



GUIDELINES FOR TEMPORARY FOOD SERVICE EVENTS



Acknowledgements:

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GUIDELINES FOR TEMPORARY FOOD SERVICE EVENTS

Please read the entire handout. It is important that you adhere to all safe food-handling practices, including cooking temperatures, holding temperatures and good personal hygiene.

LICENSING PROCEDURES

Applications must be completed and submitted for review/approval to the Health Department at least 10 days before the event. The application must be filled out completely and accompanied by the required fee. **The license is valid only for the dates listed on the application and may be revoked at any time by the Health Department.**

An inspection may be conducted on the day of the event/festival based on the amount of food handling/anticipated number of people served. If an inspection is required, you will receive your license after the inspection. Please set-up your booth as directed as we need to view your operation and food handling. You DO NOT have to wait for an inspection BEFORE you start.

All vendors must complete a Food Service Application. To avoid delays, please be very specific when completing the form concerning foods to be served/prepared. Contact the Health Department at 203-294-2065 if you have any questions.

The following examples should be helpful with this process:

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| <p>Type of Food: Bar-B-Cue Pork Sandwich</p> <p>How: Frozen pork patty stored in frozen food truck at festival; cooked thoroughly on a gas grill at the booth, served on a roll/bun.</p> | <p>Prepared at Temporary Location: Y Prepared at Licensed Kitchen: n/a</p> |
| <p>Type of Food: Meatball Grinder</p> <p>How: Meatballs made from scratch at (name of licensed kitchen). Cooked thoroughly at kitchen the night before, cooled quickly and stored in walk-in refrigerator. Transported (hot or cold, NO PARTIAL HEATING) to the booth area. Reheated to 165 degrees F (NOT WARMED) at the booth on propane burners/grill. Served on a roll/bun.</p> | <p>Prepared at Temporary Location: N Prepared at Licensed Kitchen: Y</p> |
| <p>Type of Food: Chicken & Broccoli w/Rice</p> <p>How: Made from scratch at (name of licensed kitchen). Cooked thoroughly at kitchen the night before, cooled quickly and stored in walk-in refrigerator. Transported cold to the booth area. Reheated at the booth at 165 degrees F on propane burners. Served in disposable covered Styrofoam containers.</p> | <p>Prepared at Temporary Location: N Prepared at Licensed Kitchen: Y</p> |

REVOKING OF LICENSES – BOOTH CLOSURES

The food license may be revoked at any time for any reason by the Director of Health or Authorized Agent (Sanitarian), when, in their opinion, such action is warranted. The booth will not be allowed to reopen without the written approval from the Director of Health or the sanitarian. Booths that are not preapproved will be closed.

Additional items may be required based on the individual needs of each booth.

MENU

(Inspection Form Items 1,2,4)

All foods served must be from an approved source and prepared in a licensed commercial establishment.

- No home cooking, canning or preparation is allowed.
- All meats and poultry must be USDA inspected.
- No wild game or finfish from non-commercial sources are allowed.
- Only shellfish from approved sources may be served. All shellfish tags must be saved for 90 days.
- All receipts and bills of sale must be retained and made available to the sanitarian upon request.

The sanitarian may restrict or modify the menu and/or preparation methods as necessary to minimize the risk of food borne illness.

PREPARATION

(Inspection Form Items 3)

The easiest and safest method of preparing food for sale at a temporary facility is “Cook to Order”.

Example: Pre-formed frozen hamburger patties that are cooked on a grill and served immediately. The more steps involved between raw product(s) and final service, the greater the potential for food borne illness to occur.

On site preparation should be minimal. Same day preparation is safest. However, off site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved.

Example: Shish kebab could be assembled on skewers, stored overnight, and transported under refrigeration the next morning. A large capacity full service restaurant with walk in refrigerators is better than a small deli with two small refrigerators. All potentially hazardous foods must be delivered under refrigeration to the temporary event as close to the day of the event as possible. If food is prepared off site, the establishment must be in compliance with local, state and federal codes. Copies of a recent inspection report and a valid health department license may be requested.

