

Safe Food Events: Fairs, Festivals, and Suppers Planning Guide



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Safe Food Events: Planning Guide

INTRODUCTION

According to the Centers for Disease Control (CDC) each year in the United States 73 million people suffer from a foodborne illness. These illnesses result in 325,000 hospitalizations and 5000 deaths (CDC, 1999). Some of the cases are mild, while others result in death. The estimated cost including lost wages, medical bills and lawsuits are reported to be 8.5 billion dollars a year. Historically, improper temperature control, poor personal hygiene practices and inadequate facilities have been responsible for causing food-borne illness outbreaks at temporary food events.

In the past ten years there has been an increase in the foodborne illness outbreaks attributed to "community food events". A major outbreak occurred at the Norwalk, Connecticut, Oyster Festival in 1991. Over 600 attendees contracted salmonella infections from undercooked and mishandled chicken fajitas served by volunteers from a community organization. In November of 1997, Maryland reported its largest Salmonella outbreak in history. Over seven hundred people became ill, 161 sought emergency room treatment and two elderly women died. Two food items served at the 50th annual church dinner in rural Maryland, a stuffed ham and turkey stuffing tested positive for *Salmonella Heidelberg*. (Food Protection Report, 1997). The most recent incident in the northeast states occurred in late August of 1999 at a fair outside of Albany, New York. More than one hundred and fifty individuals were infected with *E coli 015:H7*. Forty-five people were hospitalized and one three-year-old child died. Health officials indicated the contamination was a result of cow feces at a barn, washing into an underground aquifer, and contaminating the fair's water supply (On Health, 1999). This is not just a United States phenomenon. In December of 1996, Scotland recorded the worst *E coli 0157:H7* outbreak in the world. Five hundred people became ill and 21 died. The outbreak involved meat pies served to nursing home residents and elderly citizens in a community hall.

The 2001 Food and Drug Administration Food Code defines a temporary food establishment as a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. They may be held either in or out of doors and often have limited physical and sanitary facilities. An event that is advertised with fliers, banners, newspaper articles, radio or TV announcements or by other means regardless of whether a fee is charged is considered a event and is subject to the health code requirements of the local regulatory authority. [Be sure to check with your local regulatory authority--each state defines and regulates temporary food events differently.]

Food preparation practices at temporary food events should comply with all of the requirements of the local regulatory authority. Because temporary events present particular concerns that are unique to nonpermanent establishments, the following should be provided along with a complete menu and preparation instructions:

- The number of expected patrons/day;
- Information on the number and type of toilet and handwashing facilities to be provided;
- The exact location of the event identifying the availability of drinkable water, wastewater/solid waste facilities and services, and methods of dust control;
- A description of the water supply and wastewater and solid waste storage and removal provisions to assess if adequate facilities are provided on site or if additional supplies/services are needed;
- The parcel size for the expected number of patrons;

- A list of names, telephone numbers, and addresses of the event operators, including the name of the designated staff person who will be on site during all hours of the operation of the event and who is responsible for compliance with local regulations;
- The location and source of electricity to be provided.

The site coordinator is ultimately responsible for compliance with local regulatory authority requirements. They, as well as all volunteer foodservice workers, are responsible for serving safe and wholesome food to the public.

The responsibilities of the site coordinator include:

- Knowing the local regulations/requirements for temporary food establishments
- Completion of all required permit application forms
- Pre-event inspection of the facility to ensure it complies with local regulations
- Knowing the principles of food safety and how to apply them
- Regular monitoring of the facility, including food preparation and serving practices to ensure they are done in compliance with local regulations.
- Serving as the contact with the local regulatory authority on all issues including a foodborne illness outbreak.

The site coordinator should meet with the local regulatory authority prior to the event at the event site to ensure the event is being conducted in a manner that conforms with local requirements.

The purpose of this logbook is to help you and your organization to:

1. Gather the necessary documentation needed to obtain approval from your local regulatory authority.
2. Operate the event in a manner that reduces the risk of foodborne illness for your patrons.
3. Document your efforts to reduce the risk of foodborne illness and comply with local regulations
4. Provide background information on the causes and prevention of foodborne illness.

Note: while there are a variety of forms for your use in this manual, keep in mind that a local health department will likely have their own forms that you will need to fill out.

FOODBORNE ILLNESS: A QUICK REVIEW

It is important to become familiar with foodborne illnesses, their cause, foods that may carry the infecting agent, and the symptoms and course of illness.

What groups are at greatest risk for foodborne illness?

While anyone can get foodborne illness, some groups of people are at greater risk because their immune system (the way the body fights illness) is either immature (very young) or not working well (compromised) as a result of illness or medication. High risk groups include: the very young, pregnant women, the elderly, the chronically ill, those taking antibiotics, antacids or certain drugs or undergoing chemotherapy or those with chronic illnesses affecting the immune system such as AIDS, diabetes, lupus, cancer or kidney disease.

How could food become contaminated during a temporary food event?

Food can be contaminated any time during harvesting, processing, transporting, preparing, storing and serving food. There are three types of food safety hazards that can cause illness or injury to the consumer.

- **Chemical Hazards** include toxic chemicals used for pest control, cleaning and sanitizing. Toxic metals can sometimes be found in imported, older or "gourmet" kitchen utensils or older water or well systems. These can include copper, brass, cadmium, lead and zinc. Zinc used to galvanize containers (garbage cans) and in gray enamelware containers can make acidic foods such as orange juice or tomato sauce and pickles poisonous.
- **Physical Hazards** usually result from accidental contamination. Examples include slivers of glass, human hair, nails, false nails, nail polish, pieces of jewelry, metal fragments from worn or chipped utensils and containers, dirt, stones, frilled toothpicks.
- **Microbiological Hazards** occur when microorganisms found in the air, food, water, soil, animals and humans contaminate food. Microorganisms commonly associated with foodborne illnesses include bacteria, viruses and parasites. They account for the majority of foodborne illness outbreaks. Examples include *salmonella*, *E. coli*, *Listeria monocytogenes*, hepatitis A and the trichina parasite, which causes trichinosis.

Foodborne illness is most often caused by **bacteria**. Bacteria can contaminate both raw and cooked foods. It is important to handle all potentially hazardous foods safely. Bacteria can cause two types of illness:

1) Infection: Some bacteria cause infections (*Salmonella enteritidis*, *Listeria monocytogenes*) When we eat a food that is contaminated with these bacteria, we become infected with the bacteria, which may multiply easily at body temperature. It may take several days for bacteria to multiply to numbers that will make you sick. When you become sick, you may have a fever from these infections. These bacteria tend to be found in raw animal products or in ready to eat foods than may be contaminated during handling.

2) Intoxication: Some bacteria make toxins or poisons when they are allowed to grow and multiply in a food. Generally, these bacteria tend to be found in ready to eat food, food that has been cooked and cooled, and food that has been cooked, cooled, and reheated. When you eat a food that contains these poisons or toxins, you usually become sick very quickly...in a matter of hours. These bacteria include *Staphylococcus aureus* and *Clostridium perfringens*. These toxins are heat stable and may not be destroyed with additional cooking.

