HOUSTON COUNTY HEALTH DEPARTMENT – Environmental Health Services

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TEMPORARY FOOD SERVICE GUIDELINES

Any person or organization desiring to cook or serve food at the same location for a period of time not to exceed fourteen (14) consecutive days, must apply and be approved for a temporary food service permit. Applications must be made with the local health department at least seven (7) days prior to opening (regulations require 30 day notice but we will allow seven). The applicant must describe the proposed operation and the food items to be cooked and served. Applications received within seven (7) days of an event will be charged an additional \$50.00. Applications received within three (3) days of an event will be returned and not accepted.

Only foods requiring limited preparation may be cooked or served. No home canned or home prepared foods may be served. All foods must be obtained from an approved source. Items which require mixing or extensive preparation (e.g., coleslaw, potato salad) must be prepared in an approved food service facility (i.e., school, restaurant, etc.). Such items must be transported and held at 41°F or below or at a temperature of 135°F or higher. Only limited seasoning or dry breading will be allowed before or after cooking.

Food must be held in a refrigerator or on ice at 41° F or below until cooked. Internal temperatures of cooked meats shall meet all food service guidelines i.e. poultry 165°F, pork 145°F, etc). *Metal-stemmed meat thermometers are required.* Hold cooked products covered in a clean, sanitized, approved container at 135° F.

Food should be handled in a manner to eliminate bare hand contact with ready-to-eat foods. A set of utensils shall be provided, one for handling raw products and a second set for finished products (i.e., one set of tongs for raw chicken and one set for cooked chicken).

BOOTH CONSTRUCTION

Preparation and display booths where food are prepared, cooked (exception of a covered grill) or displayed after preparation and cooking, shall be screened with 16 mesh screen wire, glass, wood or other acceptable material and have approved overhead protection. Doors to such areas shall be unobstructed and closeable. Sneeze guards or a suitable, physical separation from the food may also be required if food is on display to the customer. To facilitate serving from such enclosed areas insect-proof pass-through windows shall be constructed. Counter service openings shall not be larger than necessary for the particular operation conducted. All pass-through openings must be framed with hinged or sliding windows. No screen wire flaps will be allowed. Fans for fly control will be approved on an individual basis only. The fan must be adequate for the opening that is to be fly-proofed.

Food preparation and display areas of booths shall be placed on concrete, asphalt, tight wood floor, or other durable, non-absorbent materials (i.e., plastic, canvas) which is in good repair and clean. **Earth floors, wood shavings or sawdust shall not be permitted.**

Fountain Coke Heads do not have to be screened, but ice bins should have a solid cover.

<u>Booths which prepare and sell popcorn only</u> may comply without enclosing or screening the entire booth if the popcorn machine is a self-enclosed unit with a hinged or sliding solid access window and popcorn is not openly displayed after preparation.

Screening requirements may be waived for booths which serve only items pre-packaged for individual sale, provided packaging was completed at an approved facility.

Equipment shall be located in a way that prevents contamination of food and food contact surfaces from consumers and other contaminants such as dust. Effective means may include positioning equipment away from consumers as

far as possible or by use of sneeze shields. Shields may be of homemade construction using plastic or cardboard. Foods shall be kept covered at all times. Single-service cups must be stored to prevent contamination (in sleeves or in a cup dispenser).

Temporary food service operations shall provide only individually wrapped single-service utensils (including straws) for use by the consumer. Condiments may be in individual portions or commercially packaged squeeze-type containers.

All establishments must have an adequate supply of **potable water** from an approved source and a heating facility capable of producing enough hot water must be provided. Potable water supply lines must be easily distinguishable from waste lines to preclude contamination and must be food-grade hoses and connections. If water is stored, the container must be approved by health authority. Milk jugs are **unacceptable**.

<u>Ice</u> shall be from an approved source. Ice used for storing food cannot be served to customers. Storage of packaged food in contact with water or un-drained ice is prohibited. Ice scoops must be provided and used. No styrofoam chests may be used unless the chest is lined with food-grade plastic.

