

# **Weber-Morgan Health Department Temporary Food Event Guidelines**

## **What is a temporary event?**

The Food Code allows food operations at temporary events which includes the operation of temporary food booths at a fixed location for a period of time (not exceeding 14 consecutive days) in conjunction with a single ongoing event or celebration, such as;

- fairs
- carnivals
- circuses
- public exhibitions
- festivals
- farmer's markets
- fund raisers
- chili cook-offs
- salmon bakes
- sporting events, or
- similar transitory gatherings

Food booths are not allowed to stay at the location once the event has concluded.

## **Why are temporary event food service permits required?**

**Temporary food permits are required by law.**

**Outbreaks of foodborne illness have been traced back to food that has been improperly handled at temporary events.**

The temporary food permit is issued after consultation with the Health Department. Applications will be reviewed to help find ways to increase safety and efficiency in the handling, preparation and service of food to protect public health.

## **Who needs a temporary event food service permit?**

All persons or groups (profit or nonprofit) planning to prepare and serve food to the public during a temporary event that is open or advertised (by means of flyers, banners, newspaper articles or by any other means) to the public.

Ice is a food. If ice is dispensed for beverages or consumption a temporary food permit is required.

If more than one booth is operated by the same person(s) or group, a permit must be purchased for each food booth.

**It is illegal to operate a food booth or sell, serve or sample food to the public without a permit issued by the Health Department.**

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### **Who is exempt from a temporary event food service permit?**

Booths that sell only unopened, commercially pre-packaged, non-potentially hazardous foods (candy, chips, sodas).

Booths serving only whole uncut fruits and vegetables.

Church dinners or other events that are to be attended by members of the congregation and their guests only, and are not advertised to the public.

### **What about a BAKE SALE?**

A bake sale is not considered a temporary event as long as only non-potentially hazardous baked goods are served (pastries with cream fillings are not allowed) and it is for a non-profit or charitable organization. You must list all ingredients and display a placard that states that the food is prepared in a kitchen that is not inspected by a regulatory authority.

### **Farmer's Markets**

Farmer's markets as defined in the FDA food code are limited to whole, uncut fruits and vegetables. Whole, uncut fruits and vegetables do not require a temporary food service permit from the Health Department but if the fruit or vegetables are cut for sale or sampling a permit is required. Cut fruit is a potentially hazardous food.

### **Chili Cookoffs, Dutch Oven Cookoffs and Other Food Competitions**

Blanket permits will not be issued by the Department. If food is to be served or sampled by the public, each participant must obtain individual permits from the Health Department (regardless of booth configuration). The entire competition event and its participants must agree to be either a public (permits required) or a non public event (no permit required but only assigned judges allowed as food tasters).

### **How do I obtain a temporary food service permit?**

#### **1. Complete a Temporary Event Food Service permit application. Submit applications early.**

Completed applications for temporary food service permits must be submitted to the Weber-Morgan Health Department at least 5 business days prior to the event. If the application is received less than 5 business days before the event, a late fee will be assessed in addition to the regular permit fee.

Application must be made on Weber-Morgan Health Department approved form.

Applications must be completed and signed by a legal adult who is responsible for the booth.

Children are allowed to work in a temporary food service booth only if the permit is obtained by a legal adult.

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Booths found to be in operation without a valid permit will be closed on site.

Representatives of the Department cannot accept payment or issue permits on site at the event. Permits must be obtained prior to the event.

**2. Applications will be reviewed by the Health Department.**

The Department will base its approval for permit on the information provided on the permit application. If at the time of the event it is determined that the booth is operating outside of the agreement contained in the application, the Weber-Morgan Health Department may revoke the temporary event food permit.

The Weber-Morgan Health Department has the right to limit the number and types of foods permitted for service at temporary food events. A maximum of 4 potentially hazardous foods will be permitted for each booth at temporary events.

When foods will not be prepared at the temporary event site, a letter from the regulated food establishment where the food will be prepared must accompany the temporary food event application. The letter must include a contact name, phone number and address of the establishment.

**3. Submit application fee.**

Permit fees are non-refundable.

The fee for a temporary food permit is \$35.00 for the first day of the event and \$5.00 for each additional day.

