Department of
Resource Management
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Temporary Food Facility Operating Requirements

Please read this guideline carefully. These requirements have been established to be consistent with State and local health code requirements and are intended to assist you in providing safe and wholesome food to the public. We welcome your cooperation.

Food booths are required to comply with all of the requirements of this guideline. Failure to comply may result in closure of your booth and/or a citation to appear at an administrative hearing.

I. Temporary Food Booth Operating Requirements:

Temporary Food Booths must operate in conjunction with a single, weekly, or monthly **community event**, for a period of time not to exceed 25 consecutive or nonconsecutive days in any 90-day period.

A **community event** is an event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events. A community event does not include a swap meet, flea market, seasonal sporting event, grand opening celebration, anniversary celebration, certified farmers market, or similar function.

II. Food Handling - Sanitary Requirements:

A. Food Preparation

1. All food handling and preparation shall take place **within** a food booth unless approval of a different preparation site has been obtained from the Environmental Health Division (e.g. restaurants, delicatessens, permitted church or school kitchens).

2. **Food prepared or stored at home is prohibited from use.** Food found to have been prepared at home and sold in conjunction with the booth operation is required to be voluntarily condemned by the operator, and the booth may be subject to closure.

3. Open flame BBQs used for cooking only, are allowed outside of the booth. No other equipment is allowed outside of the booth for cooking (e.g. grills, griddles, deep fat fryers).

4. Deep fat fryers, grills, griddles, etc., may require separate screened areas in accordance with local fire codes**. Cooking equipment, other than open flame BBQs, that cannot be used inside of the booth because of the risk of fire or for any other reason, cannot be used in conjunction with the temporary food booth.**

5. Food preparation surfaces must be smooth, easily cleanable and nonabsorbent (commercial cutting boards are required).

B. Temperature Control - Adequate temperature control shall be provided for all perishable (potentially hazardous) foods. Provide a metal probe thermometer that is capable of registering 0°F -220°F to check temperatures.

1. **Cold foods** – Maintain a temperature of 45°F or below for up to 12 hours in any 24-hour period. Foods that are held greater than 12 hours shall be maintained at 41°F or below. A refrigerator or an ice chest may be used to store potentially hazardous foods provided that ice is adequately

supplied and distributed to ensure proper temperatures. Thermometers are required inside all refrigeration units. **Frozen food cannot serve as its own refrigerant.** At the end of the operating day, cold food shall be placed in mechanical refrigeration units that maintain the food at or below 41°F or the food shall be destroyed in a manner approved by the local enforcement agency.

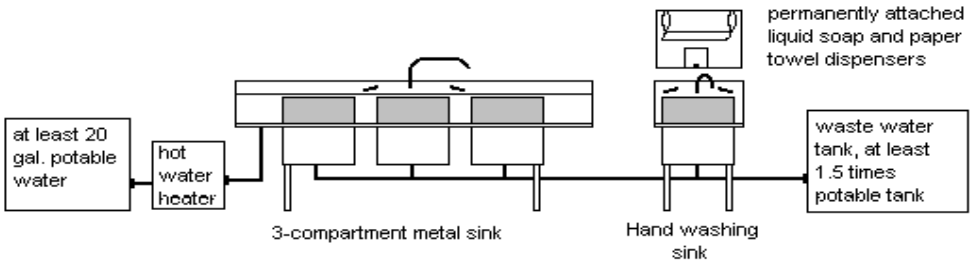
2. **Hot foods** - Maintain food temperatures of 135°F or above. At the end of the operating day, food that has been held at or above 135°F shall be destroyed.

3. Food in transit must be protected from contamination and must meet the temperature requirements noted above.

4. Frozen food shall be defrosted in one of the following ways only:
   (a) In a microwave
   (b) Under running water for no more than two hours
   (c) In a refrigeration unit
   (d) As part of the cooking process.

NOTE: This will require sufficient equipment necessary to cook and maintain required temperatures for all perishable food (e.g. steam tables, chafing dishes, refrigerators, coolers). The equipment shall be approvable; **residential equipment will not be approved.**

The figure below illustrates a sample dishwashing/sanitizing and hand washing equipment set-up.



C. Utensil Washing Facilities

1. Booths with food preparation require a stainless steel utensil-washing sink with at least three compartments with two integrally installed stainless steel drain boards. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink. The sink shall be provided with hot and cold running water from a mixing valve. The sink shall be located **within** each temporary food facility. ***Subject to availability. For alternatives, please see appendix A.***

2. Shared utensil washing facilities provided by the coordinator may be allowed, however, the bucket system (shown in appendix A) will still be required within each booth.

3. Cleaning cloths and/or sponges used to wipe counters, cutting boards, and other surfaces that may directly or indirectly contact food shall be held in a sanitizing solution when not in use, and may be used repeatedly. The proper concentration of the sanitizing solution shall be 100 ppm available chlorine (approximately one tablespoon bleach per gallon of water), or 200 ppm quaternary ammonium.