<u>Personal Hygiene:</u> All workers must maintain a high degree of personal cleanliness. They shall not use tobacco in any form while engaged in food preparation or service. Hand washing facilities, separate from utensil washing facilities shall be available for employee hand washing. This facility shall consist of; at least, warm running water, from a closed container (i.e., water cooler with spout), soap and individual paper towels. Hair should be properly restrained at all times (cap or hair net).

Minimum Hand washing Sink



Facilities for cleaning and sanitizing utensils such as a three-compartment sink must be provided on site unless utensils and equipment are transported and sanitized at a permitted establishment. This must be approved by the Health Authority prior to the event.

Minimum requirements are:

- 1 (sink) container hot soapy water (wash)
- 1 (sink) container clean hot water (rinse)
- 1 (sink) container bleach water (sanitize) (use 3 teaspoons/gallon of water or other approved sanitizer)

All sewage including liquid waste shall be disposed of in a manner approved by the local health authority. Events lasting longer than two (2) days may require connection to sanitary sewer (such as the Georgia National Fair).

Garbage and trash should be placed in covered containers with bag liners and removed as needed.

The need and adequacy of restroom facilities will be determined by the Environmentalist on an individual basis.

The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service operations.

NOTE: PERMIT MUST BE POSTED IN PUBLIC VIEW IN SERVICE AREA

Please be advised that the preceding guidelines were developed to assist in complying with Rules and Regulations for Food Service, Chapter 290-5-14. This document in no way details all requirements. A copy of the regulations as related to temporary food service operations are attached.



GEORGIA DEPARTMENT OF PUBLIC HEALTH

Houston County Health Department

TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION

VENDOR APPLICATION MUST BE RECEIVED 7 WORKING DAYS BEFORE THE EVENT.

A TEMPORARY FOOD SERVICE OPERATION MAY NOT OPERATE FOR MORE THAN FOURTEEN (14) CONSECUTIVE DAYS.

The Food Service Rules and Regulations, Chapter 290-5-14.-08 (2) outlining the requirements for temporary food service establishments is enclosed (pages 8 - 11 of application). *They should be read in the early stages of planning*.

Event Name: Event Location: Dates of Operations			Phone Number:			
Daily Operation Hours: Event Coordinator:	Name of Or		Organization:	rganization:		
				ddress:(Street)		
						_
				Phone Number		
Address						
City			State	Zip C	Code	
Applicants Signature:						
Type of booth to be used:	[] [] []	Mobile Unit Mobile unit Mobile unit Tent with flo and sliding	t with screen window with operating air c with sliding window oors, solid or screen	ws curtains at all wir ws led walls, solid o	ndows/opening	gs

Applicant must submit **sketch of booth floor plan** on the back of this sheet. Identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), work tables, storage areas, sanitizing bucket and sneeze guards. Indicate the type of floor, wall, and overhead covering (finish material).

PLEASE SUBMIT A COPY OF MENU WITH THIS APPLICATION ALONG WITH ALL APPLICABLE FEES

TEMPORARY FOOD SERVICE PLAN REVIEW DOCUMENTS

EQUIPMENT AND SUPPLIES

What type of e	equipment will be used to maintain food at 135 ° F. (57 ° C.) and higher?
	equipment will be used to maintain food at 135 ° F. (57 ° C.) and higher?
What type of e	
	equipment will be used to maintain food at 41° F. (5° C.) or below?
What type of 6	equipment will be used to reheat refrigerated foods for hot holding?
What type of 6	equipment will be used to cook potentially hazardous food?
[41° F. (5° C.)]	zardous food is to be transported to the event in a hot [135 ° F. (57 ° C.)] or refrigerated condition from an approved supplier or source. How will you transport these
How will equipulate the state of the state o	pment be placed to prevent food contamination? Show on BOOTH SKETCH / FLOOR owing:
	Method of storage off floor/ground that will achieve at least six (6) inches off
b)	floor/ground. Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet can not be achieved.
c)	Food preparation and service tables.
a)	pment and utensils be washed and sanitized? Describe the on-site washing and sanitizing set-up to be used and show placement on BOOTH SKETCH / FLOOR PLAN Diagram
	Permanent base-of-operation or food service establishment used for washing and sanitizing? Give address and restaurant permit number (must have prior health authority approval)
c)	What sanitizer and concentration level will be used?
How will the t	required hand washing facility be set up? Show on BOOTH SKETCH / FLOOR PLAN

