



CRATER HEALTH DISTRICT

(Counties of Dinwiddie, Greensville, Prince George, Surry and Sussex
Cities of Emporia, Hopewell, and Petersburg)

TEMPORARY FOODSERVICE

(Fairs, Festivals, and Other Food Related Events as
defined in this policy)

APPLICATION AND REQUIREMENTS POLICY

REVISED April 21, 2004

(All Previous Applications and Requirements Policies are rescinded)

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P.O. Box 185
Dinwiddie, Virginia 23841
(804) 469-3771
(804) 469-9379 FAX

Greensville/Emporia Health Department
101 Spring Street
P.O. Box 1033
Emporia, Virginia 23847
(434) 348-4210
(434) 348-0209 FAX

Hopewell Health Department
220 Appomatox Street
Hopewell, Virginia 23860
(804) 458-1297
(804) 541-3023 FAX

Petersburg Health Department
301 Halifax Street
Petersburg, Virginia 23803
(804) 863-1652
(804) 862-6126 FAX

Prince George Health Department
6450 Administration Drive
P.O. Box 69
Prince George, Virginia 23875
(804) 733-2630
(804) 862-6127 FAX

Surry Health Department
474 Colonial Trail West
Surry, Virginia 23883
(757) 294-3185
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20103 Princeton Road
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REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

(Festivals, Fairs, and Other Food Related Events)

GENERAL INFORMATION

The following requirements are pursuant to Title 35.1 of the Code of Virginia, pertaining to the safe transportation, storage, preparation, handling and protection of food in places where food is prepared and/or served to the public. They also pertain to the proper cleaning, sanitizing, and storage of equipment and utensils. This policy is consistent with the state policy on Temporary Food Establishments and the Food Regulations. **This policy will be used as the guidelines for approving, permitting, inspecting, and training for all temporary foodservice operations that are not exempt in accordance with the Virginia Department of Health Food Regulations".**

This policy pertains specifically to Crater Health District and does not necessarily apply to any other health district, although some of its applications may be reciprocal in other districts. **If you operate out of this district, always check with the local health department in the area you desire to operate in.**

* Food vendors are solely responsible for contacting other health departments outside Crater District to determine requirements for operating in other areas.

PURPOSE

The purpose of this policy is twofold: first, to prevent and/or eliminate the potential for foodborne illness associated with temporary foodservice operations by providing preventive measures through training and inspections and; second, to help clarify requirements and provide guidance for all temporary foodservice operations throughout Crater Health District.

***** PLEASE READ THE FOLLOWING REQUIREMENTS AND INFORMATION CAREFULLY.** They are intended to answer questions regarding temporary foodservice. Carefully follow the checklist provided in this packet to ensure you meet all criteria to be issued a temporary permit. The criteria **must be met before a permit can be issued or serve food to the public.** For additional information, please contact your local health department environmental health specialist (EHS). **Also check to determine if there is a fee requirement for the application/permit.**

The applicant shall comply with this policy and any special requirements of the health authority issuing the permit. All violations must be corrected in order to obtain a permit. Failure to correct violations will result in cancellation of the permit and immediate cessation of foodservice operations. Future operations may also be eliminated.

Previous versions of this policy are rescinded.

DEFINITIONS

"**CATERER**" means a foodservice operator who has been permitted by the health department for the purpose of preparing food at an inspected facility and transporting that food to a site for service (cater) to a private party or organization. A caterer can also be contracted to provide service to the public.

"**CARNIVAL**" means an event conducted by a commercial traveling amusement operation. Usually several units/booths are set up to provide amusement and/or foodservice.

"**COMMISSARY**" means a catering establishment, restaurant, or any other place in which food; food containers or supplies are kept, handled, prepared, packaged or stored for distribution to satellite operations.

"**EASILY CLEANABLE**" means a characteristic of a surface that:

1. Allows effective removal of soil by normal cleaning methods'
2. Is dependent on the material, design, construction, and installation of the surface; and
3. Varies with the likelihood of the surface's role in introducing pathogenic or toxigenic agents or other contaminants into food based on the surface's approved placement, purpose, and use.

"**EMPLOYEE**" means the permit holder, person in charge, person having supervisory or management duties, person on the payroll, family member, volunteer, person performing work under contractual agreement, or other person working in a food establishment.

