

# FOOD SAFETY GUIDE FOR TEMPORARY EVENTS



*Revised October 2019*

Temporary event food service requires special consideration and planning of structures, transport, hygiene, and food safety to safeguard public health. The intent of this guideline is to assist food vendors to operate in compliance with regulations, provide food that is safe to consumers, and prevent the spread of foodborne illness. For more complete information, please refer to the current version of the FDA Food Code as adopted by the State of Utah.

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## SECTION 1 – HOW TO OBTAIN A PERMIT

Do I need a temporary food permit?

Any individual or organization that offers food to the public at a temporary event is required to obtain a temporary food permit. The permit is required to sell food (including re-sale of food from another commercial establishment – i.e. pizza slices) or to give food away. Permits are required for existing restaurants, churches, community and social organizations, volunteer and non-profit organizations, schools, government agencies, and any other group or individual who wishes to serve food at a temporary event.

A legally separate vendor providing temporary food service on the site of a permanent food service establishment must obtain a Temporary Food Permit.

What is the permitting process?

1 – Complete the Temporary Food Permit Application. The application can be found on our website ([www.brhd.org](http://www.brhd.org)), at one of our offices, or it can be emailed, faxed, or mailed to you. The Food Safety Guide for Temporary Events will assist you in answering the questions on the application.

2 – Return the completed application along with the appropriate fee payment to our office.

3 – The application will be reviewed by our office. If no problems are found a permit will be issued.

What types of permits are available?

1 – A Temporary Food Permit is issued for a single day or a multiple day event at the same location.

2 – A Multi Event Permit is issued for multiple days and/or events at a variety of locations. Multi Event Permits are valid for one year from the date of issue and can be used at any event in Box Elder, Cache, or Rich County. Multi Event Permits are only issued to vendors that have demonstrated past compliance with food safety standards. Multi Event Permits are only valid at one location at a time. Vendors that operate multiple booths at the same time must obtain additional permits.

3 – A Catering Permit is issued to restaurants or individuals that have permitted, commercial kitchens. This permit is valid for one year and can be used at any event in Box Elder, Cache, or Rich County.

How early should I obtain my permit?

Temporary Food Permits must be obtained prior to the event. Late fees will be assessed for applications received within one week of the event. Temporary Food Permits may be issued on-site, with appropriate late fees, only if an inspection on site shows compliance with food safety and at the discretion of the health department.

Who does not need a Temporary Food Permit?

1 – Vehicles and carts already permitted by the health department as Mobile Food Service Establishments.

2 – Vendors providing unopened, factory sealed beverage-only service.

3 – Vendors providing non-Time/Temperature Control for Safety Food, commercially packaged and prepared foods requiring no temperature control, preparation, or handling.

(Time/Temperature Control for Safety Food includes meat, poultry, dairy products, eggs, cut fruits, cooked vegetables, etc.)

4 – Vendors who are already permitted and inspected as a permanent Food Service Establishment operating indoors or outdoors on their own licensed premises.

5 – Vendors providing non-Time/Temperature Control for Safety Food prepared in a private kitchen, provided a visible placard is located at the sales or service location that states the food is prepared in a kitchen that is not subject to regulation and inspection by the Bear River Health Department.

6 – Vendors that have a valid Cottage Kitchen Food License from UDAF (a copy of this license should be present at the booth).

7 – Vendors that follow all requirements of the Home Consumption and Homemade Food Act.

How much does a Temporary Food Permit cost?

Single Event –

\$30.00 for the 1<sup>st</sup> day

\$10.00 for each additional day

Multi Event –

\$200.00 for Time/Temperature Control for Safety Food – valid for one year

\$150.00 for non-Time/Temperature Control for Safety – valid for one year

Late Fees –

\$10.00 for applications received 1-6 days before the event

\$20.00 for applications received the day of the event (including on-site issued permits)

Fees are subject to change.

Are fees refundable?