CONSTRUCTION

1)	Booths must have overhead protection over all food preparation, food cooking, food storage and dish washing areas. What type of material is to be used (tarp, wood, metal, etc.):
2)	What are the floors to be constructed of (concrete, asphalt, tight wood or other material)?
3)	How will the walls, ceilings and entrances of the food preparation area be constructed to prevent the entrance of insects?
4)	What method is to be used as a barrier to flying insects at the service window areas? Screening (16 mesh) Air Curtain
5)	Describe construction methods and materials that will be use for excluding insects and vermin from the food preparation areas, food service areas and from the waste storage areas?
FOOD STO	ORAGE
1)	What type of working containers will be used for food storage in the food preparation area?
2)	How will bulk food storage containers be stored in the booth?
3)	How will working containers of food supplies be protected from contamination during the event?
FOOD PR	EPARATION
1)	What will be the source for ice used? Commercially made and bagged Ice Ice from Restaurant Commissary
	Note: Ice procured from a self dispensing, bag your own ice, operation will not be accepted
2)	All food and food supplies must be from an approved source. List the foods/supplies source
3)	How will ice used for cooling or refrigeration be kept separated from ice used in beverages?
4)	How will ice be dispensed for use in beverages?

FOOD HANDLING

1)	How will you minimize bare hand contact with ready to eat foods (check all that apply)? Single use disposable gloves Deli wax paper					
	Tongs Spoons Spoons					
	Scoops Other (describe)					
2)	How will you keep your food preparation areas protected from the public? Distance (8 feet) Barriers (Describe barrier)					
PERSONE	L AND HYGIENE					
1)	All food workers are required to hair restrain hair that is longer than ½ inch. Beard restraints will be required for beards and mustaches that exceed ½ inch in length. Hair and beard restraints will not apply to workers that serve only wrapped or packaged foods. Check below all that will apply. Hair nets Beard/mustache nets Cap Scarf Other (Describe restraint)					
2)	How will you control the "No Jewelry" prohibition with your food workers?					
WATER S	UPPLY					
1.	What will be the source of approved potable water?					
	Onsite direct water connection (trailer inlet) Bulk commercial supply (bottled) Onsite water faucet Well					
	Public water system					
2.	Source of Bottled water (both individual bottle and bulk supply:					
TOILET F	ACILITIES					
1)	What will be used for toilet facilities for the food booth? Central supplied facilities Portable toilets					
WASTE D	SPOSAL (Solid and Liquid)					
1)	What type container will be used for solid waste deposal in the food facility?					
2)	How will liquid waste be disposed of?					

Additional information may be required depending on menu (**Food Processes Form** will be provided if additional information is needed). A checklist for vendors desiring further information regarding temporary food service regulations is available on request or may be downloaded at: www.northcentralhealthdistrict.com\houston

RULES AND REGULATIONS

FOOD SERVICE

CHAPTER 290-5-14-.08 (2) SPECIAL FOOD SERVICE OPERATIONS

(2) Temporary Food Service Establishments.

(a) Operation, Permit Application, Responsibilities.