Bacteria grow and multiply in the food if conditions are right. Generally under the "right" conditions, bacteria will reproduce every 20 minutes.

Conditions for Bacterial Growth

Food Source

Potentially hazardous foods (PHF) are most often, high protein or starchy foods that support the growth of microorganisms and defined by the FDA as:

- Foods of animal origin (raw or cooked) including meat, poultry, cold cuts, fish, eggs, dairy products, butter, uncooked bacon, and foods made with these ingredients
- Certain foods of plant origin that are eaten raw (sprouts, melons, garlic in oil mixtures, tofu) or cooked (baked potatoes, cooked beans or corn);
- Cooked cereal foods such as rice or macaroni.

Temperature

Potentially hazardous foods held in the **Temperature Danger Zone**, 41°F-140°F, are at risk for increased bacterial growth if they remain in this temperature range more than 4 hours.

Acidity (pH)

Measured on scale from 0 (acidic) to 14 (alkaline). Seven (7) is neutral. Foods with a pH above 4.6 are ideal for bacterial growth. Most animal food products including meat, fish, poultry, eggs, and milk have a pH around 7.

Time

In general bacteria multiply rapidly, given warmth, moisture, and time. Under ideal conditions a single cell can produce over one million cells in five hours. Food should not be in the Temperature Danger Zone (41°-140° F) for more than four hours. The four-hour time frame is cumulative and includes all steps in processing, preparation and serving of potentially hazardous foods.

Note: *this does not mean that you can purposely leave food out at room temperature for four hours. Every attempt must be made to limit the time food spends in the temperature danger zone.*

Air/Oxygen

Bacteria reproduce with or without the presence of oxygen. Aerobic bacteria require oxygen, while anaerobic bacteria require no oxygen. Facultative bacteria can survive in environments that may or may not have oxygen present. Most bacteria that are responsible for foodborne illnesses are facultative.

Moisture

All bacteria need moisture to grow and reproduce. Freezing, drying, salting or adding sugar to a food reduces the amount of water available and slows or prevents bacterial growth.

Viruses, parasites, and other microorganisms may cause foodborne illness as well. Viruses are often associated with contaminated water and unclean hands. They do not need to be in a food to be passed from one person to another. The best method of preventing contamination by a virus is to wash hands thoroughly.

Parasites are small worm-like organisms that need an animal or human host to survive. You are probably most familiar with the trichinae parasite, found in wild game and pork products. Parasites are often found in fresh fish. Cooking and freezing for a specified period of time destroys parasites.

Refer to the foodborne illness chart in the appendix for more information about foodborne illnesses.

4 Simple Rules for Safe Food

To reduce the risk of foodborne illness from your temporary event, remember these **Four Simple Rules:**

1. Good Personal Hygiene: Develop and Implement Policies

Foodborne illness outbreaks are often the result of food handlers with poor personal health and hygiene habits. It is important that everyone working at your food event understand and practice good personal hygiene--including washing hands, restraining hair, wearing clean clothing and not working while sick. A simple written worker health and hygiene policy will emphasize your commitment to food safety.

Include in a worker attire policy:

- Wear clean clothing and cover it with a clean apron.
- Wear hats, hairnets, or some type of hair restraint.
- Avoid wearing jewelry. Rings trap bacteria, and provide a warm, moist environment for bacteria to grow. Earrings and other jewelry can fall into food and become lost.
- Keep fingernails clean, unpolished, and trimmed short. Nail polish can chip. Long and/or artificial nails may chip and break into food.
- Body piercing jewelry should be removed.
- Wear closed toe rubber soled shoes--no sandals or high heels.

Include in a worker health and hygiene policy:

- No person with a communicable disease or having boils, sores, infected wounds, a cold, vomiting, or a diarrheal illness is allowed to work with food. Stay away when you are sick with a fever, bad cold, stomach bug, vomiting, diarrhea, if you are a carrier of any foodborne pathogens such as hepatitis A or salmonella.
- How to properly bandage and cover open cuts or wounds. (wash hands, apply a clean bandage, then a clean glove)
- When to assign someone to another job where they will not be handling food (cold, runny nose, infection).
- How and when to wash hands.
- Smoking and eating should not be allowed in the food booth.

2. Keep it Clean: Hands and Food Contact Surfaces

A good sanitation program is the foundation of a food safety program. If food preparation surfaces, utensils or equipment are contaminated, the microorganisms can easily be transferred to the food. Hands are a food-contact surface. Dirty hands are often implicated in foodborne illness outbreaks. Dirty hands can spread foodborne pathogens.

Handwashing

Handwashing facilities must be available. Hot water, soap, and paper towels must be available for workers' use. Wash hands thoroughly and frequently for 20 seconds using hot water and soap, and rinse with hot water.

- "Thoroughly" means:
 - Use running hot water, lather with soap.
 - Scrub under nails, between fingers, back of hands, and up wrists.
 - Wash for 20 seconds.
 - Give hands a thorough rinse with hot water.
 - Dry hands with a paper towel.
 - Turn off the water with the paper towel.

- "Frequently" means:
 - before starting to work with food,
 - after using the restroom,
 - after coughing, sneezing, blowing your nose,
 - after touching head, hair, any other part of your body,
 - after touching raw food--i.e., poultry, meat, or fish,
 - when changing jobs in the kitchen--washing dishes, equipment, or utensils; taking out trash; mopping floors
 - after touching chemicals,
 - during food preparation as needed,
 - after smoking. (It is impossible to smoke without exposing the fingers to droplets of saliva. Small and unnoticed, these droplets can contain thousands of bacteria, which can contaminate anything fingers touch. Exhaled smoke sends saliva droplets and other contaminants into the air.)
- Single-use disposable plastic gloves are recommended for preparing salads and handling other ready-to-eat foods. Change and throw away gloves as often as you wash your hands. Wearing gloves is NOT a substitute for frequent handwashing!

Cleaning and sanitizing food contact surfaces: work areas, equipment, utensils, cutting boards

Sanitation is taking measures to make the foodservice environment healthful. "Clean" means free of dirt and filth that you can see. "Sanitary" means reducing the amount of disease-causing micro-organisms or contaminants to "safe" levels. Food contact surfaces include counters, cutting boards, utensils, hands, gloves, knives, plates, cups---any thing that comes into contact with food during storage, preparation, holding or serving.

