

TEMPORARY FOOD SERVICE OPERATION PERMIT CHECK LIST

Any group, organization or individual who is planning to operate a food booth during a special event, fair or festival must follow the following procedures:

APPLICATION FOR PERMIT

- A. All applications for temporary food service permits along with the organizer's application must be received a minimum of 30 days prior to the start date of the event. Pay all fees at time of submittal of the permit application, plan review and menu.
- B. A copy of the menu must be submitted with the permit application
- C. All applications for temporary food service permits must include a diagram of the booth as well as a list of all equipment to be used in or out of the booth. (Use accompanying Booth Sketch/Floor plan sketch area found on page 4)
- D. The permit, once issued, must be displayed in a conspicuous place where it can be readily seen by the public.
- E. Each group, organization, or individual who is planning to have more than one booth must complete an application for each booth. Vendors must list all food and beverage items, including prepackaged items, as well as those offered to the public as samples. Whether the food or beverage is being sold to the public or is given free to the public, it must be regulated as per Chapter 290-5-14.
- F. A temporary food service permit will be issued after an inspection of the operation has been conducted on opening day showing that all requirements have been met for the issuance of a permit. Operations will be inspected a frequently as necessary to insure code compliance.
- G. Give the name of the restaurant, its permit number, address and phone number for all food originating from a permitted food service establishment.
- H. The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment.

UTENSILS AND SUPPLIES

- A. Only single service and single use articles will be allowed. Single service articles such as straws, plastic forks, spoons and knives must be individually pre-wrapped from a commercially supplied source. Plates, cups, lids and bowls must be dispensed from their original packaging, taking care that they are completely covered by the original packaging at all times. Single use articles such as bulk food containers (ketchup, mustard and mayonnaise) wax paper, butcher paper, plastic wrap, formed aluminum food containers, jars, plastic tub or buckets, bread wrappers, pickle barrels, ketchup bottles and number ten (10) cans are to be used once and then discarded.

- B. Hot holding equipment: If crock pots, steam tables, or other hot holding devices are used, they are to be used for the purpose of holding the internal temperature of foods at 135 ° F. (57 ° C.), and by no means are they to be used to heat foods from a cold state. The Health Department requires that potentially Hazardous food that is cooked, cooled and then reheated for hot holding be reheated to 165 ° F. (74 ° C.) within two (2) hours by using a grill or propane stove and then placing the food into a holding unit so it will maintain an internal temperature of 135 ° F. (57 ° C.), or above. Raw fruits and vegetables that are cooked for hot holding and ready-to-eat foods that are taken from commercially processed, hermetically sealed containers or from intact packages from a commercial food processing plant (ex. Frankfurters) may be heated to a minimum temperature of 135 ° F. (57 ° C.).
- C. Thermometers are to be in all coolers and freezers. Make sure that all thermometers have been calibrated for correct readings. You are also required to use a thermometer to monitor food safety temperatures during cooking, cooling, reheating, cold holding, and hot holding. Thermometers must be checked daily and after they have been dropped. If the thermometer is not accurate, you must calibrate (adjust) it. Properly calibrating a thermometer adjusts the thermometer to display the correct temperature.

TO CALIBRATE THERMOMETER (Bi-Metal): Check the thermometer readings in ice water. Ice water should be 32°F. If the thermometer displays the correct values, you do not need to calibrate it. If the thermometer is “off” by several degrees, you can calibrate the thermometer with the following Steps.

- 1- Pack a large cup full of ice (preferably crushed) and add cold water stirring the mixture. The ice should not float in the water.
- 2- Put the thermometer into the ice water --- make sure the sensing dimple is surrounded by ice. After about thirty (30) seconds to sixty (60) seconds read the dial.
- 3- Adjust the thermometer dial reading to 32°F by holding the hex or square nut located at the base of the thermometer dial with a wrench or pliers. Keep the thermometer stem fully immersed in the ice water above the dimple on the shaft while you move the thermometer needle. With the wrench or pliers, turn the silver ring (around the crystal) on top of the thermometer until the needle points to 32°F. Your thermometer is now calibrated.