- 1. A temporary food service establishment means a food service establishment that operates at the same location for a period of no more than 14 consecutive days in conjunction with a single event or celebration.
- 2. The application for a special food service permit shall indicate the inclusive dates of the proposed operation and must be submitted at least 30 days prior to the event.
- 3. The following applies to a vendor application:
 - (i) Any person desiring to operate a temporary food service establishment shall make written application for a permit on forms provided by the Health Authority at least 30 days prior to the event and pay applicable fees at the time of application.
 - (ii) The application shall include the name and address of each applicant, the location and type of the proposed temporary food service establishment, (to include the menu items) and the signature of the applicant.
- 4. The organizer's responsibility is the following:
 - (i) It will be the organizer's and/or property owner's responsibility to ensure that only vendors permitted by the Health Authority are allowed to participate in the event;
 - (ii) The organizer / property owner must also notify the Health Authority 30 days prior to the event taking place by providing a list of food vendors who will be allowed by that organizer to participate in the event; and
 - (iii) Any unauthorized or un-permitted vendor found participating in an event shall be charged with a violation of this Rule and ordered by the organizer or property owner to leave the event premises.

(b) Inspections.

- 1. Prior to issuance of a permit, the Health Authority shall inspect the proposed temporary food service establishment. The Health Authority shall only issue a permit to the applicant if the inspection reveals that the proposed temporary food service establishment complies with this Rule.
- 2. Temporary food service inspections will be conducted as often as necessary to ensure compliance with this Rule.
- 3. The current temporary food service inspection report shall be displayed in a conspicuous place wherein it is easily readable by the public.

(c) Operations.

1. A temporary food service establishment which does not comply fully with Rules .03 through .07 of this Chapter may be permitted to operate when food preparation, service and the operation meet fully the requirements set forth in Rule .08 subsections (2)(a) through (h).

290-5-14-.08 Special Food Service Operations. (2) Temporary Food Service Establishments. (c) Operations. (cont.)

- 2. The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment.
- 3. Preparation processes for potentially hazardous foods will be approved by the Health Authority based on a plan review that shows adequate holding, preparation and service facilities.
- 4. For special events, foods requiring only cooking may be prepared, if served immediately, in an outside area on the premises of a permitted food service establishment. Prior approval must be obtained from the Health Authority.

(d) Preparation and Service - Potentially Hazardous Foods.

- 1. Any potentially hazardous food that has been prepared, stored and transported under conditions meeting the requirements of this Chapter, is stored at a temperature of 41°F (5°C) or below or at a temperature of 135°F (57°C) or above in facilities meeting the requirements of this Chapter may be served.
- 2. Only those potentially hazardous foods requiring limited preparation, such as hamburgers and frankfurters that only require seasoning and cooking, may be prepared or served.
- 3. The preparation or service of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat, poultry, eggs, or fish is prohibited.
- 4. This prohibition does not apply to any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of this Chapter, is obtained in individual servings, at 135°F (57°C) or above in facilities meeting the requirements of this article, and is served directly in the unopened container in which it was packaged.
- 5. Home prepared foods or condiments are prohibited from service, use and/or sales in temporary food service units.

(e) Equipment and Supplies Required.

- 1. Indicating thermometers for immersion into food or cooking media shall be of metal stem type construction, numerically scaled, and accurate to ± 2 degrees Fahrenheit.
- 2. Enough potable water shall be available at the event for consumption and in the establishment for food preparation, cleaning, and sanitizing utensils and equipment, and for handwashing.
- 3. Ice shall be handled as follows:
 - (i) Ice that is consumed or that contacts food shall be made under conditions meeting the requirements of this Chapter,
 - (ii) The ice shall be obtained only in chipped, crushed, or cubed form and in single-use safe plastic or wet strength paper bags filled and sealed at the point of manufacture,
 - (iii) The ice shall be held in these bags until it is dispensed in a way that protects it from contamination, and
 - (iv) Storage of packaged or wrapped food in contact with water or undrained ice is prohibited.
- 4. Temporary food service operations shall provide only individually wrapped single-service articles for use by the consumer.
- 5. A heating facility capable of producing enough hot water shall be provided on the premises.

290-5-14-.08 Special Food Service Operations. (2) Temporary Food Service Establishments. (cont.)