- Develop a daily check list to keep track of cleaning and sanitation activities. Make a list of daily tasks, when they should be done, and who should do them. Once accomplished, the volunteer can simply initial the checklist.
- Procedure for all food contact surfaces:
 - Wash in hot, soapy water.
 - Rinse in clean, hot water.
 - Sanitize by soaking in a warm water and bleach solution. The standard mixture is 1 Tablespoon of bleach to 1 gallon of water. However, new "ultra" bleaches are more concentrated, so the mixture would be 3/4 teaspoons to 1 gallon of water. (Note: Do not use scented bleach!) . To be safe, consult the label on your bleach bottle and use a test kit to determine the strength of the solution. Test the sanitizer for chlorine content at least every two hours, or more often if it is in direct sunlight. If test strips are unavailable, change the sanitizing solution whenever suds are gone from the wash water.
- Provide a supply of clean wiping cloths. When not in use, they should be stored in bleach solution.
- All food contact surfaces and equipment must be cleaned and sanitized at regular intervals and as often as necessary to be kept clean. A bleach solution should be provided in sufficient quantities for sanitizing all food contact surfaces.
- Garbage cans for disposal of waste must be provided. They should be leakproof, easily cleanable, pest-proof, and durable. Empty garbage regularly to prevent insect infestation. Store away from food preparation areas and keep covered. They should be washed and sanitized daily away from the food preparation area.
- Wastewater must be disposed in a sanitary sewer or approved dumping station--not poured on the ground.

3. Separate-Don't Contaminate

Cross contamination occurs when a clean work surface or utensil or uncontaminated food comes into contact with a contaminated work surface, utensil, or food. This can happen when raw meat, fish, poultry, or eggs are handled. It also happens when utensils, cutting boards, containers, or hands that touched the raw food are not properly washed before they touch other foods.

- All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during **storage, preparation, holding, and service**.
- The food preparation facility must be provided with an approved water supply.

During Receiving:

- To minimize the chance of receiving contaminated food, all foods served to the public must be from an approved source. No home-canned foods should be used. All foods must be prepared in an approved kitchen. No wild game or seafood from non-commercial sources can be served. All meats and poultry must be USDA-inspected. Only shellfish from approved sources may be served. All shellfish identification tags must be kept for 90 days. Ice must be purchased from an approved source.
- If you are having food and supplies delivered to your facility, be sure to check the temperature of any heated, refrigerated or frozen foods. Check all foods for signs of insects, spoilage, temperature abuse, or tampering. If the product does not meet your standards for safety and quality, reject it and return it to the vendor.
- Check paper products when you receive them for signs of insects and rodents.
- Develop a protocol for rejecting products that do not meet your standards for quality and/or safety.
- Once the food and supplies have been purchased or ordered, it is a good idea to keep a receiving record. You might want to include on the record:
 - ✓ Food item
 - ✓ Date received
 - ✓ Supplier/source
 - ✓ Brand name
 - ✓ Package size
 - ✓ Condition at receiving
 - ✓ Storage location
 - ✓ Name of person checking in

This receiving record serves as a source of information if there is a case of foodborne illness attributed to your operation.

During Storage:

- Keep all food storage areas clean. Protect food from dirt, dust, splashing water and pests. Clean and sanitize all storage areas including any cold storage units just prior to the event.
- When food is received from the supplier it should be stored immediately in the refrigerator, the freezer, or in the dry (non-perishable) storage area.
- Package, cover, label and date all food before storing in the refrigerator, freezer or dry storage area.
- **First In, First Out:** When storing food, it is best to follow the “FIFO” system. Foods that are stored first (older foods) should be used first.
- Observe sell-by dates, use-by dates and expiration dates.
- Food items in dry storage should be on shelving at least 6 inches off the floor and 6 inches away from the wall.
- Store cold foods at 41° F or below in a refrigerator or cooler containing a thermometer used to monitor the temperature.
- In the refrigerator, store raw meats, poultry, and fish on the bottom shelves of the unit, so that drippings do not contaminate other foods. If possible, place them on trays as well.
- In the refrigerator, place cooked or prepared foods and foods cooling without a cover on the top shelves.

- Thaw meat and poultry in the refrigerator below cooked foods and produce so juices do not drip on them. Place meat and poultry on a tray or pan before thawing in refrigerator to catch drips.
- If coolers are used to keep food cold, use ice packs or self-draining ice. The food should be packaged so that the food does not come in direct contact with the ice or sit in melting ice water. Ice used to keep food cold should never be served in drinks.
- Use containers only for the purposes for which they are intended. Store foods in food-grade containers and keep them covered.
- Do not store, prepare, or serve food in copper, brass, galvanized, or grey enamelware containers.
- Imported enamelware coated with lead glaze and tin milk cans used to store fruit juices have been linked to contamination. Enamelware should not be used because it may chip.
- Pesticides and cleaning compounds must be stored labeled, in their original containers, and away from any food preparation and serving areas.

During Preparation:

- All food preparation must be done on site or in a licensed commissary.
- Clean and sanitize cutting surfaces and utensils after cutting meats.
- Wash hands thoroughly after and between handling different foods--raw or cooked.
- Use a separate spoon for tasting. Use the tasting spoon only one time. Do not use a stirring spoon for tasting. Keep stirring equipment clean.
- Wash hands whenever changing assignments, e.g., from mopping floor to making sandwiches or after handling money.
- Designate raw and cooked (or ready-to-serve) preparation areas.
- Never reuse marinade. Once the meat is removed from cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly made marinade if the recipe calls for adding while the meat is cooking.
- Never pool eggs. When large quantities of eggs are called for, liquid pasteurized eggs must be used. Example: For making scrambled eggs, pancakes, funnel cakes, or other batters, liquid pasteurized eggs must be used.
- Do not store, prepare, or serve food in copper, brass, galvanized, or grey enamelware containers.
- Small pieces of metal may get into the food from using a worn metal can opener.
- Use only toothpicks with filled tops.

During Serving:

- Avoid touching food whenever possible. Use utensils to pick up and serve food. Always wear single-use disposable rubber gloves when handling or serving ready-to-eat food! Disposable waxed paper helps when handling is necessary. Be sure to keep hands away from the eating surfaces of plates, cups or utensils you are serving.
- Minimize hand contact. Use utensils such as tongs, spoons, spatulas. They should be stored in the food with handles extending out.
- Use wax tissue paper or plastic gloves to serve "finger foods", e.g., cookies, brownies, donuts, muffins.
- Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a way so that the food will not become contaminated. For example, use a squeeze bottle to dispense mustard, ketchup.
- Discard leftovers at the end of the day.

Only condiment packets, wrapped crackers or breadsticks or other sealed foods may be reserved. Never combine leftovers with fresh food. For example, opened containers of mayonnaise, salsa, mustard or butter should be thrown away.

4. Keep Temperature Under Control

The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Keeping track of food temperatures is essential to the safety of your food product. Bacteria and other microorganisms are more likely to grow and multiply in a potentially hazardous food if the food is in the **Temperature Danger Zone**. The **Temperature Danger Zone** ranges from 41°F to 140°F. Cold foods should be held or stored below 41°F, while hot foods should be held and stored at 140°F or higher. Foods should be cooked to the appropriate end cooking temperature for each food. You must have facilities available to keep foods at the proper temperature.