There is no refund of fees for permitted days of food service. The health department may allow a vendor to substitute additional days if notification is made prior to the original event.

What kind of training do I need to operate a Temporary Food Establishment?

During all hours of operation at least one person must be present with a Food Handler's Permit or a Food Safety Manager Certification. Food handler's permits from other counties or states are acceptable. Visit our website at [www.brhd.org](http://www.brhd.org) for information on obtaining a food handler's permit.

## SECTION 2 – SETTING UP THE BOOTH

How should my booth be set up?

Temporary Food vendors must operate from a site with the following minimum structural requirements:

1 – A roof, awning, or other top covering, impermeable to weather, over the entire food preparation, service, clean-up, and storage area.

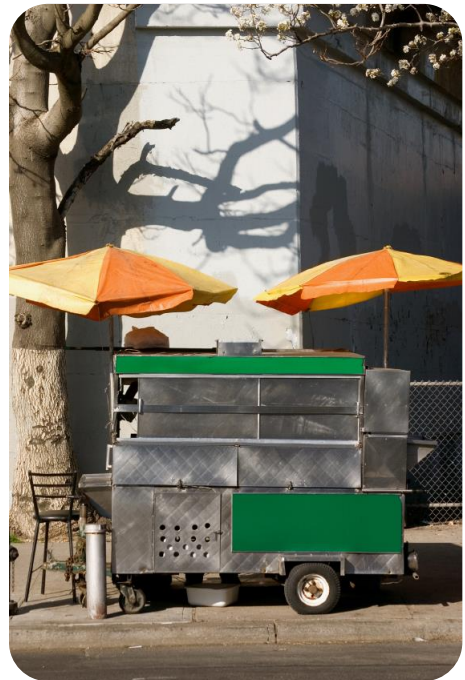
2 – Side walls or barriers which will reduce the entry of dust and dirt, and exclude non-authorized personnel.

3 – It is recommended that the front service wall be a counter, half-wall, or table draped to the floor. The back wall may be open for employee access, or solid as desired.

4 – The floor should be a surface of plywood, concrete, asphalt, grass, or other acceptable material.

What about trailers or carts?

Food or beverage carts meeting the standards for permanent food services are allowed. Structures that exceed the minimum standards, such as trailers or other mobile food service vehicles, will be permitted according to regulations for permanent food service.



## SECTION 3 – PROVIDING SAFE FOOD

Where can I prepare food?

You may do all preparation, cooking, storage, and clean-up at the temporary event site location. Commercial kitchens that are permitted by the health department may be utilized if written permission is obtained.

Can I prepare food at home?

Home prepared foods (with the exception of non-Time/Temperature Control for Safety Foods) are not allowed at temporary events. The public assumes that the food they purchase at temporary events is safe to eat. The health department does not inspect private home kitchens and cannot certify that proper food handling procedures were followed or conditions were sanitary.

How do I ensure food is cooked properly?

Use the following guidance when cooking to ensure proper temperatures are achieved:

Whole roasts, corned beef, pork roast – Cook to 145° F and hold for 3 minutes

Shell eggs, fish, meat (including pork) – Cook to 145° F and hold for 15 seconds

Ground beef and pork products – Cook to 155° F and hold for 15 seconds

Poultry and ground poultry – Cook to 165° F and hold for 15 seconds

Stuffed foods or stuffings – Cook to 165° F and hold for 15 seconds

A probe-type thermometer must be used to verify proper temperatures. The thermometer should be inserted into the thickest part of the food product. Be sure to clean and sanitize the thermometer between uses.



What is the best way to keep food cold?

Foods that require refrigeration must be cooled to at least 41° F as quickly as possible and held at that temperature until ready to serve. You may use refrigeration units or coolers packed with ice. If ice is used to keep food cold you should layer ice and food, using sufficient ice to keep food items below 41° F. Coolers should be drained regularly.

You are responsible to keep cold food at the proper temperature. Check food often with a thermometer to verify your controls are adequate.