- 6. Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment.
- 7. Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination.
- 8. Facilities for cleaning and sanitizing utensils and equipment shall be provided at the temporary site or permitted base of operation. Such items shall be cleaned and sanitized at least daily or more often if prescribed by the Health Authority.
- 9. When food is prepared on the site, a system capable of producing enough hot water for cleaning and sanitizing utensils and equipment shall be provided on the premises.
- 10. A convenient handwashing facility shall be available for employee handwashing. This facility shall consist of, at least, warm running water, soap, and individual paper towels.
- **(f) Liquid Waste.** All sewage including liquid waste shall be disposed of as specified under Rule .06 subsections (4)(h) and (i).

(g) Construction.

- 1. Floors within food preparation and display areas shall be constructed of concrete, asphalt, tight wood, or other similar material kept in good repair and clean.
- 2. Doors to food preparation areas shall be solid or screened and shall be self-closing or as otherwise approved by the Health Authority.
- 3. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.
- 4. Air curtains shall be properly designed and installed, and approved by the Health Authority.
- 5. Ceilings shall be made of wood or other material that protects the interior of the establishment from the weather.
- 6. Walls and ceilings of food preparation areas shall be constructed in a way that prevents the entrance of insects.

(h) Protection from Contamination.

- 1. Approved means of excluding insect and vermin from food preparation, service areas and from waste storage areas must be provided commensurate with the type and scope of food service permitted.
- 2. Counter-service openings shall not be larger than necessary for the particular operation conducted.
- 3. These openings shall be provided with effective means to restrict the entrance of flying insects.
- 4. Counter-service openings shall be kept closed when not in actual use, except that these openings may remain open if air curtains are provided as deemed adequate by the Health Authority.
- 5. All food preparation and food display areas shall be adequately protected from dust, contamination by patrons, and from insects by provision of walls, ceilings, shields, screens or other approved barriers or devices.
- 6. Open, unprotected display or service of food is prohibited.

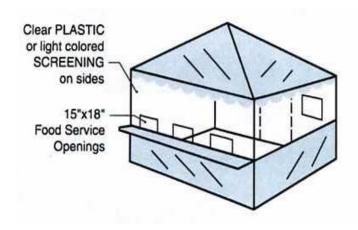
290-5-14-.08 Special Food Service Operations. (2) Temporary Food Service Establishments. (i) Exceptions to Compliance. (cont.)

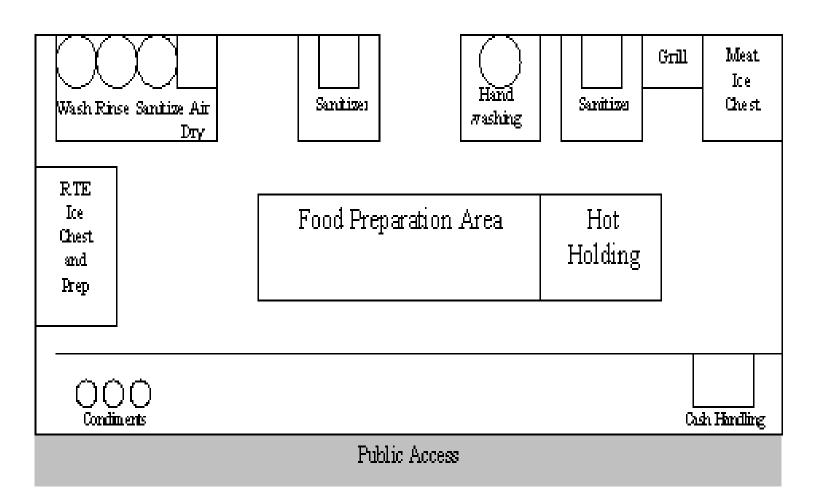
- (i) Exceptions to Compliance. Temporary food services which:
- 1. Are sponsored by a political subdivision of this state or by an organization exempt from taxes under paragraph (1) of subsection of (a) of Code Section 48-7-25 or under Internal Revenue Code Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501 (c) of the Internal Revenue Code, as that code is defined in Code Section 48-1-2;
- 2. Last 120 hours or less; and
- 3. When sponsored by such an organization, is authorized to be conducted pursuant of a permit issued by the municipality or county in which it is conducted.