☐ **FOOD TEMPERATURE CONTROL**

- A. All potentially hazardous foods must be maintained at a temperature of 41° F. (5° C.) or below for cold foods or 135 ° F. (57 ° C.), or above for hot foods. Keep such foods out of the danger zone of--- 41° F. (5° C.) through 135 ° F. (57 ° C.).
- B. “Reheating of leftover food is not allowed”. Foods that have been heated through the danger zone of 41° F. (5° C.) to 135 ° F. (57 ° C.) and then hot held must be discarded at the end of each day.
- C. Each booth shall provide at least one probe thermometer to check the temperature of the foods throughout the event. Alcohol swabs shall be provided to sanitize the thermometer’s probe prior to inserting in to foods.

- D Any potentially hazardous food in transit to the temporary food facility must be transported in containers that can maintained the food at the proper internal temperature, if hot at 135° (57° C.) or higher, and if cold at 41° F. (5° C.) or lower, and protected from contamination.
- E Potentially hazardous food shall be cooked to the proper internal temperature for the food product being cooked. [135° F.(57° C.) to 165° F. (74° C.).
(See *Supplemental Food Safety & Employee Health Information* document for cooking temps)
- F Event On-Premise Preparation and Cooking: All potentially hazardous foods that require cooking must be cooked with no interruption and is restricted to those requiring limited preparation such as seasoning and cooking. Do not partially cook, parboil, or otherwise blanch products.

☐ **TOILET FACILITES**

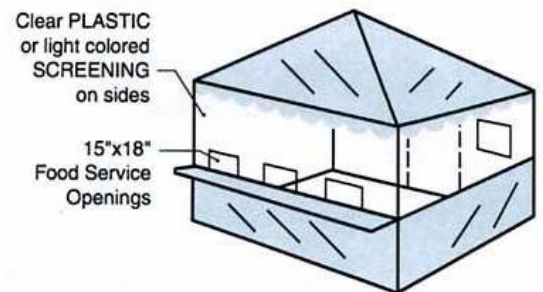
- A. Approved toilet facilities must be provided for employees and patrons. At a minimum, non-sewered toilet systems (portable toilets) must be provided as per Section “O” entitled, “Special On-Site Sewage Management Systems” in Chapter 290-5-59.
- B. Must be within 200 feet of the temporary food facility.

☐ **WASTE**

- A. All temporary food facilities must have adequate trash receptacles with tight fitting lids located in the food facility.
- B. All trash and garbage receptacles must be made of leak-proof materials (no cardboard boxes or paper bags) and must be adequately protected from flies and other vermin. Containers must be lined with plastic garbage bags.
- C. Liquid waste must be properly disposed of in an approved manner. The dumping of waste water onto the ground, street or storm drain is prohibited.

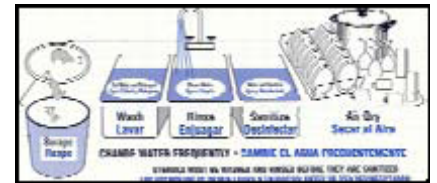
☐ **CONSTRUCTION REQUIREMENTS**

- A. Floors shall be smooth, cleanable and durable. Surfaces may be plywood, vinyl or plastic tarp, concrete or asphalt.
- B. Ceilings shall be made of wood or other material to protect the interior of the food facility from the weather.
- C. Walls and ceilings shall be constructed in a way that prevents the entrance of insects.
- D. Doors to food preparation areas shall be solid or screened and shall be self-closing. They may be flaps made of same materials (ex. screening, tarpaulin, etc.) as walls as long as they are capable of being completely closed after entry into the facility.



- E. Approved means of excluding insects and vermin from food preparation, service areas and from waste storage areas must be provided based on the type and scope of the food service permitted.
- F. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.
- G. Counter service openings shall be no larger than necessary for the operation and shall be provided with an effective means to restrict the entrance of flying insects.
- H. Counter service openings shall be kept closed when not in actual use, except that these may remain open if they are provided with approved air curtains (ex. electric fans).
- I. All food booth operations must have overhead protection over all food preparation, food cooking, food storage, and dishwashing areas. If tarps are used for overhead protection, or fire extinguishers are supplied in the booths, they must meet local fire codes.
- J. Barbecues grills/pits may be located outside of the enclosed booth area as long as it has proper over head protection and use is limited to cooking only.

