, the Food Service Ordinance controls.

Capitalized terms within this Policy are defined in the Food Service Ordinance, at Section 3, Definitions.

### Applying for a Food Service Permit

#### *Permanent Food Service Establishment*

1. To receive a Food Service Permit, a Food Service Establishment must:
  - a. Meet the general requirements of the 2022 edition of the FDA Food Code or most recent version; and
  - b. Have a Food Service Establishment Inspection Report completed by the Environmental Health Specialist, or their designee.
2. All “critical item” deficiencies identified in the Environmental Health Survey, Food Establishment Inspection Report or Temporary Food Service Inspection Report must be corrected or correctible.
3. All Food Service Workers must obtain and possess a current Food Handler’s Certificate.

#### *Temporary Food Service Establishment*

1. To receive a Temporary Food Service Permit:
  - a. The operator must review the Community’s Temporary Food Service Guidelines, and the IHS temporary food service checklist attached to the Food Service Ordinance, and attest to the same; and
  - b. All facilities must meet the general requirements of the Community’s Food Service Guidelines; and

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- c. All Food Service Workers must obtain and possess a current Food Handler's Certificate.

### *General Permit Requirements*

1. All establishments must provide the following information to the Occupational Safety Manager via email or FS-F01 Food Service Permit Application.
  - a. Establishment Name (if applicable); and
  - b. Owner/manager name and contact information; and
  - c. Name of all Food Service Workers; and
  - d. Copies of all Food Service Workers' Food Handler's Certificates; and
  - e. Date of start of food service; and
  - f. Copy of most recent Food Establishment Inspection Report; and
  - g. Confirmation that all deficiencies (if any) have been corrected

### Issuing a Food Service Permit

#### *Permanent Food Service Establishment*

1. The Occupational Safety Manager or their designee will issue a Food Service Permit for a Permanent Food Service Establishment if:
  - a. The establishment meets the general requirements of the FDA food code; and
  - b. A food service health inspection has been completed; and
  - c. All "critical items" deficiencies identified in the Environmental Health Survey, Food Establishment Inspection Report or Temporary Food Service Inspection Report have been corrected or are correctible.
2. The permit is valid for only one (1) year from the date of issuance
3. The Food Service Establishment's Owner or Manager must notify the Occupational Safety Manager to renew the permit

#### *Temporary Food Service Establishment*

1. The Occupational Safety Manager or their designee will issue a Food Service Permit to a Temporary Food Service Establishment if:
  - a. The operator has reviewed the IHS Temporary Food Service Checklist and attests to the same in the application; and
  - b. The establishment meets the general requirements of the Community's Temporary Food Service Guidelines.
2. The permit is only valid for the specified duration of the date of issuance, which will be reviewed on a case-by-case basis.

### Food Service Establishment Inspections

1. The Occupational Safety Manager, Environmental Health Specialist, or their designee. are authorized to conduct inspections of Food Service Establishments.
2. Permanent Food Service Establishment inspection requirements are as follows:
  - a. All establishments must be inspected at least annually; and
  - b. Findings must be reported utilizing the IHS Food Service Survey Form; and

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- c. Copies of the report must be sent to the owner/operator of the establishment and the Occupational Safety Manager.
3. Temporary Food Service Establishments must be periodically spot checked at least once during the facility's operation.

### Food Service Permit Recordkeeping

1. The Occupational Safety Manager must maintain:
  - a. One copy of the FDA Food Code 2022 or most recent version and the IHS Temporary Food Service Checklist; and
  - b. Copies of all current Food Service Permits, Temporary Food Service Permits, Food Handler Certificates, and Environmental Health Survey Reports.