

TEMPORARY FOOD ESTABLISHMENT GUIDELINES

Personnel

1. A minimum of a two gallon insulated container with a spigot, and a basin, soap and dispensed paper towels, shall be provided for hand washing. The container shall be filled with hot water. *If this is not provided the food booth will have 1 hour to have one in place in the booth or operations will be suspended until it is provided.*
2. Employees shall have clean outer garments, aprons, and effective hair restraints. Smoking, eating, or drinking in the food booths is not allowed. All non-working, unauthorized persons are to be kept out of the food booth. *Employees will be asked to leave the food operation until they have clean outer garments. Unauthorized persons will be asked to leave the food operation.*
3. All employees (volunteers) shall be under the direction of the Person-in-Charge. The person-in-charge shall ensure the workers are effectively cleaning their hands, that potentially hazardous food are adequately cooked, held, or cooled and that all multi-use equipment or utensils are adequately washed, rinsed and sanitized. *Each food operation must have a designated a person-in-charge on duty at all times, inform them of this rule and give them the opportunity to designate someone willing to take the responsibility. If no one can be found, operation will be suspended until someone is appointed.*
4. Employees shall not have any open cuts, sores, or communicable diseases. The person-in-charge shall take appropriate action to ensure that persons who have a disease or medical condition that can be transmitted by food are excluded from the food operation. *If someone is working in the food operation with any of these conditions, they will be excluded from the food operation.*
5. All employees (volunteers) at the establishment must sign a **Log Book** with the person's name, address, phone number, and the date and hours worked. The Log Book must be maintained by the person-in-charge for 30 days and made available to the Department upon request. *Food operations will be educated about this new rule and given samples of log sheet they may use. If they do not have a system in place at the time of the event, they can be given a log sheet that they must use.*

Food Handling & Service

1. Dry Storage: all food, equipment, utensils, and single service items shall be stored off the ground and above the floor on pallets, tables, or shelving. *If it is not, the food operation will be given 1 hour to accomplish or license will be suspended until violation is corrected.*

2. Cold Storage: Refrigeration units shall be provided to keep potentially hazardous foods at **41°** or below. An effectively insulated hard sided container with sufficient coolant may be approved by the inspector for storage of less hazardous foods, or use at events of short duration as long as the temperature is 41° or below. *If food is found above 41° it will be discarded using the voluntary destroy form.*
3. Hot Storage: Hot food storage units shall be used to keep potentially hazardous foods at **135°** or above. For hot holding, electrical equipment is required, unless the use of propane stoves, grills, capable of holding at 135° or above are approved by the Department. Sterno cans are allowed for hot holding, provided that adequate temperatures can be maintained. Steam tables or other hot holding devices are not allowed for heating up foods; they are only to be used for hot holding after foods have been adequately cooked. *Electrical equipment will be required if electricity is available. If electricity is not available, insulated coolers will be allowed, provided the food is held 135° or above.*
4. **Minimum Cooking Temperatures for the Following Foods:**

165 F Poultry, game animals that are not commercially raised

The following products that are stuffed or in stuffing containing: fish, meat, pasta, poultry, or ratites.

All products cooked in a micro-wave oven.

155 F Rabbits, Ratites, Game Meats that are commercially raised, Ground or Comminuted (Such as hamburgers) Meat/Fish products, Raw shell eggs not prepared for immediate consumption.

145 F Pork, Raw shell eggs prepared for immediate consumption, Fish and Other meat products not requiring a 155 or 165 F cooking temperature as listed above.

5. If raw or under cooked animal foods such as beef, eggs fish, lamb, poultry, or shellfish is offered in ready-to-eat form, the license holder (person-in-charge) shall post the following language as a consumer advisory:

Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry, or shellfish reduces the risk of foodborne illness. Individuals with certain health conditions may be at a higher risk of these foods are consumed raw or undercooked. Consult your physician or public health official for more information.

We can have these typed out and hand these out with the license plus carry them with us at the events and give them to the food operations that need them.