"**EVENT**" means a social occasion or activity. A SINGLE EVENT is normally associated with a church, fraternal organization, rescue squad, or any other single organization conducting a temporary foodservice operation for the benefit of the organization either as a fundraiser or to improve the quality of that organization. Often the earnings are donated. A food vendor wanting to operate a temporary foodservice operation independently for profit would not be considered as or for an event. MULTIPLE EVENT, such as a fair or festival, means an event sponsored by a local government or organization or combination thereof, with usually two or more vendors, to promote activities for the community.

"**EVENT COORDINATOR**" would be an official representative of the local government of host organization and would act as the liaison with the health department.

"**FAIR**" means an event sponsored by a local government or organization which would coordinate and promote activities, usually as part of an agriculture, sports, or similar exhibition, with accompanying amusements and entertainment.

"**FEE**" This will be charged to temporary food establishment/vendor permit applicants for the first permit acquired during a fiscal year (July 1, to June 30). A new application and permit are required for all subsequent events within this fiscal year, however, no fee is required if proof of payment is provided.

"**FESTIVAL**" means an event conducted as a seasonal celebration, cultural observance or similar function and normally sponsored by a local government or organization.

"**FOOD ESTABLISHMENT**" includes an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location where consumption is on or off the premises and regardless of whether there is a charge for the food.

"**FOOD EMPLOYEE**" means an individual working with unpackaged food, food equipments or utensils, or food-contact surfaces.

"**ORGANIZATION**" means one of the following:

1. A volunteer fire department or rescue squad or auxiliary unit thereof which has been recognized in accordance with 15.2-955 of the Code of Virginia or resolution of the political subdivision where the volunteer fire department or rescue squad is located as being a part of the safety program of such political subdivision;
2. An organization operated exclusively for religious, charitable, community or educational purposes;
3. An association of war veterans or auxiliary units thereof organized in the United States;
4. A fraternal association or corporation operating under the lodge system;
5. A local chamber or commerce; or
6. A nonprofit organization that raises funds by conducting raffles which generate annual gross receipts of less than \$75,000, provided such gross receipts from the raffle, less expenses and prizes, are used exclusively for charitable, educational, religious or community purposes.

"PACKAGED" means bottled, canned, cartooned, securely bagged, or securely wrapped, whether packaged in a food establishment or a food processing plant.

"PERSON IN CHARGE" means the individual present at a temporary food event who is responsible during all hours of the operation and for inspections.

"POTENTIALLY HAZARDOUS FOOD" (PHF) means food that is natural or synthetic and is in a form capable of supporting the rapid and progressive growth of infectious and/or toxigenic microorganisms. PHF includes animal food (beef, poultry, pork, seafood, dairy products) that is raw or heat-treated, food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, and garlic and oil mixtures. Any food that is handled improperly may become potentially hazardous.

"READY-TO-EAT FOOD" means food that is edible without washing, cooking or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form.

"SINGLE-SERVICE ARTICLES" means tableware, carry-out utensils, and other items such as bags, containers, placemats, stirrers, straws, toothpicks, and wrappers that are designed and constructed for one time, one person use after which they are intended for discard.

"SINGLE-USE ARTICLES" means utensils and bulk food containers designed and constructed to be used once and discarded. Single-use articles includes items such as wax paper, butcher paper, plastic wrap, formed aluminum containers, jars, plastic tubs or buckets, bread wrappers, pickle barrels, ketchup bottles, and number 10 cans which do not meet the material, durability, strength and Cleanability specifications.

"TEMPORARY FOOD ESTABLISHMENT" means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with an event or celebration.

EXEMPTION FROM HEALTH DEPARTMENT INSPECTIONS

12 VAC 5-421-3560. Exemptions to food regulations.

- A. The following are exempt from this chapter as defined in 35.1-25 and 35.1-26 of the Code of Virginia.
 1. Boarding houses that do not accommodate transients;
 2. Cafeterias opened by industrial plants for employees only.
 3. Churches, fraternal, school and social organizations and volunteer fire departments and rescue squads which hold dinners and bazaars of not more than one time per week and not in excess of two days duration at which food prepared in homes of members or in the kitchen of the church or organization and is offered for sale to the public;
 4. Grocery stores, including the delicatessen which is part of a grocery store, selling exclusively for off-premises consumption and places manufacturing or selling packaged or canned goods; and
 5. Churches, which serve meals for their members as a regular part of their religious services.