What is the best way to keep food hot?

Hot food should remain at 135° F or above until ready to serve. Ovens, propane grills, cambros, crock pots, and steam tables are good ways to keep food items hot. Sterno-type chafing dishes are not recommended for outdoor food service. They do not produce adequate heat to keep foods safe.

Food should be properly cooked before being placed in hot holding. Hot holding devices, especially crock pots and steam tables, should be preheated before placing food in them.

You are responsible to keep hot food at the proper temperature. Check food often with a thermometer to verify your controls are adequate.

What is the temperature danger zone?

The temperature danger zone ranges from 41° F to 135° F. Bacteria may grow rapidly within this temperature range. Except during preparation or cooling, time temperature control for safety foods must be maintained below 41° F or above 135° F. After any room temperature preparation, time/temperature control for safety foods must be cooked or cooled as rapidly as possible.

The total time that time/temperature control for safety foods remain between 41° F and 135° F cannot exceed four hours. This includes all thawing, preparation, cooking, and cooling times.

If time/temperature control for safety food has been in the danger zone for longer than four hours it should be discarded.



What about ice?

Ice is used to control temperatures and as a food product. Ice that is used to cool cans and bottles or to cool food items cannot be used in cup beverages or as food. It should be stored separately from ice that will be used as food. Store ice in clean, sanitized containers. Use a scoop with a handle to dispense ice. Never use your hands or a cup dragged through the ice.



I'm transporting food to the event. How should I do that?

When food is taken from one location to another, it must be covered for protection and kept at appropriate temperatures at all times. Hot or cold holding containers must be able to maintain temperatures. Storage and service equipment in the booth should already be at proper temperatures to receive food.

What about customer self-service? Is it allowed?

It is your responsibility as a food vendor to provide safe food to your customers. Self service operations present a potential for food contamination. If food is offered for self-service it must be adequately protected. Individual food containers should be covered with lids or a sneeze guard may be put in place to protect multiple containers. Clean utensils must be used. There must not be any bare hand contact with the food items.

## SECTION 4 – HAND WASHING AND PERSONAL HYGIENE

What kind of hand washing set up am I required to have in my food booth?

A hand wash station is required in the food preparation area. You will need the following items:

A water container with a spigot (not a push button),

A catch basin or bucket,

Hand soap, and

Paper towels.



There must be enough water available for the day's needs without running out. Do not open your booth for service or begin food preparation unless the hand wash station is functional.

Are there any requirements for the water used in hand washing?

Water used for hand washing must be of culinary quality. Water used for hand washing must be warm. Water lines must be food grade pipes or hoses. Waste water (anything caught in the bucket) must be disposed of in the sewer system. Do not dump waste water down storm drains, in gutters, in parking lots, or on the grass.

How often should I wash my hands?

Always wash your hands before starting to work with food, after handling anything dirty, after eating, after smoking, and after using the restroom. Hands should be washed after handling raw animal products.

All staff at temporary food events should be instructed in proper hand washing methods:

Use soap and water.

Rub your hands vigorously as you wash them.

Wash all surfaces of your hands.

Rinse your hands well.

Dry your hands with a paper towel. Do not reuse cloth towels.



Do I have to wear gloves?

Food workers must have no bare hand contact with ready to eat food. Gloves provide an adequate barrier when working with ready to eat food. Utensils, tongs, or deli tissues are also appropriate barriers.

Gloves can provide an additional barrier to contamination but they are not a substitute for good hand washing habits. If gloves are worn they must be changed frequently.



Can I use hand sanitizer instead of washing my hands?

Hand sanitizer can be used as an additional barrier to contamination but it is not a substitute for hand washing.

Do I have to wear a hair net?

Everyone involved in the preparation and service of food must use effective hair control. This can be accomplished with hats, hairnets, or by tying back long hair. Hair must be restrained in such a way that it is unlikely to fall on and contaminate food, and does not need to be touched or brushed out of the way by hands.