- Have the following temperature testing equipment at your site:
 - ☑ **Bimetallic food thermometer** (plastic face for use outside of oven): Reads in 15-20 seconds, place **2-2 1/2"** deep in thickest part of food. Can be used in roasts, casseroles, and soups. Temperature is averaged along probe, from tip to 2-3" up the stem. Not designed to remain in food while it is cooking, use to check the internal temperature of a food at the end of cooking time. Not appropriate for thin foods. Some models can be calibrated; check manufacturer's instructions.
 - ☑ **Thermistor, Digital Instant-Read**: Reads in 10 seconds. Digital Instant-read thermometers must be placed at least **1/2"** deep, thermistors are tip sensitive. Can measure temperature in thin and thick foods. Not designed to remain in food while it's cooking. Check internal temperature of food near the end of cooking time. Some models can be calibrated; check manufacturer's instructions
 - ☑ **Thermocouple**: Reads in 2-5 seconds, place 1/4" or deeper, as needed. Good for measuring temperatures of thick and thin foods. Not designed to remain in food while it's cooking. Check internal temperature of food near the end of cooking time. Can be calibrated. These can be expensive.
 - ☑ **Refrigerator/freezer thermometers**: Place a thermometer on the top shelf of the refrigerator/freezer near to the door. This is the warmest part of the refrigerator/freezer. Check the temperature at least twice daily. If coolers are allowed by your local health authority, keep a thermometer in the cooler and monitor it at least every 4 hours.
 - ☑ **Oven thermometers**: An oven thermometer will help you to know if your oven is working properly. Do not use it as a measure of doneness of food cooked in the oven.
 - ☑ **Bimetallic oven thermometer** (glass face for use in oven): Reads in 1-2 minutes, place **2-2 1/2"** deep in thickest part of food. Can be used in roasts, casseroles, and soups. Not appropriate for thin foods. Heat conduction of metal stem can cause false high reading. Some models can be calibrated; check manufacturer's instructions
- Keep potentially hazardous foods out of the danger zone.
- All potentially hazardous foods--including meats, poultry, eggs, shellfish, fish, and milk--should arrive at the site at 41°F or below. Reject deliveries that do not meet these temperature requirements.
- Store perishables in a refrigerator that is able to hold food cold (41°F or below) or in a freezer that can keep food frozen (0°F). Home appliances are not suitable for larger scale food storage.
- Defrost frozen food in the refrigerator below 41°F, under cold running water, or in the microwave oven--NEVER at room temperature.
- Cook foods without interruption. Never partially cook foods in advance.
- Use a metal-stem thermometer, thermistor or thermocouple to check internal food temperatures. Temperatures are taken at the geometric center of the food. This is usually the center of the thickest part.

The thermometer should be calibrated periodically to make sure that it is reading accurately, especially after an extreme temperature change or if the thermometer has been dropped. Be sure to clean and sanitize the thermometer after each use.

Calibrating a Metal Stem Thermometer

A metal stem thermometer is your best defense against temperature abuse. However, it is of no use to you if it is not measuring temperature accurately. You should re-calibrate your thermometer any time you have used it in a very hot or very cold food, if it has been dropped, or if it does not appear to be taking accurate readings.

Boiling Point Method

This is best used where altitude does not affect the boiling point temperature.

Place metal stem thermometer into boiling water. When the recording needle stops moving, read the dial. It should read 212°F. If this is not the reading, then adjust the calibration nut at the base of the dial until the needle is at 212°F.

Freezing Point Method

Place the metal stem thermometer into an ice-water bath. When the recording needle stops moving, read the dial. It should read 32°F. If it does not, then adjust the calibration nut at the base of the dial until the needle is at 32°F.

Cook foods to these minimum cooking temperatures

- whole poultry--180°F for 15 seconds
- poultry breasts, roasts – 170 F for 15 seconds
- poultry thighs, wings—until juices run clear
- stuffing--165°F for 15 seconds
- pork--170°F for 15 seconds
- beef--140°F for 121 minutes (rare, some risk), 160°F for 12 minutes (medium), 170°F for 15 seconds (well done)
- steaks—145 F for 15 seconds
- ground beef patties and loaves--160°F for 15 seconds
- ground poultry patties and loaves—170 F for 15 seconds

Note: Check with your local health department or sanitarian for state regulations for food service establishments.

- Recent *E. coli* outbreaks have focused special attention on ground meats. Be sure that hamburgers are cooked to an internal temperature of 160°F. The only way to accurately check the temperature of a thin food like this is with a thermocouple or digital instant read thermometer.
- Food must be maintained at a temperature of 140°F or above in a hot-holding unit. The temperature of the food must be checked at periodic intervals. If the temperature falls below 140°F, the food should be reheated to 165°F and returned to the unit. Food may only be reheated once. Cold food, such as frozen vegetables or chili, should never be placed in the unit to be heated.
- Electric, gas, sterno, or other hot holding units must be able to maintain potentially hazardous hot foods at 140°F or higher.
- Refrigeration units or proper use of ice must be able to maintain potentially hazardous cold foods at 41°F or below.
- Chill cooked foods from hot to 70°F within 4 hours, then to 41°F within 2 hours. Large quantities of food must be divided into small, shallow (2 inches high) food-grade containers that will allow for rapid cooling. Food should not be more than 2 inches deep. ALWAYS cool in the refrigerator.

NOTE: Large quantities of food should not be chilled in a temporary food booth setting. Chilling should be accomplished before bringing the food to a temporary site.

- Keep track of the temperatures of wash and rinse water in sinks and/or dishwasher. They need to be high enough to clean and/or sanitize dishes and utensils. (Manual washing sinks should be at least 125°F, while the rinse cycle on a dish machine needs to be at least 180°F.)
- Back-up facilities for heating, cooling, and holding hot or cold foods must be considered in case of equipment or power failures.

Event Game Plan: Planning the Event

Regulations, ordinances and guidelines

For a good beginning--know your regulators and the regulations that pertain to temporary food events in your locality. Contact your local, regional or state health department before you plan your event--application, license and other requirements vary by state. List regulatory contacts and sources for local, state and federal regulations and guidelines here.

Regulatory Contacts

	Agency	Contact Person	Phone #
1.			
2.			

Resources for regulatory information

Applications for Permits and Licenses

When planning an event, you will want to contact our local officials for any licenses, permits, or payment of fees necessary for your foodservice event.

It would be to your advantage to complete the **Event Data Sheet** and the **Application for Temporary Food Establishment Permits** first. The overall Event (fair, festival, etc.) coordinator or the coordinator of food booths/vendors completes the Event Data Sheet for the Event.

Each food booth or Temporary Food Establishment (TFE) operator will need to complete his or her own Application for Temporary Food Establishment Permit. If the event is small (a church supper), the food coordinator should complete both the Event Data Sheet and the Application for Temporary Food Establishment Permit.

If you have any questions regarding these permits and applications, please contact your local sanitarian, health department or other health official responsible for temporary food events.

List the required permits and fees here: (Consider the health department, police, fire marshal's office, building inspector, etc.)

	Agency	Contact Person	Phone #	Fees
1.				
2.				
3.				
4.				
5.				