- B. The governing body of any county, city or town may provide by ordinance that this chapter shall not apply to food booths at fairs and youth athletic activities, if such booths are promoted or sponsored by any political subdivision of the Commonwealth or by any charitable nonprofit organization or group thereof. The ordinance shall provide that the director of the county, city, or town in which the fair and youth athletic activities are held, or a qualified person designated by the director, shall exercise such supervision of the sale of food as the ordinance may prescribe.

However, despite the fact that these organizations are exempt from inspection if they meet the criteria, they are not exempt from a foodborne illness outbreak. The food regulation requires that all individuals working with unpackaged food, food equipment or utensils, or food contact surfaces understand basic food safety.

EVENTS REQUIRING INSPECTION

The local health department will inspect all multiple events. Such events may include, but are not limited to Hooray for Hopewell, Pork Festival, Arts in the Parks, Pork, Pine and Peanut Festival, etc.

Churches, fraternal and social organizations and volunteer fire departments and rescue squads who desire to prepare and cook food off site at another location than their permanent facility shall meet the requirements FOR INSPECTION regarding this policy and shall be properly trained in food safety. **HOWEVER, THEY ARE NOT REQUIRED TO PAY A FEE.**

The environmental health specialist will work with event coordinators, when there may be two or more groups who wish to sell food, and will review the applications for temporary restaurant permits prior to the event.

The environmental health specialist will also work with single event operators when they prepare and/or cook away from their facility.

Applications should be received at least ten (10) days prior to the event.

The Person-in-charge for each foodservice operation will be required to be knowledgeable in the fundamentals of food safety and personal hygiene. Crater Health District offers basic food safety training classes throughout the year.

All food will be cooked on location/onsite of the event unless the temporary foodservice operator has a valid Virginia State Health Permit and has the capability of providing safe storage during holding and transporting of the food. Except for local government or organization-sponsored events as already identified by this policy, **all for-profit** temporary foodservice operators will be required to comply with the requirements of the Virginia Department of Health Food Regulations and this policy.

FEES: Authorized by the 2002 General Assembly, the Commissioner of Health Established a \$40.00 fee to be charged to temporary food establishment/vendor permit applicants for the first permit acquired during a fiscal year (July 1 - June 30) You will need to make a check out payable to your local health department and mail or deliver with the application. A new application and permit are required for subsequent events within this fiscal year; however, no additional fee is required if proof of payment is provided. Once, you have paid and receive a receipt maintain the receipt. For subsequent events you will need to submit another application and enclose proof of prior payment made for a permit issued during the fiscal year. Organizations that are exempt under the Code of Virginia 35, 1-25 and 35, 1-26 are exempt from temporary permit fees regardless of the status of the temporary event.

READ CAREFULLY AND FOLLOW REQUIREMENTS

REQUIREMENTS

1) COORDNIATOR (S)

A. Coordinator(s) responsible for the coordination of an event shall provide the local health department with the completed "Coordinator's Check List For A Temporary Food Event" form and completed "Application For Temporary Food Event Permit" forms at least ten (10) days prior to event.

B. Coordinator(s) will be responsible for contacting the local health department to determine if there is a training requirement prior to the event.

C. IF THERE IS NO COORDINATOR, OPERATORS SHALL SUBMIT THE APPLICATION FOR PERMIT DIRECTLY TO THE LOCAL HEALTH DEPARTMENT.

2) PERMIT & FEE

A. Submit to the local health department an application for permit and fee. "Application for Temporary Food Event Permit" (included in this packet). A fee of \$40.00 made payable to the local health department where the event is to take place must be accompanied with the first application during a fiscal year (July 1-June 3). All subsequent applications do not require a fee, however, proof of prior payment made for a the first permit issued during the fiscal year is required to be sent with the applications.

B. Application for permit and fee should be received at least ten (10) days prior to the event. Application shall be signed acknowledging compliance with requirements. An exemption for less than ten days may be made for a single vendor with a limited menu for a one-day event at the discretion of the local health department.

C. Permits are not transferable to another operator or party and are valid only for the period of time specified.

D. Only those food items listed on the application and previously approved can be served unless approved by the health department at least 24 hours in advance of the event.

E. No temporary food establishment shall open for business until it is completely set up (i.e. handwash, 3 compartment basin, clean equipment, protected food), a field inspection has been completed, and a permit issued or a initial inspection has been waived based on previous training.