What other hygiene tips should I be aware of?

Wear clean aprons or uniforms.

Do not smoke or eat in food preparation, ware washing, or storage areas.

Bandage **and** glove any open sores or cuts on your hands.



Can I have visitors in the food booth?

Only authorized food workers should be in the food service and preparation area. Visitors, family members, small children, and animals must be excluded.

Can I work in a food booth if I'm sick?

Only healthy workers can prepare and serve food. Ill food service workers are a significant cause of foodborne illness. Any person that has recently had any symptoms of disease must be excluded from the food booth.

These symptoms may include:

Diarrhea

Vomiting

Nausea

Fever with sore throat

Jaundice

Excessive coughing and sneezing

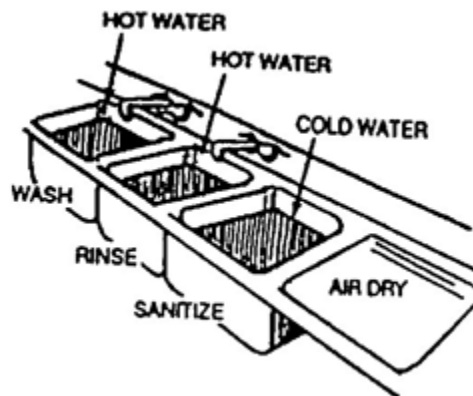
## SECTION 5 – CLEANING, SANITATION, AND STORAGE

How do I properly wash my dishes?

All food contact items must be cleaned in such a way as to effectively kill germs. This may be done on site or at another approved location. A permanently plumbed sink is not required at temporary events. Each vendor is responsible for their own clean-up arrangements including hot water, the presence of test strips, and an approved sanitizer.

Wash equipment and utensils using the 4-step process:

- 1 – Wash in hot, soapy water
- 2 – Rinse in hot water
- 3 – Rinse with a chemical sanitizer, leave in sink at least one minute
- 4 – Air dry



What kind of sanitizer do I need?

Chlorine and quaternary ammonia are the most common chemical sanitizers used in food service. Sanitizer must be checked with test strips to ensure proper concentration. Be sure the strips you purchase are appropriate for the type of sanitizer you are using:

Chlorine (white test strips that turn purple) – not to exceed 100 ppm

Quaternary Ammonia (buff strips that turn green) – not to exceed 200 ppm



Wet, in-use wiping cloths must be stored in a bucket with sanitizer. Wiping cloths that are used to clean up food spills cannot be used for anything else.

Clorox disinfecting wipes (or wipes of similar nature but a different brand) are not approved for wiping and sanitizing food contact surfaces or other equipment. A warning on the back of the container under the directions for use states, "for surfaces that may come in contact with food, a potable water rinse is required".

Where should I store my food and paper products?

Opened bulk food containers such as rice or flour sacks must be stored in covered containers. All food and food-contact items must be stored at least 6" above the ground.

## SECTION 6 – ENFORCEMENT

What happens during an inspection?

Your temporary food booth may be inspected by health department personnel during preparation or service times. Inspections are based on the health department's risk assessment. This takes into account menu items and preparation, volume of food service, length of event, and the operator's level of knowledge.

During an inspection temperatures will be checked, sanitation methods will be evaluated, food source will be verified, and food safety practices will be observed. Any violations noted during an inspection must be corrected immediately.

What enforcement actions may be taken during or after an inspection?

Vendors without appropriate permits will be issued a "Cease and Desist" order and the establishment will be closed.

Food from an un-permitted vendor may be placed under embargo.

Conditions presenting an imminent health hazard will result in immediate permit suspension and closure. Critical violations or an accumulation of non-critical violations that are not corrected may result in permit suspension and closure.

Food unfit for human consumption may be impounded or destroyed.

A Temporary Food Permit may be revoked at the discretion of Bear River Health Department.

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