6. Thermometers: Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided where necessary to check the internal temperature of both hot and cold food. Thermometers must be accurate and have a range from 0 F to 220 F.
7. Food Display: Foods on display must be covered and the public is not allowed to help themselves to opened containers of food and/or to uncovered food items. Condiments such as: ketchup, mustard, coffee creamer, sugar and so forth, shall be served in individual packets or from squeeze containers and/or pump bottles. Milk shall be dispensed from the original container or from an approved dispenser. All fruits and vegetables must be washed before being used or sold. Food must be stored at least 6” off the ground. All cooking and serving areas shall be adequately protected from contamination, BBQ areas shall be roped off or other wise protected from the public. All food shall be protected from customer handling, coughing or sneezing by wrapping, sneeze guards, or other effective means. *Food operations will be educated in food protection by a copy of the rules when issuing licenses. BBQ areas are to be manned by only employees or volunteers of the food operation all non-working, unauthorized persons will be asked to leave the food area. Sneeze guards will be allowed in indoor locations.*
8. Food Preparation: Except when washing fruits and vegetables, **food employees shall to the extent practicable avoid direct contact with ready-to-eat food** with their bare hands. All establishments shall train food employees on the need and public health reasons for adequate hand washing and personal hygiene. The person-in-charge shall monitor employee hand washing practices, to ensure that employees are effectively cleaning their hands. One of the following alternatives shall be used in handling ready-to-eat foods by food employees:
 - (a) The use of single-use gloves, utensils, deli tissue, spatulas, tongs or dispensing equipment.
 - (b) The use of an approved anti-bacterial soap in conjunction with all operations that permit limited bare hand contact with ready-to-eat foods. *Education will be given at time of licensure, if found in violation during event, alternative methods will be will be evaluated at the time and put into use.*
1. Food Approved Source: All food supplies shall come from a commercial manufacture or an approved source. The use of food prepared in the private home is prohibited, except for non-potentially hazardous bakery products. The use of food in hermetically sealed containers that is not prepared in an approved food processing plant is prohibited. Transport vehicles used to supply food products are subject to inspection and shall protect food from physical, chemical and microbial contamination. *Home canned foods and meats that have not been inspected will not be allowed.*
2. Leftovers: Leftovers may not be used, sold or given away in a temporary food establishment. Hot held foods that are not used by the end of the day must be discarded. *Education will be given to the food operation at time of licensure.*

Utensils Storage & Warewashing

1. **Single service utensils:** The use of single-service plates, cups and tableware is strongly recommended. The use of multi-use eating or drinking utensils must be approved by the Department.
2. **Dishwashing:** A minimum of three basins, large enough for complete immersion of the utensils and an adequate means to heat the water are required to wash, rinse and sanitize utensils or food contact equipment.
3. **Sanitizers:** Chlorine bleach or another approved sanitizer shall be provided for warewashing sanitization and wiping cloths. An appropriate test kit shall be provided to check the concentration of the sanitizer used. The person-in-charge shall demonstrate knowledge in the determination of the correct concentration of sanitizer to be used. *Education will be given at time of licensure. If an approved sanitizer is not provided food operation will be given 1 hour to provide sanitizer or license will be suspended until sanitizer is provided. Test strips can be purchased by the Department and sold to the food operations at time of licensure and made available during the event.*
4. **Wiping Cloths:** Wiping cloths shall be stored in a clean 100 ppm chlorine sanitizer solution or equivalent. Sanitizing solution shall be changed as needed, so that this solution is maintained in a clean condition. *Education will be given at time of licensure, If an approved sanitizer is not provided food operation will be given 1 hour to provide sanitizer or license will be suspended until sanitizer is provided. If sanitizer level is incorrect it will be corrected at the event.*

Water Supply

1. **Water Supply:** An adequate supply of clean water shall be provided from an approved source. Water storage units and hoses shall be food grade and approved for use in storage of water. Hoses used to convey drinking water shall be clearly and durably identified as to its use if not permanently attached. Water supply systems shall be protected against backflow or contamination of the water supply. Back-flow prevention devices, if required shall be maintained and adequate for the intended purpose. *If no back-flow prevention device is provided, one can be provided within 1 hour and/or the hose can be removed when not in use.*
2. **Wastewater Disposal:** Wastewater shall be disposed in an approved wastewater disposal system that is sized, constructed, maintained and operated according to law. *Education will be provided at time of licensure, if food operation is caught dumping wastewater on ground, storm sewer, lake or other non-approved places, they will be told not to repeat this action or license will be revoked.*

Premises

1. **Floors, Walls & Ceiling:** If required, walls and ceilings shall be of tight design, of weather-resistant materials, to protect against elements and flying insects. If

- required, floors shall be constructed of tight wood, asphalt, rubber and/or plastic matting or other cleanable material, to control dust or mud.
2. Lighting: Adequate lighting shall be provided. Lights over exposed food preparation areas shall be shielded.
 3. Food Preparation Surfaces: All food preparation or food contact surfaces shall be of a safe design, smooth, easily cleanable and durable.
 4. Garbage Containers: An adequate number of cleanable containers, with tight fitting covers shall be provided both inside and outside the establishment. *Education will be provided at time of licensure. Most food operations do not have control over garbage containers outside of their booth.*
 5. Toilet Rooms: An adequate number of approved toilet and handwashing facilities shall be provided at each event. *Food operations will provide handwashing stations for their own workers.*
 6. Clothing: Personal clothing and belongings shall be stored at a designated place in the establishment, adequately separated from food preparation, food service and dishwashing areas. *Education will be given at the time of licensure and if personal belongings are found in violation, will be asked to move them to an appropriate location.*