F. The inspection permit shall be posted for view by the public.

G. The "Temporary Restaurant Inspection Report and Permit Form " will be used for inspecting and as the operating permit.

H. The operator shall be advised that continuing or flagrant violations are grounds for cancellation of permit and immediate cessation of operations.

I. There will be an operator or person in charge for each temporary food facility, booth, mobile wagon, etc.

3) PERSONAL HYGIENE (Personal hygiene can be critical to an operation and therefore, must be strictly adhered to.)

- A. **No person having large** open cuts or sores on his/her hands or arms may prepare, cook, serve food or wash, rinse and sanitize equipment. A person who has a small cut or sore must wash hands thoroughly, put on a bandage and then wear disposal gloves.
- B. Persons with acute respiratory infections such as colds or flu, or persons with communicable diseases involving organisms that can be transmitted by food or water are not allowed in foodservice and are subject to immediate exclusion if found in a foodservice establishment.
- C. **Absolutely no eating or use of tobacco** shall take place in food preparation, serving areas, or equipment cleaning and storing areas. Food handlers that smoke, eat or drink must wash hands before returning to work. A food employee may drink from a sturdy closed beverage container with a straw if the container is handled to prevent contamination of the employee's hand, the container, or food or food contact surfaces, and unwrapped single-service and single-use articles.
- D. Hands shall be **WASHED FREQUENTLY and every time there is possible contamination. Hot water will be used to wash hands. Fingernails will be kept trimmed and clean. Food employees will not wear artificial fingernails or fingernail decorations.** The Crater Health District **REQUIRES** using a clean container with a **spigot that allows the water to run without holding it and trying to wash your hands,** (a water hose with a spray nozzle is not acceptable) and a drip pan, with hand soap and paper towels. **No basins will be used for hand washing.** Commercial towelettes may be used in between handwashing. They **will not be used** solely by themselves when potentially hazardous foods are prepared and/or served.
- E. Food employee's shall handle soiled tableware in a way that minimizes contamination of their hands and shall subsequently wash their hands before handling clean utensils or equipment.
- F. Food employee's **will not** handle any ready-to-eat food with their bare hands. The use of gloves, tongs, spatulas, paper wraps, etc. is required.
- G. Hair restraints **are required** for all Food employees. Nets or clean caps are acceptable, but not hairspray alone. Beards also require nets.
- H. The outer garments of food handling employees **shall be clean.** No sleeveless shirts/blouses will be worn i.e tank tops, etc.
- I. **No jewelry** may be worn by food employees on the hands or arms, **except** A plain ring such as a wedding band. Necklaces will be tucked in if worn. No dangling earrings will be worn.

4) **FOOD AND BEVERAGE**

- A. **No home-prepared foods are allowed.** All food shall be prepared on site and/or properly transported from an approved source, i.e. restaurants, and grocery stores or authorized wholesale distributor. All shellfish, such as oysters, clams, and mussels shall be identified by the Interstate Shellfish Shipper's Certification Number.
- B. Only foods classified as "NON-POTENTIALLY HAZARDOUS FOOD" and "POTENTIALLY HAZARDOUS FOOD (PHF)" which require limited preparation such as hotdogs, polish sausages, hamburgers, shall be prepared and served on site, UNLESS potentially hazardous food requiring extensive preparation can be SAFELY PREPARED, SERVED, and STORED as determined by the Environmental Health Specialist on site. Improper cooking, handling, holding and serving of potentially hazardous food can result in a foodborne illness.
- C. All potentially hazardous food shall be maintained at **41 degrees F. or below or 135 degrees F. or above at all times unless they are all to be discarded within 4 hours after cooking or taken out of temperature control.** Remember, that if foods are allowed to remain in the Danger Zone, bacteria

can grow rapidly and have the potential to make someone ill.

D. All potentially hazardous food that have been cooked and refrigerated, if reheated, must be reheated to 165 degrees Fahrenheit within 2 hours or less or as indicated my manufacturing instructions. Crock-pots WILL NOT BE USED to reheat potentially hazardous foods, unless the can meet the requirements for rapid heating.

E. The person in charge shall provide and use (and instruct and ensure employee's properly use) a properly calibrated metal stem probe thermometer or digital thermometer (0-220 degrees F) for checking internal food temperatures. The thermometer shall be properly sanitized prior to each use and periodically calibrated.