A late fee will be assessed in addition to the regular permit fees for applications submitted less than 5 business days prior to the event. Application fees will increase by twenty five percent (25%) each day. Fees would be:

4 business days prior to event = \$43.75 + \$5.00 each additional day  
3 business days prior to event = \$52.50 + \$5.00 each additional day  
2 business days prior to event = \$61.25 + \$5.00 each additional day  
1 business days prior to event = \$70.00 + \$5.00 each additional day  
Day of event (300%) = \$105.00 + \$5.00 each additional day

Temporary food permits must be obtained and fees paid prior to the event. Inspectors can not accept payment(s) or issue permits at the event site.

**4. Provide a copy of a current food handler permit.**

### **What happens if my food booth does not comply with the requirements of the permit or if I fail to obtain a permit?**

You will be required to cease all food operations and future requests for temporary event food permits may be denied by the Health Department. Booths found to be operating without a valid permit will be closed on site. A permit may be obtained (only at the office during regular office hours) and the permit fee obtained after opening will be a 300% (\$105.00) of the normal permit fee. Operation of booth may only be resume after permit is obtained.

### **Required certificates**

1. The Temporary Food Establishment certificate issued by the Health Department upon application approval must be conspicuously posted in the food booth during the event.
2. At least one person with a current food handler card must be working in the booth at all times during the event. Food Handler Cards must be at the booth and available for observation upon request of the inspector.

### **Booth Attendants**

1. Only persons working in the booth are allowed in the booth during the event. Visitors are not allowed in the food service or preparation areas.
2. Babies and small children are not allowed in the food booth.
3. Animals are prohibited in the food booth.

### **Food Source**

1. All foods must be from an approved (commercially prepared) source.
2. Only USDA approved meats will be permitted.
3. **All foods** must be **completely prepared** on-site at the event, or at an establishment currently regulated by the Health Department. No advance preparation of food off-site is allowed (unless prepared at a regulated kitchen and upon approval of the Health Department). This includes; preparation of bread dough, marinating of meat, peeling/cutting of vegetables and fruits, preparation of sauces, salsas, etc.

When foods will not be prepared at the temporary event site, a letter from the regulated food establishment where the food will be prepared must accompany the temporary food event application. The letter must include a contact name, phone number and address of the establishment.

4. **Foods prepared at home or at an unregulated facility are prohibited.**

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5. The Health Department may limit the type of food items allowed at temporary food events based on ingredients, preparation complexity, etc.

### **Temperature Requirements:**

**KEEP IT HOT, KEEP IT COLD OR DON'T KEEP IT (THROW IT OUT)!!!**

### **HOT FOODS**

1. A calibrated metallic-stem thermometer is required on-site to check the internal temperatures of all potentially hazardous foods.
2. **Ambient temperature storage of potentially hazardous foods is NOT allowed. Potentially hazardous foods with temperatures in the Danger Zone (41-140°F) are subject to disposal, destruction or removal from sale.**
3. **Required Cooking Temperatures (minimum internal temperatures):**

**Poultry (chicken, turkey) and stuffed foods: 165°F**

**Ground beef and other ground meats: 155°F**

**Pork, fish, shellfish, eggs: 145°F**

**All other potentially hazardous foods  
(commercially cooked vegetables, canned chili, etc.): 140°F**

4. **All potentially hazardous hot held foods** must be held at **135°F** or hotter **at all times**.
5. Equipment for hot holding must be able to keep food at a minimum of 135°F or hotter. Canned heat (ex. Sterno) is not a reliable source of heat for outdoor events.
6. Hot holding equipment should not be used to bring food to temperature. Equipment and food should both be heated prior to adding the food to the unit for hot holding.
7. Leftover potentially hazardous foods can not be saved and served the next day at a temporary food event. Leftover food must be discarded at the end of each event day.

## COLD FOODS

1. A calibrated metallic-stem thermometer is required on-site to check the temperatures of all potentially hazardous foods.
2. **Ambient temperature storage of potentially hazardous foods is NOT allowed. Potentially hazardous foods with temperatures in the Danger Zone (41-140°F) are subject to disposal, destruction or removal from sale.**
3. **All potentially hazardous cold held foods** must be held at **41°F** or less **at all times**.
4. Equipment for cold holding must be able to keep food at a minimum of 41°F or colder.
5. Leftover potentially hazardous foods can not be saved and served the next day at a temporary food event. Leftover food must be discarded at the end of each event day.