Facilities and operations

Buildings/premises

- Walls/Ceilings

Temporary sites, out of doors: The temporary food facility must be covered with a canopy or other type of overhead protection, unless the food items are commercially pre-packaged items dispensed in their own containers. Walls may be required if the food, equipment and utensils in the booth need to be protected from weather, windblown dust and debris, or other sources of contamination. Walls and ceilings, if required, are to be of tight and sound construction to protect against the elements and, where necessary, flying insects.

For all temporary food events, walls and ceilings in the facility must be finished so that they are easily cleanable.

- Floors

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, concrete, removable platforms, duckboards and/or non-absorbent matting or other cleanable material. The floor area must be graded to drain away from the food booth. If floors are not required, extra care should be taken to avoid contact of food, utensils or paper goods with the ground.

- Lighting

Adequate lighting shall be provided for all temporary food service events, especially those operated at night. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles.

Water Supply

- Water source

An adequate supply of potable or drinkable water shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. Water must come from an approved public water supply or an approved well water supply. If the source is well water, the results of most recent testing must be available to the regulatory authority.

The water supply system and hoses carrying water must be constructed with approved food contact materials. The water supply must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground or surface. A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the regulatory authority.

- Wastewater disposal

Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped on the ground surface, into waterways, or into storm drains, but shall be collected and dumped into a receptacle or sink drain designated for the collection of wastewater or into a toilet directed to a sanitary sewer.

Food Storage Facilities

- Cold storage/holding

Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated hard-sided container with sufficient coolant may be approved for storage of less hazardous foods or use at events of short duration. Unpackaged food should not be stored in direct contact with undrained ice.

- Hot food storage/holding

Hot food storage units shall be used to keep potentially hazardous foods at 140°F or above. Electrical equipment, propane stoves, grills, etc., must be capable of holding foods at 140°F or above. Sterno is allowed provided proper temperatures are maintained. It may not be appropriate for use out of doors where the wind may extinguish the heat source. Steam tables or other hot holding devices are not to be used for heating up foods, only for hot holding processes.

- Dry storage

All food, equipment, utensils, and single service items shall be stored at least 6" off the ground and above the floor on pallets, tables, or shelving protected from contamination and shall have effective overhead protection.

- Food utensil storage

Food dispensing utensils must be stored in the food items with the handles extended out of the food; in running water of sufficient velocity to flush wastes to the drain; or clean, dry, and protected from contamination.

Handwashing and toilet facilities

- Handwashing facilities

Handwashing sinks must be convenient to food preparation areas. The station must include a source of potable (preferably warm) running water under pressure, soap, paper towels and a waste receptacle. While a permanent handwashing facility is preferable, the following will meet minimum requirements:

A 5 gallon insulated container with a spigot which can be turned on to allow potable, clean warm water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand cleaner, dispensed towels, and a waste receptacle. Handwash stations are not required if the only food items offered are commercially pre-packaged foods that are dispensed in their original containers.

Instant hand sanitizers cannot be used in place of proper hand washing.

- Toilet facilities

An adequate number of approved toilet facilities shall be provided for food service workers at each event. The toilet facilities, preferably permanently established, should be conveniently located to the food prep areas (within 500 feet of food prep areas). Toilets may consist of properly designed, operated, and maintained portable toilets. Toilet facilities must be continually monitored to assure sanitary conditions during their operations. Handwash facilities with an adequate supply of soap, sanitary towels, and waste receptacles must be provided at or near the toilet facilities.

Food Preparation Facilities

- Counter tops or work surfaces

All food preparation surfaces shall be smooth, easily cleanable, durable, and free of seams and difficult to clean areas. Cutting boards should be constructed of hard plastic or hardwoods, where allowed. If cutting boards surfaces are no longer smooth, you should replace them. Separate cutting boards for raw meat, poultry or fish products and ready to eat foods such as salad vegetables or breads.

- **Cooking facilities**

All equipment must be in good working order and must be constructed from approved materials. NSF approved equipment is recommended.

All cooking areas must be protected from contamination. Charcoal and wood cooking devices are not recommended. Propane stoves or grills are approved as cooking devices. The local fire safety authority must approve these devices. All cooking of foods should be done towards the rear of the food booth. When barbequeing or using a grill, the cooking equipment should be separated from the public for a distance of at least 4 feet by roping off or by other means to protect patrons from burns or splashes of hot grease.

- **Thermometers**

A thermocouple, thermistor, digital instant read thermometer, or metal stem thermometer shall be provided to check the internal temperatures of potentially hazardous hot and cold food items. Food temperature measuring devices shall be accurate to +/- 2°F, and should have a range of 0°F to 220°F. If necessary, thermometers should be regularly calibrated.

- **Food display**

All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of sneeze guards or other effective barriers. Open or uncovered containers of food shall not be allowed at a temporary food service event, except working containers. Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources.

Sanitation

- **Dishwashing Facilities**

A commercial dishwasher or 3-compartment sink should be used to wash, rinse, and sanitize equipment and utensils coming into contact with food.

If unavailable, the minimum requirements for a utensil washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough for complete immersion of utensils, a potable hot water supply, cleaning solution, sanitizing solution, and an adequate disposal system for wastewater. A centralized utensil washing area for use by multiple food vendors may be permitted by the regulatory authority. Equipment and utensils must be cleaned and sanitized at least every 4 hours.

All equipment should be scraped, washed with detergent in hot potable water, rinsed in warm potable water, and sanitized in a bleach solution of 1 Tablespoon bleach to a gallon of water. Do not use scented bleach. Sanitizer test kits should be used to make sure that the sanitizer is at an effective concentration. Change sanitizing solution when changing the wash water.

- **Sanitizing**

Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers must be used at appropriate strengths. An approved test kit must be available to accurately measure the concentration of sanitizing solutions.

- **Wiping cloths**

Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean chlorine sanitizing solution at a concentration of 100 ppm.

- Garbage

An adequate number of non-absorbent, easily cleanable, covered, garbage containers should be provided both inside and outside of each TFE site. Dumpsters must be covered, rodent-proof, and non-absorbent. Grease must be disposed of properly and shall not be dumped onto the ground surface.

- Toxic materials

Cleaning agents, pesticides and other potentially hazardous food service chemicals shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, food contact surfaces, and single service and single-use articles. Only those chemicals necessary for the foodservice operation shall be present.

Menu Planning

- Designing the menu

Preventing a foodborne disease outbreak at a temporary food service event begins with the menu selection. *A menu that includes many potentially hazardous foods is risky.* These foods are more likely, if handled improperly, to be the cause of a foodborne disease outbreak. Generally, potentially hazardous foods are high in protein or starch, low in acid, and high in moisture content.

Potentially hazardous foods are foods that consist in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, cooked macaroni and rice, melon, seed sprouts, tofu and other soy based perishable foods, garlic in oil mixtures, ice and baked potatoes.

Examples include hamburgers, tacos, hot dogs, chili, fajitas, meat pizza, chicken, sausage, ice, batters, doughs, cream pies, custards, meat or poultry salads, cut melons, and bean sprouts.

Non-potentially hazardous food is food that is not able to support growth of foodborne disease-causing microorganisms because it is acidic, or has low moisture, high sugar, or high salt content.