F. All raw meats will be **stored separately** from ready-to-eat food or food that does not required cooking prior to service. Raw meats shall be separated from each other according to their cooking temperatures so that cross contamination may not occur.

G. All potentially hazardous food will be cooked to the minimum internal temperature as specified below:

1. Poultry and any stuffed food: 165°F. or higher for 15 seconds.
2. Pork such as pork chops: 145°F. or higher for 15 seconds.
3. Ground or flaked meats such as ground beef, ground pork, flaked fish, etc.: 155°F. or higher for 15 seconds.
4. Beef, veal, or lamb steaks: 145°F. or higher for 15 seconds.
5. Fish: 145°F or higher for 15 seconds.
6. Consult with the health department for the temperature requirements of other potentially hazardous foods.

H. All ice must be from an approved source in chipped, crushed, or cubed form in sealed single use containers. Block ice is not to be used for consumption or in contact with food.

I. Ice for human consumption shall be stored in cleanable, covered, self-draining containers and dispensed with handled scoops, tongs, or other approved methods. **Catch basins will be used.**

J. All drinks should be in cans or from an approved fountain. Drinks shall be chilled by dry refrigeration or packed in **drained ice**. Containers **shall not be submerged in water.**

K. All food condiments such as mustard, catsup, onion, etc. must be served in individual packets, squeeze bottles, or pump type dispensers. Cream and sugar shall be served in individual packets only. Milk products or non-dairy liquid shall be refrigerated to 41 degrees F. or below unless manufacture's instruction says differently. In cases where individual packets are not available, food employees must add condiments or ingredients requested by the patron. **Absolutely no bulk condiments will be placed out for customer service.**

L. Foods that are contaminated or adulterated in any way are subject to immediate condemnation and discarding.

5) **PREPARATION, HANDLING, DISPLAY, AND SERVICE**

A. Food preparation is to be **kept to a minimum**, and prepared in small quantities. Holding of large quantities of cooked food is not allowed unless proper storing equipment is available.

B. Prepackaged food is to be used whenever possible.

C. **All cooking and food preparation must be separated** and protected from public access. Food on display must be wrapped or protected by sneeze-guards or shielding. This includes food being cooked.

- D. All food containers **must be labeled** to properly identify contents.
- E. Canned or bottled drinks and packaged food **shall not be stored in** contact with water or **undrained ice**.
- F. All toxic items such as cleaners must be labeled and stored away from food and food preparation surfaces. **The use of pesticides is prohibited.**
- G. Thawing potentially hazardous food at room temperature or ambient air temperature **is prohibited**. **Approved methods are:**
1. Under refrigeration below 41 degrees F
 2. In the cooking process
 3. By microwave and then cooking process
- H. Storage of food in plastic "garbage bags" **is prohibited**. Only food grade plastic is acceptable.
- I. Frozen desserts must be in individual packages or from an approved dispensing freezer. A dispensing freezer can only be approved if the machine is inspected prior to setup and if the Health Department approves the source of mix. Hand dipped ice cream is approval only if a running water dipper well is present, or an individual scoop is kept in each ice cream container between uses, and cleaned and sanitized frequently.
- J. All food products, storage containers, single service items kitchenware and equipment and utensils are **to be stored at least (6) inches off the floor or ground. This includes ice chests.** Catch basins will be used with ice chests.
- K. If any food is transported from a restaurant or authorized facility it shall be transported in a sanitary manner which protects it from contamination. Temperatures of potentially hazardous food shall be maintained at **41 degrees F. or below or 135 degrees F. or above.**

6) **EQUIPMENT AND UTENSILS**

- A. If serving potentially hazardous food, sufficient refrigeration and/or hot holding facilities or effectively insulated facilities shall be provided and capable of holding food at proper temperature (**41 degrees F. or below and 135 degrees F. or above**) and must have thermometers accurate to within 3 degrees. **Styrofoam coolers are prohibited.** **If insulated food containers such as "igloo" are used they must have a drain plug and allowed to self-drain if food supplies are stored in ice. A catch basin is required.**
- B. A plastic bucket containing a clean water sanitizing solution is to be provided for general cleaning purposes and storage of wipe cloths. This solution must contain 50-100 ppm chlorine (or equivalent i.e. quats, iodine), and be checked with test strips.
- C. Only single serve service utensils (plastic, styrofoam, etc.) are to be provided for use by the consumer. If wrapped single serve utensils are not provided, then they must either be provided to each customer by the foodhandler or stored in a manner where the foodcontact surface is not exposed.
- D. The use of garden hoses for potable water is prohibited. Approved potable (food grade) water hoses are approvable provided that backflow prevention devices are used.
- E. Lead, lead glazed, cadmium (plating on gray enamelware or shelves) or enameled utensils/equipment are prohibited. Paint-type brushes are also prohibited.
- F. Trash and garbage shall be stored in impervious (metal or plastic) containers with tight fitting lids. Cardboard boxes are not acceptable. The use of plastic liners is encouraged, **however not acceptable alone for outside**

storage.