Authority O.C.G.A. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Inspection of Premises" was filed and effective on July 19, 1965 as 270-5-6-.06. Amended: Rule repealed and a new Rule entitled "Transportation" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.08. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Construction and Maintenance of Physical Facilities" adopted. Filed July 10, 1986; effective July 30, 1986. Amended: Rule repealed and a new Rule of the same title adopted. Filed July 11, 1995; effective July 31, 1995. Amended: Rule repealed and a new Rule entitled "Special Food Service Operations" adopted. Filed Jan. 26, 2006; effective Feb. 15, 2006. Amended: Rule repealed and a new Rule of same title adopted. Filed Jan. 24, 2007; effective Feb. 13, 2007. Amended: Rule repealed and a new Rule of same title adopted. Filed August 23, 2007; effective Sept. 12, 2007.

Revised November 2008

Special Food Event Facilities (Samples)

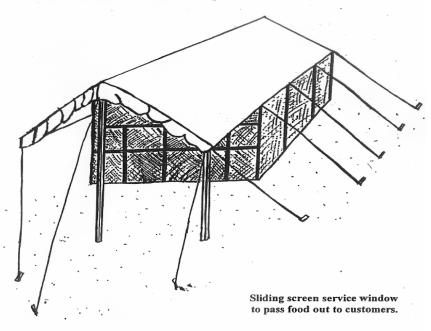


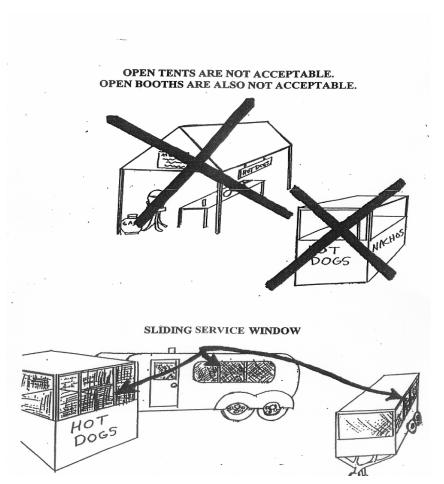


ACCEPTABLE TENT DESIGN.

Cooking area enclosed by screens. Metal window screen material stapled to a 2 x 4 frame can be taken down and reused next year.

EXAMPLE: half of tent enclosed for cooking half of tent left open for customer lines or eating tables.





MOST COMMON PROBLEMS ENCOUNTERED IN PERMITTING OF TEMPORARY FOOD SERVICES

(If any of these problems exist at the time of the opening inspection, a permit will not be granted.)

- Submit application 7 days prior to event or earlier. There is a \$50 late fee for late applications and no applications are accepted within 3 days of an event.
- Unit must hook-up to water and sewer or have approval for the water source and/or sewage storage tank prior to the event. Sewage may not empty onto ground surface. Temporary holding tanks for extended events such as the Georgia National Fair are not allowed.
- Unit must have fly fans to effectively cover all openings <u>completely</u> (serving windows and/or other windows that remain open).
- All exposed light bulbs in units must be shielded.
- A 3-compartment sink and a hand sink in each unit is required. Soap and paper towels must be present at the hand sink.
- All food prep must be done inside onions may not be peeled outside etc.
- Unit must be ready for inspection by 10:00 am on day event opens or earlier if warranted.
- Vendor May not sell foods out of unit until a permit is granted by Health Department.
- Unit doors must remain closed.
- Food handlers require hair restraints (hair nets or caps) and no bare hand contact with ready-to-eat foods is allowed (tongs, gloves, paper, etc only).
- Cleaning chemicals must be stored separately and away from foods, single use products, & utensils.
- Unit must be clean; it should look like it hasn't been cooked out of yet.