K. Each booth must have a 3-compartment sink properly set up for the purpose of washing, rinsing and sanitizing utensils. If the booth or trailer does not have a built-in three compartment sink, the Health Department will allow a system of three containers, such as plastic tubs, to be used in lieu of a three-compartment sink. The containers must be large enough to completely submerge the largest utensil used in the preparation of food and beverages. When chlorine bleach is used as a sanitizer for utensils, a 50 PPM concentration measured at a water temperature of 75° F. (24° C.) must be used. For the purpose of washing down table tops, counter tops and all in place equipment, a 100 PPM concentration of bleach is required at the same water temperature. In order to assure the correct amount of bleach being used, a chlorine test kit is to be used (*found at most restaurant supply outlets*).



L. Each booth must have a hand-washing sink with tempered water, liquid pumped soap and individual use paper-towels available for employee hand washing. A catch basin must be available to catch the waste water. If the booth or trailer does not have a built-in hand sink, the Health Department will allow for a water container, such as a large insulated water cooler that has a valve or spigot that will remain open to allow for adequate hand washing (no push-button type coolers).

Minimum Handwashing Sink



❑ WATER

- A. Access to an adequate supply of approvable potable hot and cold water protected from backflow or back siphonage, shall be provided for utensil washing, hand-washing, food handling activities and janitorial purposes. A way of heating water must be available in the facility (large cup type coffee maker with spigot, nearby pressurized hot water connected with approved type hose).



- B. In addition to the water needed for food preparation and dispensing, at least minimum of 40 gallons of potable water shall be provided each day for each temporary facility, unless there is a nearby water spigot that is supplied from an approved water source. The hose that is to be connected to the spigot or used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner. Food grade hoses are typically white and labeled "food grade." **(Garden type hoses are not acceptable)**

HOURLY HOT WATER DEMAND TABLE

Custom sink sizes can be calculated using the following formula:

Length X Width X Average Depth X 7.5 = gallons per compartment

- C. Water that is sold to the public or given away must be prepackaged (bottled) from an approved commercial source.

❑ FOOD STORAGE

- A. All food must be stored in an approved container so as to prevent any type of contamination, exposure to the elements or the ingress of rodents or other vermin.
- B. All food must be stored at least 6 inches off the ground at all times.
- C. During periods of conducting operations, all food must be stored in closable food storage containers that will protect the food from contamination, exposure to the elements, and temperature abuse.

❑ FOOD PREPARATION

- A. **Off-Site Preparation:** Any potentially hazardous food that has been prepared, stored and **transported** under conditions meeting the requirements of this Chapter from a permitted, fixed food service establishment, 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. Raw or undercooked whole-muscle, intact beef steak may be served or offered for sale in a ready-to-eat form only if the steak is labeled to indicate that it meets the definition of "whole-muscle, intact beef" and is kept in its original packaging. "Whole–muscle, intact beef" means whole muscle beef that is not injected, mechanically tenderized, reconstructed, or scored and marinated, from which beef steaks may be cut.

The steak must be cooked on both the top and bottom to a surface temperature of 145 or above and cooked so that a color change is achieved on all external surfaces.