G. A properly plumbed three compartment sink with hot and cold running water OR three containers of adequate size (i.e. 5 gallon buckets or 3 gallon dish pans) shall be provided for washing, rinsing and sanitizing food contact surfaces of utensils and equipment.

Trash Receptacle	Hot Soapy Wash	Clear Rinse	Sanitize Clean Water Sanitizer	Air Dry
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TABLE

USE: <u>HOT SOAPY WASH WATER</u>
<u>HOT CLEAN RINSE WATER</u>
<u>CLEAN HOT WATER & SANITIZING SOLUTION</u> (Example-PLAIN UNSCENTED BLEACH 50-100PPM)

H. Equipment and utensils shall be constructed to provide for easy cleaning and kept in good repair. ALL EQUIPMENT shall be thoroughly cleaned prior to bringing it to the event and then touch up cleaning at the event prior to use. Bringing dirty equipment to the event may be cause for a delay in being inspected and opened for sale to the public. Equipment is to be located and stored so it is protected from contamination by dust, fumes, insects, etc.

I. Food contact surfaces (pots, pans, utensils, etc.) shall be cleaned and sanitized after each period of use (or not to exceed two hours if used on same product). Clean and sanitize after each possible contamination (i.e. drop on ground, different product, etc.

J. A chemical test kit or strips shall be provided by person in charge and used to check sanitizer concentration strengths. This kit must correspond with the appropriate sanitizer being used i.e. chlorine (bleach) (50-100 ppm), quaternary ammonium (200 ppm), or iodine (12.5-25 ppm). For example, if chlorine (bleach) is used, then a chlorine test kit (strips) for 10-200 ppm is required. The test kit/strips will be maintained on location at all times.

10 50 100 200

LITMUS PAPER WITH CHART GUIDE

CHLORINE SANITIZER TEST KIT

7) PHYSICAL FACILITIES AND SURROUNDING SERVICE AREA

A. Water is to be from an approved source.

B. Wastewater is not to be disposed of on the ground surface (i.e. wash, rinse, sanitize water, draining ice, draining ice chests, etc.). Where sewage connections are made, they shall be sanitary, non-leaking, inaccessible to insects and rodents, and approved by the health department prior to the event. If a wastewater and trash site is not provided at the event location operators will be required to remove their wastewater and trash when they leave.

C. **Overhead protection is required** over all food preparation areas. Equipment such as grills, service and display units, 3-compartment sink/basin area, handwash, storage of food and equipment, etc. shall not extend beyond the protection of the overhead cover. Only those grills that have a cover attached to them may be out of the overhead cover. Each operator is responsible for checking with the local fire marshal/fire department that they are going to operate in for fire safety, i.e. use of propane tanks, fire retardant tents or over head covers, other equipment using a combustible fuel and any electrical equipment that may pose a potential safety hazard if not properly used.

D. Adequate and sanitary toilet facilities (which includes properly maintained portable privies) must be available for food employees and conveniently located during extended periods of operations.

E. Person in charge is responsible for keeping the surrounding preparation and service area ground free of litter, trash, and garbage.

F. A floor may be concrete, if graded to drain, machine-laid asphalt or dirt or gravel if it is covered with mats, removable platforms, duckboards or other suitable approved materials that are effectively treated to control dust and mud.