Examples include cookies, breads, fruit pies, cakes, potato chips, popcorn, cotton candy, candy bars, or soft drinks.

Choose a menu that requires minimal food handling.

Sample Menus

Riskier Menus:

**Potentially Hazardous Foods*

1. Hamburgers*
Rolls Potato salad*
Relishes, condiments
Frozen yogurt

Less Risky Menus:

1. Popcorn
Potato chips
Cotton candy
Soda
Bottled juice drinks

2.
Grilled, marinated chicken breast*
Rolls
Lettuce, tomato, mayonnaise
Macaroni salad*
Fresh melon cubes*

2.
Canned chili*
Hot dogs*
Rolls
Sauerkraut
Canned vegetarian baked beans
Coffee/tea/soda

3.
Gyro sandwich in pita*
Yogurt sauce w/cucumber*
Greek salad w/feta cheese*
Baklava
Soda

3.
Donuts (no cream-filled)
Muffins
Cookies
Coffee/tea
Bottled fruit juice

4.
Chicken pie*
Corn bread
Cole slaw*
Assorted cakes* (if cream filled)
Soda

4.
Canned New England clam
chowder
Saltines
Soda

Note:

Canned products that only need reheating are less risky.

- Suppliers/shopping

All foods served to the public must be from approved sources—sources approved by the Health Department. For the most part, this includes commercial establishments such as licensed restaurants, caterers, supermarkets, wholesale food distributors.

It is recommended that the following foods NOT be considered as from approved sources. Check local regulations.

- ◆ Foods prepared in a home kitchen
- ◆ Home-canned foods
- ◆ Ice made at home
- ◆ Raw milk
- ◆ Foods purchased from street or "truck" vendors or others not approved by the regulatory authority

Shellfish must be purchased from an approved source. Shell-stock identification tags must be kept on file for 90 days after the receipt of clams, mussels, and oysters. Upon delivery, the foodservice operator should mark the tag with the date.

Volunteers/personnel

- Scheduling (**See Attachment 6**)

In order to effectively serve your patrons, you must effectively staff and manage your food booth. The TFE/booth operator must consider all of the jobs that need to be done—from cleaning before the event to garbage pick-up after the event. When these responsibilities are identified, volunteers should be assigned duties and scheduled to work. If necessary, subcommittees may be organized to accomplish certain tasks. It is important to schedule enough workers to do the job. It can be helpful to have extra volunteers to run for supplies or provide breaks to other workers.

It is important to keep accurate records of all personnel working at your TFE/booth. If there is a foodborne disease outbreak or other food safety incident, the regulatory authority will require this information during their investigation. Records should include the name of the worker, shift working, job assignment, time in and time out.

- **Training (See Attachment 7)**

Whether the personnel at the TFE/food booth are volunteers or paid staff, they all need to possess a minimum knowledge of safe food handling practices. Do not assume that staff have this knowledge, even if they have worked at the food booth or even a restaurant before. It is important to train your staff so that they have the skills necessary to ensure the safety of the food you are selling. Training can be accomplished informally with one-on-one information sessions, or could include a single two-hour workshop for all personnel.

Keep records of training sessions, including dates, times, topics covered, and personnel attending. These records are valuable if an outbreak occurs as they indicate that you are making every effort to serve safe food.

Pre-event inspection (See Attachment 8)

In many jurisdictions, it is the responsibility of the TFE/food booth operators to make an appointment with their local regulatory authority to have a pre-operational inspection. The Log Book includes a self inspection form that you might want to use to prepare for the inspection. If such an inspection is not required for your event, use this tool to perform your own inspection.

Event Game Plan: During the event

Personal hygiene

Only personnel who are healthy can work with food. *No one* with a fever, diarrhea, vomiting, or skin infection can be allowed to work. Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth.

Follow simple rules for personal health and hygiene--especially regarding handwashing, proper use of gloves, wearing clean clothes and aprons and refraining from eating or smoking in the booth.

Thermometers

A thermometer is the most important tool to use against foodborne illness. Make sure you have all required thermometers on hand. A thermometer should be used during the event to:

- check the temperatures of food received from vendors
- monitor temperatures in coolers used for short-term storage
- monitor temperatures in refrigerators
- check final cooking temperatures
- monitor temperatures of food in hot and cold holding equipment

Use a calibrated thermometer; use the right thermometer for the job; and don't forget to wash, rinse and sanitize the thermometer between uses, including between the testing of each different food.

Event Game Plan: After the event

1. Review and revise

Review all records, menu items, recipes, procedures. Note any problems that may have occurred. Make changes as necessary in food booth plans for next year.

2. What if there is an outbreak?

Before:

The best time to think about an outbreak of foodborne illness, or other food safety incident is before it occurs. It is best to be prepared. No matter how careful you are, an outbreak could happen any time: It may result from negligence--or simple human error. So, here are some ideas that can help you be prepared.

- Have a food safety monitoring plan in place. In this program, we are using food safety check points. Monitor the check points often, to make sure that the plan is working.
- Make friends with your local health officials. Involve them in your planning, if possible. Ask them many questions. Ask them to review plans and to inspect your facility. They are there to help you. If a food safety incident occurs, be sure to involve them early.
- Keep any records that indicate that you were making every effort to follow food safety principles and to ensure the wholesomeness and safety of the food you were serving to the public.

During:

- Accept customer complaints with a level head. Do not prejudge, but listen and gather all the facts. Gather as much information as possible. Do not try to second guess the customer--listen and record information; do not provide information at this point.

- Even if only one person makes a complaint, it is time to ask for help. Tell the customer to contact the local health authority. You should also contact your local health authority to report the complaint. *Never* try to handle an outbreak on your own.
- Take suspect food off of the serving line, save any of the suspect food, refrigerate or freeze until it can be sampled for laboratory tests.
- Contact your insurance company, legal counsel, and local and/or state health officials.
- Gather any records you have on hand.
- Notify staff.
- Cooperate, and encourage all staff to cooperate.

Your cooperation indicates that you are concerned about public health--this may lessen any damage to your reputation that the incident causes.

If the media gets involved--be prepared and cooperative. Nominate one person to be the spokesperson. This person must be one who can remain cool under pressure, act professional, give the facts and answer questions honestly. If you are uncomfortable with this role, appoint someone who is comfortable.

Counsel all staff to remain quiet about the incident and to refer any questions to the identified spokesperson.

After:

When the crisis has passed, or at the very least been controlled, it is time to take stock of your procedures and actions in an effort to prevent future outbreaks.

You will need to:

- 1) Evaluate how the incident was handled.
- 2) Review food safety and sanitation practices and make any changes necessary to prevent future outbreaks.

GLOSSARY

Cross contamination:

Transfer of harmful microorganisms from one item of food to another by human hands, utensils, cutting boards, plates, or other nonfood object, or directly from a raw food to a prepared or cooked food.

Danger zone:

The temperature range of 40°F to 140°F is considered the "temperature danger zone" for food. Disease-causing bacteria are more likely to grow and multiply in this temperature range.