- B. All food handling and preparation must take place within the approved temporary food facility. Only those potentially hazardous foods requiring limited preparation, such as hamburgers and frankfurter that only require seasoning and cooking, may be prepared or served.
- C. Preparation processes for other potentially hazardous foods will be approved by the Health Authority based on a plan review that shows adequate holding, preparation and service facilities. A permitted, fully enclosed mobile food unit can be used as a mobile restaurant for preparing potentially hazardous foods if it is properly equipped to do onsite food preparation as per a menu and plan review. Unless permitted as a temporary food service facility, the mobile food unit must return to its base of operation daily in order to meet the requirements for mobile food service operations.
- D. 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. These foods (ex. ham salad, chicken salad, tuna salad, cream pastries, custards, etc.) are sensitive to risk-factors causing food borne illness that may be found in steps in their preparation such as mixing, grinding, or chopping. The typical limited protective environment and equipment of temporary facilities would be conducive to such risk-factors leading to food borne illness. Also, these foods are usually served cold of which there is no kill effect for food borne pathogens that may be in the ready-to-eat form of the food. Foods that have been prepared and packaged within the protective environment of a fully-enclosed, permitted, fixed food service establishment may be served to the customer, if the food is obtained in individual servings at 135°F (57°C) or above in its unopened container in which it was packaged.
- E. Ice must be obtained from an approved commercial source 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. Ice from self bagging operations is not allowed. Dispensing of ice will only be allowed from the original bag.
- F. No food offered for sale, or given away to the public may be stored or prepared at a private residence. All food shall be obtained from an approved source.
- G. All food contact surfaces shall be smooth, easily cleanable and non-absorbent.
- H. Tobacco use is not allowed in or around the temporary food facility by food workers.
- I. Ice used for cooling or refrigeration of product must not be served or used in the preparation of food or beverages. Ice intended for use in food or beverages must be dispensed from the original bag and stored separate from ice used for refrigeration purposes. Proper ice scoops must be used for dispensing ice and must be stored so they are not only are protected from contamination, but also do not contaminate the ice with their handles.
- J. Food condiments (mustard, ketchup, mayonnaise) must be protected from contamination and, where available for customer self service, be commercially packaged for single service

use. Mustard, ketchup, and mayonnaise in the original single-use containers may be used and the container thrown away when empty.

☐ **FOOD HANDLING**

- A. All food handlers shall wash their hands with soap and water prior to the start of food preparation or serving activities. This should be done at regular intervals and especially after smoking, eating, drinking, or using the restroom, handling raw animal products or any activity that may contaminate the hands.
- B. To minimize bare hand contact with ready-to-eat foods, disposable, single-use gloves, tongs, scoops or deli paper must be utilized. When gloves are used, they must be changed at regular intervals and if removed for any reason, they must be replaced with new ones. Hands must be washed prior to putting gloves on and every time gloves are changed.
- C. Keep food preparation areas at least eight (8) feet away from public access.

☐ **Personnel and Hygiene**

- A. Person sick with symptoms such as vomiting, diarrhea, jaundice, sore throat with fever, or a lesion containing pus such as a boil or infected wound that is open or draining shall be excluded or restricted from working with food. For more information see Rule 290-5-14-.03 (4). As a simplified guide to Rule 290-5-14-.03 (4), see Employee Health Decision Flow Chart beginning on page 19.
- B. If there is any doubt about a food worker's health (not feeling well, achy, runny nose, etc.) the person or persons in question must be immediately removed from the food operation.
- C. Hair must be properly restrained with a hair net, cap (no visors allowed) or scarf. Braided hair or hair in a pony tail form is not acceptable. Beards and mustaches that exceed ½ inch in length must be restrained with an approved physical restraint such as a beard/mustache or hair net.
- D. No jewelry shall be worn (only a plain band wedding ring will be allowed – no bracelets, including medical bracelets, and no watches or other jewelry on the arms and hands)
- E. No wearing of nail polish or false fingernails. Disposable single use gloves may be worn if this condition cannot be met.
- F. Fingernails must not extend past the finger tips and must be kept clean. Disposable single use gloves may be worn if this condition can not be met. If fingernails are of such length that a danger of puncturing gloves, they must be trimmed so as not to protrude past the finger tips.
- G. Clean outer garments or aprons should be worn at all times.
- H. Hands and forearms shall be kept clean at all times by scrubbing them with liquid soap and warm water for 20 second followed by drying with a clean and sanitary paper towel.

- I. Disposable gloves must be removed when leaving the food booth operation for any reason and disposed of into a trash container.
- J. Disposable gloves must be changed each time when changing from raw meats to ready to eat food products and also to other jobs such as using wiping cloths or cleaning equipment, etc.

Administrative Note:

As per Chapter 290-5-14-.01 (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 (a) of code section 48-7-25 or under 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 to a permit issued by the municipality or county in which it is conducted.