G. It is recommended that insect and/or dust screens be available.

H. If lighting is provided, the lighting shall be shielded over the food preparation areas:

Enclosures:

Checklist, Temporary Food Establishments
Coordinator's checklist for a Temporary Food Event,
Application for Temporary Food Event Permit

CHECKLIST

TEMPORARY FOOD ESTABLISHMENTS

IMPORTANT NOTE: Check this list carefully. **Failure to have OR complete any of the below listed items could result in not being issued a permit.** (Remember, if any questions contact the local health department)

- ___ HAVE YOU PAID YOUR FEE FOR THE PERMIT FOR FISCAL YEAR?
- ___ 1. ALL FOOD ITEMS MUST BE FROM COMMERCIAL SOURCES (NO HOME CANNED/COOKED).
- ___ 2. METAL STEM OR DIGITAL FOOD THERMOMETER (0-220 DEGREES F.) TO TAKE INTERNAL COOKING TEMPERATURES AND MONITOR TEMPERATURES.
- ___ 3. THERMOMETERS FOR EACH REFRIGERATOR AND/OR FREEZER, HOT HOLDING UNIT.
- ___ 4. FIVE (5) GALLON COVERED CONTAINER WITH SPIGOT AND CATCH BASIN FOR HANDWASHING. **WATER MUST BE HOT.**
- ___ 5. PAPER TOWELS AND HAND SOAP FOR HANDWASHING.
- ___ 6. CHLORINE BLEACH (UNSCENTED) OR OTHER APPROVED SANITIZER.
- ___ 7. THREE (3) PLASTIC DISHPANS FOR WASH, RINSE, SANITIZE OF EQUIPMENT.
- ___ 8. CLEAN DISH CLOTHS/WIPE CLOTHS (DISPOSABLES ARE ACCEPTABLE). (If wipe cloths used must be stored in sanitizing solution).
- ___ 9. LIQUID DISH DETERGENT.
- ___ 10. CHLORINE OR OTHER APPROVED TEST STRIPS.
- ___ 11. CONDIMENTS FOR CUSTOMERS IN SINGLE-USE PACKETS OR APPROVED DISPENSERS.
- ___ 12. ADEQUATE SMOOTH AND CLEANABLE TABLES/COUNTERS FOR FOOD PREPARATION.
- ___ 13. PLATFORMS OR STORAGE RACKS FOR ELEVATING FOOD/SUPPLIES ABOVE GROUND.
- ___ 14. TRASH BAGS AND TRASH CAN (S) WITH TIGHT FITTING LID.
- ___ 15. WASHABLE FOOD STORAGE CONTAINERS (SMOOTH, NON-TOXIC & NON-ABSORBENT).
- ___ 16. PLASTIC WRAP OR OTHER APPROVED COVERS FOR COVERING FOOD ITEMS.
- ___ 17. SINGLE-SERVICE ARTICLES (CUPS, PLATES, UTENSILS, NAPKINS, ETC.)
- ___ 18. SERVING SPOONS, SPATULAS, TONGS, AND ICE SCOOP AS NEEDED.
- ___ 19. ICE CHEST (S) IN GOOD CONDITIONS (WITH DRAIN & CATCH BASIN) AND ICE.
- ___ 20. HAIRNETS, CAPS, ETC. FOR HAIR RESTRAINT; CLEAN APRONS IF USED.
- ___ 21. TOWELETTES (HANDWIPES) IF DESIRED, TO BE USED IN ADDITION TO HANDWASH.
- ___ 22. OVERHEAD PROTECTION FOR ALL FOOD, FOOD EQUIPMENT, HANDWASH, CLEANING, ETC. (**HAS OVERHEAD PROTECTION, PROPANE TANKS, ETC. BEEN CHECKED WITH FIRE MARSHALL IF REQUIRED**).
- ___ 23. ALL EQUIPMENT IN GOOD REPAIR AND THOROUGHLY CLEANED **PRIOR TO BRINGING TO EVENT LOCATION**
- ___ 24. COPY OF CHD TEMPORARY FOODSERVICE APPLICATION AND REQUIREMENTS POLICY.

COORDINATOR'S CHECK LIST FOR A TEMPORARY FOOD EVENT

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. A Temporary Food Permit application form should be received from each operator at least TEN (10) WORKING DAYS PRIOR TO THE EVENT. If you have any questions concerning this form please contact your local health department.