Drinkable water supply:

Water supply from an approved source, such as a well that has met the standards of water purity from health authorities, or from a public water system.

Foodborne illness outbreak:

By definition, an "outbreak" occurs when a foodborne illness involves two or more people who eat a common food that is confirmed through laboratory analysis as the source of illness. There are two exceptions to this definition:
A single incidence of botulism or chemical contamination is considered an "outbreak."

Foodgrade container:

Containers of any sort that are made of materials that have been approved for contact with food. Containers that are not foodgrade (e.g., plastic garbage bags, galvanized steel) may leach harmful chemicals into food.

Potentially hazardous food:

Foods that are capable of supporting rapid and progressive growth of infectious or disease-causing micro-organisms.

Regulatory Authority:

Local, regional, state or federal enforcement body or authorized representative having jurisdiction over the temporary food event.

Sanitization:

The reduction of the number of disease-causing microorganisms to safe levels on clean surfaces that come into contact with food.

Temperature abuse:

Holding food at a temperature (and for a sufficient time) to allow the multiplication of disease-causing bacteria.

Time/temperature principle:

All potentially hazardous foods must be kept at an internal temperature below 40°F or above 140°F during transport, storage, handling, preparation, display, and serving. These foods must not remain in the temperature danger zone for more than 4 hours.

Event Data Sheet

Date of Application: _____

Directions:

The coordinator of the Event or the coordinator of food vending/food booths for the Event must complete this form. The form must be completed and submitted to the regulatory authority at least 14 days before an event involving 5 or fewer booths, and 30 days prior to the event involving more than 5 food booths.

1. Name of Event:

2. Location of Event: _____

Describe site of event (include size of site, general location, type of building, street?, field?, gym? Etc.)

3. Dates and times of event:

4. Names of event coordinator(s)/responsible individuals(s):

Name

Address

Phone Number

a.

b.

c.

d.

e.

5. Name of the on-site coordinator & how this individual can be contacted during the entire event:

Name

Address

Phone Number

6. Expected number of patrons

Day

of patrons expected
(* denotes peak days)

1

2
3
4
5
6

7. Number of Temporary Food Event (TFE) Sites/Operations: _____

8. Name of individual responsible for each TFE Site:

Name

Address

Phone Number

9. Temporary Food Establishment operation set-up date and time:

10. Describe toilet facilities (type, number and location):

a. Who will be responsible for toilet maintenance during the event?

b. If portable toilets are used, how often will they be serviced (emptied) during the event?

11. Describe handwashing facilities (type, number and location):

a. Who will be responsible for maintenance during the event?

12. Will electricity be provided to the TFE sites? _____
If yes, describe source and location.

13. Describe potable water supply:
(Note: If a non-public water supply is to be used, the results of the most recent water test must be submitted.)

14. Describe wastewater disposal system:

15. Describe garbage disposal system:

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the regulatory office may nullify final approval.

Signature (s): _____

Date: _____

Approval of these plans and specifications by this Regulatory authority does not indicate compliance with any other code, law or regulations that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

APPROVAL

Date: _____

Permit Restrictions:

Permit Effective Dates:

DISAPPROVAL:

Date: _____

Reasons for Disapproval:

Reviewer Signature and Title: _____ Date: _____

Regulatory Authority:

Address: _____

Phone Number: _____

Application for Temporary Food Establishment Permit

Date of Application: _____

Directions:

The operator of **each** TFE site or booth must complete this application. The application must be completed and submitted to the regulatory authority at least 14 days before an event involving 5 or fewer booths, and 30 days prior to the event involving more than 5 food booths.

In addition, using the attachments, each operator must provide:

- A drawing of their temporary food establishment (**Attachment 1**).
- A drawing of the entire event area depicting their TFE site in relation to the potable water supply, electrical sources, the waste water disposal area, lavatories etc., as well as all food preparation and service areas at the Event (**Attachment 2**).

1. Name of Event: _____
2. Dates and Times of Event: _____
3. Date and time Temporary Food Establishment(s) or Booth(s) will be set up and ready for inspection:

4. Name of Temporary Food Establishment or Booth: _____
5. Sponsoring Agency:

6. Name of the Establishment or Booth operator & how this individual can be contacted during the entire event:

Name	Address	Phone Number

7. Using **Attachment 3**, list all food and beverage items to be prepared and served. (NOTE: any changes to the menu must be submitted to and approved by the Regulatory Authority at least 10 days prior to the event.)
8. Will all foods be prepared at the TFE or Booth site?
____ yes, complete **Attachment 4**
____ no, complete **Attachment 4&5** (If no, the operator must provide a copy of the current license for the permanent food establishment where the food will be prepared.)
9. Describe (be specific) how frozen, cold, and hot food will be transported to the TFE or Booth.

11. Describe how temperatures of hot and cold foods will be monitored during the event.

12. Using **Attachment 6**, record the names, phone numbers, shifts to be worked during the event and the assigned duties of all Temporary Food Establishment workers (paid and volunteer.)

13. Describe the number, location and set-up of handwashing facilities to be used by the Temporary Food Establishment workers.

14. Describe where and how utensil washing will take place. If no facilities are available on site, describe the location of backup utensil storage.

15. Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed:

16. Describe the number, location and types of garbage disposal containers at the TFE or Booth.

17. Describe how electricity will be provided to the TFE or Booth.

18. Please add any additional information about your TFE or Booth that should be considered.

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the regulatory office may nullify final approval.

Signature (s):

Date: _____

Approval of these plans and specifications by this Regulatory authority does not indicate compliance with any other code, law or regulations that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.

APPROVAL

Date: _____

Permit Restrictions:

Permit Effective Dates:

DISAPPROVAL

Date: _____

Reasons for Disapproval:

Reviewer Signature and Title: _____ Date: _____

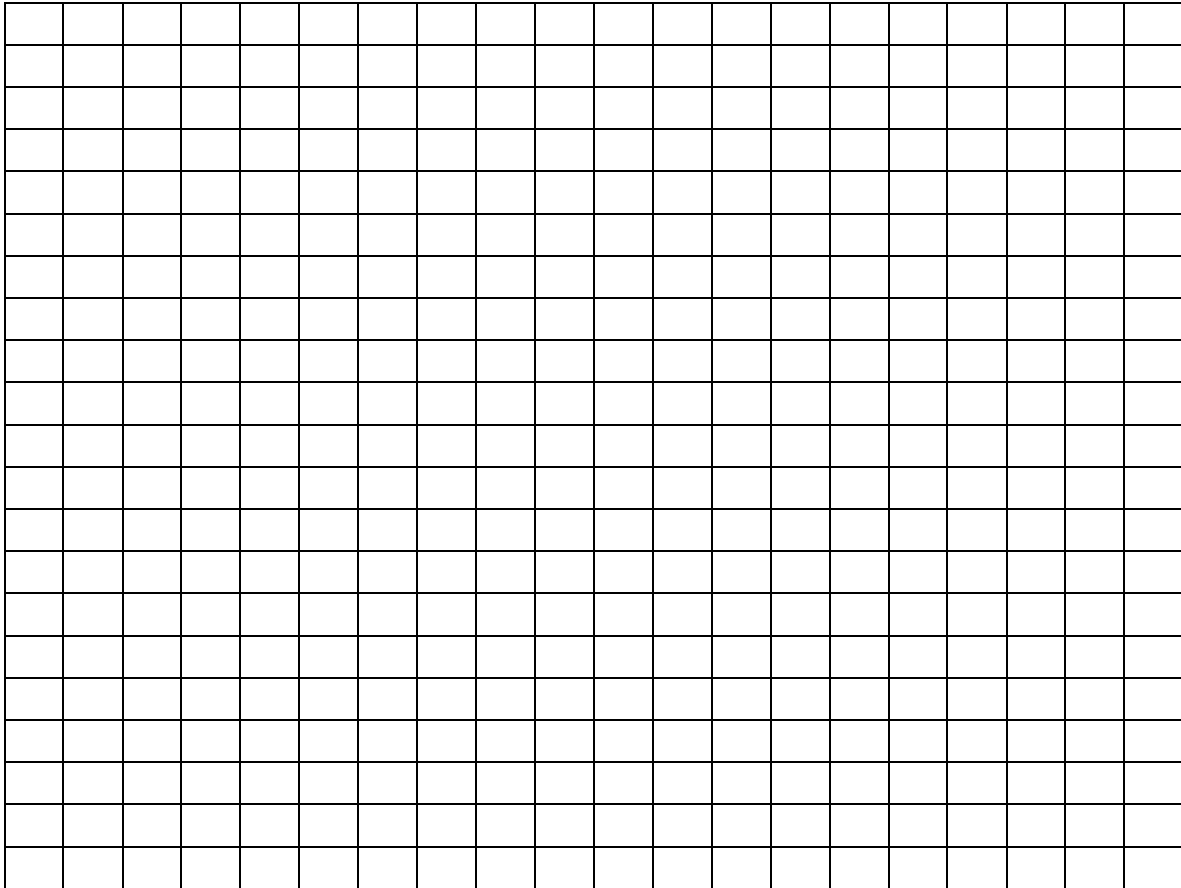
Regulatory Authority:

Address: _____

Phone Number: _____

Attachment 1: Food Booth Sketch

Draw in the location and identify all equipment including handwashing facilities, dishwashing or utensil washing facilities, ranges, refrigerator, hot and cold holding equipment, worktables, food/single service storage, grills, etc.



Describe food booth, including walls, flooring, screening, counter materials, and lighting.

Attachment 2: Event Site Sketch

Provide a diagram of the entire Event area, including locations of the toilet facilities, garbage facilities, common use dishwashing facilities, the potable water supply, electrical sources, the waste water disposal area, and all food preparation and service areas on the grounds/site of the Event.

Attachment 4: Food Preparation at TFE/Booth

Food	Thaw How? Where?	Cut/Wash/ Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre-portioned Package

Attachment 5: Food Preparation at Licensed Permanent Food Establishment

Food	Thaw How? Where?	Cut/Wash/ Assemble Where?	Cold Holding How? Where?	Cook How? Where?	Hot Holding How? Where?	Reheating How?	Commercial Pre- portioned Package

Attachment 6: Employee Log

EMPLOYEE LOG

Name	Date	Assignment	Time In	Time Out

Attachment 7: Training Log

Date: _____ Time: _____

Location: _____

Training information provided: _____

Volunteers trained:

NAME	ADDRESS	PHONE #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Attachment 8: Pre-event Self-inspection Checklist

Prior to your event, take a moment to go through this checklist. Make corrections/changes as needed. The checklist should be completed by each TFE or Booth.

Facility

- An adequate supply of potable/drinkable water is available on site. Water is from an approved public water supply or a tested and approved well water supply.
- Backflow prevention systems are installed when needed to protect the water supply.
- A wastewater disposal system is in place.
- All food contact surfaces are smooth and easily cleanable.
- Floors, walls, and ceilings comply with regulatory guidelines.
- Lighting is adequate and is shielded, coated or otherwise shatter resistant.
- There is an adequate number of easily cleanable garbage containers inside and outside of the site.
- A grease disposal system must be in place.
- An adequate number of toilet and handwashing facilities is provided, conveniently located near food prep areas. Adequate supplies of soap, paper towels and water must be available.
- A place is designated for storage of clothing and other personal belongings.
- Pesticides and cleaning chemicals must be labeled and stored properly.

Personnel

- A designated staff person responsible for health code compliance must be onsite and accessible during all hours of operation of the event. This person is responsible for keeping records of worker assignments.
- An employee work log is present.
- An employee health policy is in place, prohibiting workers with communicable diseases, vomiting, diarrhea, or respiratory infections, or infected cuts or sores from working.
- Employees are trained in basic safe food handling including the importance of handwashing and temperature control.

Purchasing/Food Source

- All food is purchased from approved sources. No home-canned foods are used in the preparation of any item. All meats and poultry must be inspected by USDA.
- Ice is purchased from approved sources, made from potable/drinkable water.

Receiving

- Shellfish tags are available for all shellfish purchased within 90 days.
- Procedures are in place to check temperatures of foodstuffs when receiving at the sites. Meat, eggs, poultry, fish, shellfish, and milk should be at 41°F or below. Frozen foods should be at 0°F or below. Hot foods should be at 140°F or above.

Storage

- All food, equipment, utensils, single service items, and paper products are stored at least 6" off the ground or floor.
- All cold foods must be stored at 41°F or below.
- Unpackaged food is not stored in direct contact with ice.
- Hot food storage units must maintain food at 140°F or above.
- All food is stored in food grade containers.

Preparation

- All preparation is done on site or in a licensed commissary or kitchen. No home cooked or home prepared food is used.
- A thermocouple or thermometer is available to check temperatures of hot and cold food items.
- Adequate heating and cooling equipment is available for cooking, cooling, and preparing food.
- All cooking and serving areas are protected from contamination. Cooking equipment (BBQs, propane stoves, grills) are roped off or otherwise separated from the public.
- Clean utensils are available for preparing each different food item.
- Gloves, utensils or papers are available to prevent bare-hand contact with ready to eat foods.

Holding

- Hot holding equipment must maintain a food temperature of 140°F or above.
- Cold holding equipment must maintain a food temperature of 41°F or below.

Serving

- All food is protected from customer handling, coughing, sneezing or other contamination by wrapping, sneeze guards, or other barriers.
- Condiments are dispensed in single serving containers, pump-style dispensers, or in protected squeeze bottles, shakers or other container that protects the food from contamination.

Cleanup

- A commercial dishwasher or 3 compartment sink set-up is available to wash, rinse, and sanitize equipment and utensils.
- Chlorine bleach or other approved sanitizers are provided for sanitizing food contact surfaces, utensils, and wiping cloths. An approved test kit is available for testing the strength of the sanitizer.
- Wiping cloths are stored clean and dry or in a chlorine sanitizing solution of 100 ppm.