D. Hand Washing Facilities - Hand washing facilities, separate from the utensil-washing sink, shall be

provided. The hand washing facilities shall be located **within** each temporary food facility. The hand washing facility shall be equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility. Cold water only facilities will be acceptable if hot water facilities are not available. ***Subject to availability. For alternatives, please see appendix A.***

E. Water

1. An adequate supply of potable (drinkable) hot and cold water shall be provided for utensil washing, hand washing, and janitorial purposes. Hot water of at least 120°F must be supplied. The potable water supply shall be from an approved source and be protected with a backflow or back siphonage protection device, as required by applicable plumbing codes.

2. In addition to the water needed for food preparation and dispensing, at least 20 gallons of potable water shall be provided per temporary food facility per day of operation for utensil washing and hand washing.

3. The inlet to a potable water tank shall be provided with a connection of a size and type that will prevent its use for any other service, and shall be constructed so that backflow and other contamination of the water supply is prevented. Hoses used to fill potable water tanks shall be made of food grade materials (not garden hoses) and handled in a sanitary manner.

F. Wastewater

1. Ice melt and other liquid wastes, including waste from beverage dispensing units, must be contained in or drained into an approved leakproof container. The liquid waste tanks shall have a minimum capacity that is 50 percent greater than the potable water tanks.

2. Liquid waste must be disposed of into an approved sewage system or holding tank and **shall not** be discharged onto the ground or into a storm drain. **The event organizer shall supply you with a location for liquid waste disposal.**

G. Food Handlers

1. Food handlers must be in good health.

2. Food handlers shall wash their hands and arms with soap and warm water prior to the start of food preparation activities and at other times as necessary to prevent food contamination and especially after visiting the restroom.

3. Clean aprons or outer garments must be worn and hair must be restrained.

4. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs or disposable plastic gloves or single use tissue when handling food.

H. Ice - Ice used for refrigeration cannot be used for consumption. Ice used for consumption must be protected from contamination.

I. Condiments – Self-service condiment containers shall be the pump type, squeeze containers, or have self-closing covers or lids for content protection. Single service packets are recommended.

J. Toilet Facilities

1. At least one toilet facility for each 15 booth employees shall be provided with 200 feet of each temporary food facility.

2. Each toilet facility shall be provided with hand washing facilities equipped with hot and cold running water. ***Hand washing facilities with cold water only may substitute if facilities with hot and cold water are not available with prior approval by this Department.*** Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility. Temporary food facilities that handle only prepackaged foods may provide cold water with a germicidal soap in lieu of hot and cold running water at the hand washing facilities.

K. Smoking - Smoking is prohibited in food booths.

L. Storage/Service

1. All food, beverage, utensils, and equipment shall be stored, displayed and served so as to be protected from contamination and shall be stored at least six inches off the floor.

2. During periods of inoperation, food shall be stored in one of the following methods:
   (a) Within a fully enclosed temporary food facility
   (b) In lockable food storage compartments or containers meeting both of the following conditions:
      (1) The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
      (2) The storage compartments or containers have been approved by this Department.
   (c) Within a permitted food facility or other facility approved by this Department

3. An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.

M. Garbage and Refuse

1. Garbage and refuse must be stored in leak proof and fly proof containers and serviced as needed. Plastic garbage bags are recommended in each booth.

2. The Environmental Health Division must approve arrangements for cleanup and final disposal of all solid waste.

N. Animals - Live animals, birds, or fowl are not permitted within 20 feet of temporary food facilities.

O. Lighting - Adequate shatterproof lighting shall be provided.

P. Open-Air BBQ Facilities
Open-Air BBQ facilities may be operated in conjunction with a permitted, fully enclosed booth. The BBQ must be used for cooking, roasting or broiling over live coals (wood, charcoal or gas heated). **The BBQ may not be used for cooking foods, warming foods or maintaining food temperatures in pots, skillets or other containers.** All other food preparation and storage and equipment storage shall be kept inside the **fully enclosed** booth.

NOTE: Flat grills, gas powered heating/warming units, or electrical grills are not allowed for food preparation outside the booth.

III. Food Booths: Except as provided below, the booth must be **entirely enclosed** with four complete sides, a top and cleanable floor. **A waterproof, cleanable tarp or other approved material is required for floor surfaces in all booths (even on asphalt and pavement)**.