1. NAME OF EVENT _____
2. DATE(S) OF EVENT _____
3. EVENT LOCATION _____
4. NAME OF EVENT COORDINATOR/RESPONSIBLE INDIVIDUALS:
 Name Address Phone #: work
- _____
- _____
5. NUMBER OF ANITICPATED FOOD BOOTHS _____
6. DATE, TIME, LOCATION OF SCHEDULED MEETING WITH FOOD BOOTH PARTICIPANTS.
- _____
- _____
7. ATTACH A LIST OF PROPOSED FOOD BOOTH PARTICIPANTS: (i.e name of booth, operator name & address, Phone #)
8. TIME OF EVENT SET-UP _____
- EVENT OPERATING TIME _____
9. WILL ELECTRICITY BE PROVIDED TO THE FOOD BOOTHS? ___ NO ___ YES
- IF YES, DESCRIBE _____
10. WILL EQUIPMENT/UTENSIL WASHING FACILITIES BE PROVIDED FOR FOOD BOOTH OPERATORS?
- ___ NO ___ YES
- IF YES, DESCRIBE _____
11. SOURCE OF WATER/ICE SUPPLY _____
12. WASTE WATER DISPOSAL AVAILABLE? ___ NO ___ YES
13. GARBAGE DISPOSAL METHOD: _____
14. ATTACH A MAP SHOWING THE LAYOUT OF FOOD BOOTHS, GROUNDS, RESTROOM FACILITIES, ETC.

SIGNATURE

DATE

CRATER HEALTH DISTRICT
APPLICATION FOR TEMPORARY FOOD EVENT PERMIT
 (PLEASE PRINT OR TYPE)

Please READ AND PROVIDE the following information. Complete the entire form and sign certification. Failure to provide the necessary information regarding your operation may delay the processing of your application

DATE: _____

\$40.00 FEE MADE PAYABLE TO THE LOCAL HEALTH DEPARTMENT MUST BE ATTACHED – FOR FISCAL YEAR JULY 1- JUNE 30. ONCE FIRST PAYMENT MADE, ATTACH PROOF OF FEE PAYMENT FOR SUBSEQUENT APPLICATIONS DURING SAME FISCAL YEAR.

NAME OF ORGANIZATION/BOOTH: _____

COMPLETE MAILING ADDRESS: _____

ORGANIZATION REPRESENTATIVE: _____

TELEPHONE NUMBERS: (W) () _____ (H) () _____

NAME OF EVENT: _____

EVENT LOCATION: _____

DATE(S) OF OPERATION: _____ TIME(S) _____ TO _____

TYPE OF FOOD FACILITY: _____

(Beverage, Wagon, Booth, Kitchen, Tent, etc.)

HAVE AT LEAST TWO MEMBERS ATTENDED A FOOD SAFETY TRAINING CLASS ? ___ YES ___ NO

DO YOU HAVE A VALID STATE HEALTH PERMIT TO OPERATE A RESTAURANT OR COMMISSARY? ___ YES ___ NO

HOW WILL YOU COMPLETE THE FOLLOWING

WATER SERVICE _____ SEWAGE DISPOSAL _____ FIRE SAFETY _____

SOLID WASTE DISPOSAL _____ LIQUID WASTE DISPOSAL _____

LIST ALL FOOD AND BEVERAGE ITEMS BELOW
 (PHF SHOULD BE LIMITED TO NO MORE THAN 3)

FOOD/ BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION AND SERVING EQUIPMENT USED
EXAMPLE: Hot Dogs	Bob's Supermarket	Joe's Restaurant Or on site	Boiled in large pot on gas grill using tongs

FOOD/ BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION AND SERVING EQUIPMENT USED	
HAND- WASHING METHODS	CONDIMENTS HOW SERVED	LIST ALL UTENSILS HOW CLEANED DESCRIBE SANITIZER	REFRIGERATION TYPE	LIST ALL COOKING EQUIPMENT
EXAMPLE: Soap, water, Towels	Prepackaged Mustard, catsup, Etc.	Tongs, spatula, knife, ice, Scoop, (bleach and water = Sanitizer) (Test Strip used)	Reach-in refrigerator, Cooler with ice, etc.	Electric grill, steam Table, deep fat fryer Hot plate, etc.

PLEASE CALL THIS OFFICE PRIOR TO THE EVENT TO VERIFY THE STATUS OF YOUR APPLICATION. PLEASE NOTIFY THIS OFFICE OF ANY CHANGES IN YOUR APPLICATION. (I.E. ADDITIONAL MENU ITEMS, ETC.)

CERTIFICATION

I have read the attached instructions, understand them, and **will comply with the requirements.** I understand that failure to comply may result in a permit not being issued.

OPERATOR SIGNATURE
CHD 4/21/2004

DATE