## Prevention of Cross Contamination

1. A chlorine or quaternary ammonia based sanitizer is required at each food booth for sanitizing equipment, utensil and tables. Sharing sanitizer with another booth is not allowed.
2. Wash, rinse and sanitize all surfaces prior to food preparation and after handling raw meat.
3. Wash hands thoroughly after touching raw meat or equipment used for raw meat preparation.
4. Store and prepare raw meat away from ready to eat foods (foods that will not be cooked). Use separate cutting boards and utensils for raw meat and ready to eat foods.

## Hygienic Practices

1. **Bare hand contact with ready to eat food is prohibited.** Disposable gloves and/or utensils must be used for service of ready to eat foods.
2. Change gloves frequently and when they become ripped or contaminated. Remember that glove use does not replace hand washing. Wash hands prior to donning a new pair of gloves.
3. **A hand washing facility must be set-up BEFORE food preparation begins.** All temporary food booths must have at least 1 hand washing station that is easily accessible (sharing hand washing facilities with another booth is not allowed). An acceptable hand washing station would consist of a large insulated container with a minimum of 5 gallons of potable water, a bucket located beneath the spigot to catch the wastewater, soap and paper towels. The container must be equipped with a spigot that stays open until it is manually closed (push button dispensers are not acceptable).

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4. All booth workers must wear hair covering such as hats, visors, scarves, hairnets, etc. Long hair must be restrained behind the shoulders and then covered as mentioned above.
5. Smoking and chewing tobacco are not allowed in the booth.
6. Eating is not allowed in the booth.
7. Individuals with illness, infections, cuts and oozing sores are not allowed to work in the food handling area.

### **Food and Single Service Storage and Protection**

1. Store all foods, utensils and single-service articles (napkins, paper plates, plastic ware, etc.) off the ground and covered to protect from insects, dirt and other contamination.
2. Only single-service items shall be used to provide food and/or beverages to the customer.
3. Single-service items cannot be reused.
4. Serving containers for condiments (such as; ketchup, relishes, salsa, etc.) that are accessible for public use must have sneeze guards, covers or other means to provide protection. Squirt bottles, single service packets or pump dispensers are encouraged.
5. Ice used in beverages must only be used for that purpose. It must be kept in a separate location away from ice used for cooling foods.
6. Ice scoops with handles must be used for dispensing ice for beverages. Using a cup is not allowed.
7. Food products must not become submerged in water from melting ice.
8. Protect food from chemicals. All chemical containers or sprays must be labeled with contents and stored away from the food and preparation and storage areas.
9. Booths must be constructed in a manner that reduces food and equipment exposure to ambient contaminants such as dust and debris.

### **Dishwashing Facilities**

1. Unless enough utensils are kept on hand to replace those which have become soiled, equipment and utensils must be washed using a three-step method in three separate compartments.

If a 3-compartment sink is not available, a temporary set-up must be used which would use 3 tubs or containers.

2. Dishwashing procedures are as follows:

- **1<sup>st</sup> compartment: Wash** in hot, soapy potable water
- **2<sup>nd</sup> compartment: Rinse** in clear potable water.
- **3<sup>rd</sup> compartment: Sanitize** using chlorine or quaternary ammonia based sanitizer in potable water.
- **Air dry** (no towel drying)

3. Containers used for dishwashing **cannot** also be used for handwashing.

### **Garbage and Liquid Waste Discard**

1. At least one garbage container must be available in each booth.
2. Garbage must be emptied regularly.
3. All liquid wastes from hand washing catch buckets, dish washing stations, food preparation, etc. must be discarded into the sanitary sewer system or an approved gray water dump station. **DO NOT** discard liquid waste in storm drains, gutters, portable toilets or on the ground.
4. Grease and cooking oil must be taken off site and disposed of properly unless the event provides a means for proper disposal.

**All food handlers shall comply with these and other items deemed necessary by the Health Department, or Health Department representative. Temporary Event Food Permits are issued with the understanding that all above procedures will be followed as outlined within the guidelines and the permit application. Retention of a Temporary Event Food Permit is contingent upon satisfactory compliance with the temporary food establishment requirements. The Department may refuse issuance of a Temporary Event Food Permit based on poor past compliance of the individual, group, entity or party requesting the permit. Temporary Event Food Permits and Food Handler Permits issued by Weber-Morgan Health Department remain property of the Health Department and may be revoked.**