1. Booths must use a waterproof cleanable tarp or similar material for floor surfaces.

2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a

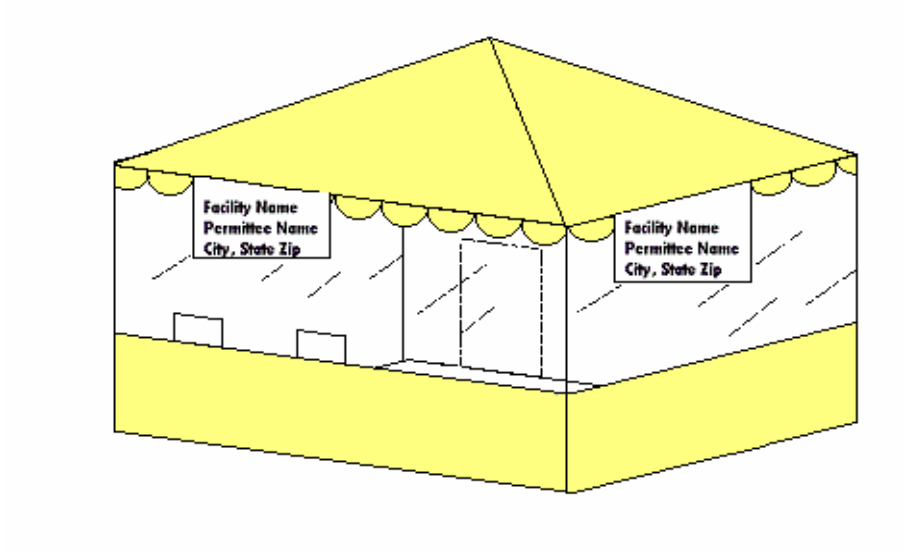
ceiling material above cooking equipment or when necessary for ventilation purposes.

3. Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.

4. Food operations that have adjoining BBQ facilities should have a pass through window or door at the rear or side of booth.

5. **All food and equipment shall be stored inside the fully enclosed booth** with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. When open flame or heat producing equipment is used, fire/heat retardant materials (screening) shall be used. Rental booths constructed as noted above may be used when approved by this Department.

NOTE: The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers, or food items prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging. Food preparation such as blending, popping, combining ingredients or mixing requires a fully enclosed booth.



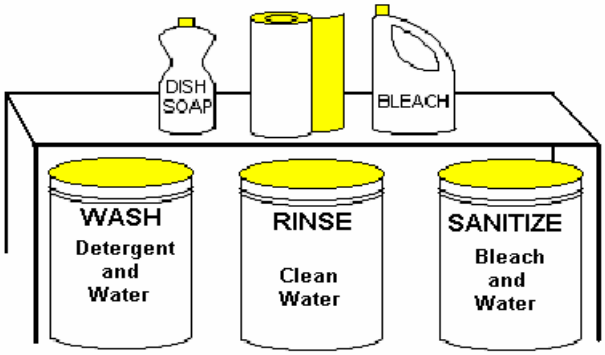
NOTE: Booth shall be fully enclosed and have signage on **at least two sides**.

6. Signage that includes the **facility name, permittee name, city, state, and zip code of the business** shall be legible and clearly visible to patrons and located on **two sides of the booth**. The facility name shall be in letters at least 8 centimeters (3 inches) high, and shall be of a color contrasting with the temporary food facility. Letters and numbers for the city, state, zip code and the name of the permittee shall not be less than 2.5 centimeters (1 inch) in height.

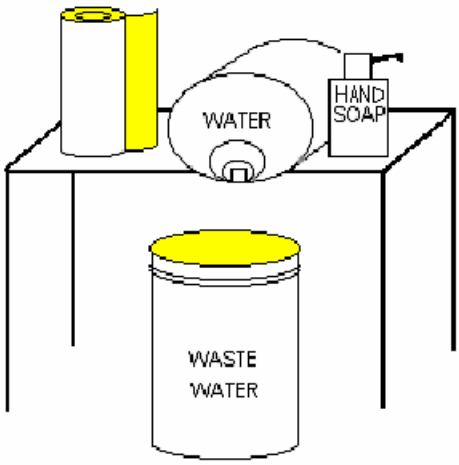
APPENDIX A

The following sections correspond to sections C, D and E of the Guideline. With **prior approval by this Department**, the following alternatives may be allowed for temporary food booths if the required equipment is not available.

C. Utensil Washing Setup: Booths with food preparation require **three clean five-gallon containers** for the cleaning of equipment and utensils. A fourth may be required for general cleaning purposes. One container shall contain **soapy water (wash),** the second **clean water (rinse)** and the third a **bleach/water solution (sanitize: one tablespoon of household bleach per gallon of water).**



D. Hand washing facilities: Provide a clean five-gallon water container with a dispensing valve, which will leave hands free for washing. Provide a waste-water container, hand soap and paper towels in dispensers.



Additional Facilities: Additional and separate facilities may be required for the washing of food, fruits, and vegetables with potable water prior to preparation.

E. Wiping Cloths/Towels: All in-use wiping cloths shall be held in sanitizing solution between uses.

F. Water: A minimum of 20 gallons of potable drinking water shall be provided for utensil washing and hand washing. The water supply shall be from a source approved by the enforcement agency.