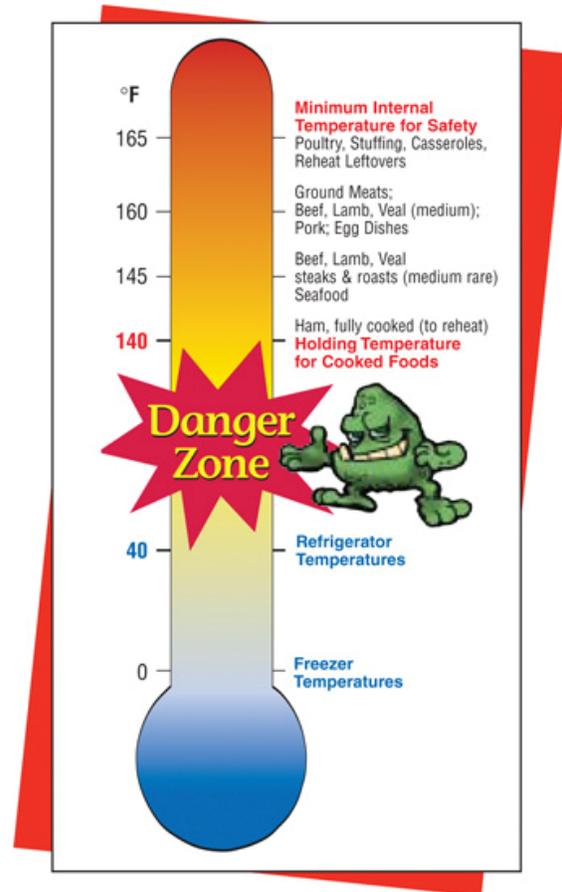
FOOD PROTECTION

(Inspection Form Items 16,17,18,19,20,21,22,23)

The number one cause of food borne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Potentially hazardous foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, beans, potatoes and other cooked vegetables, sliced melons, cream filled pastries, as well as the more commonly accepted types of foods. Hold potentially hazardous foods below 45° F or above 140° F. Cook foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The following are minimum cooking temperatures:

Poultry: 165° F
Pork: 150° F
Beef: 155° F

Reheat previously cooked and chilled foods to 165° F. A long stem dial type (or digital) thermometer must be provided for monitoring food temperatures, range = 0° F to 220° F. See appendix for examples.



OBSERVE SAFE FOOD TEMPERATURES:

(See also Connecticut Department of Public Health temperature requirements in appendix.)

All equipment MUST be capable of maintaining food at these safe temperatures; refrigerated trucks, refrigerators, and coolers with ice or ice packs must be provided for keeping food cold. For example, a refrigerated truck could be used for bulk storage, and small refrigerators or coolers used for short-term service near the grills. Obviously, an ample supply of ice and ice packs must be provided. All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor cooler air temperature.

If coolers are used, they must be a non-porous type (no Styrofoam). Food should not be placed directly in contact with ice. Ice should be well drained and not used for any other purpose. Ice for drinks must be stored in separate clean containers. Remember: Ice is considered a food item. All ice must be from an approved source; do not bring ice from home.

Defrost frozen foods in the refrigerator below 45° F. Never defrost at room temperature or out of doors.

Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly: Do not allow to cool at room temperature.

All potentially hazardous foods must be transported under refrigeration regardless of the distance to be traveled.

As previously stated, the “Cook to Order” method is best. IF foods need to be held hot, gas fired steam tables are preferred. Other warming units (Sterno) may be approved provided that they are capable of holding foods over 140° F. Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated.

Example: Fried rice is cooked in a wok then transferred immediately to a preheated steam table and held for service.

Do not cross contaminate!

Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers, wiping cloths, or other equipment that has been previously used for raw foods. Designate raw/cooked (or ready to serve) equipment to avoid cross contamination.

Example: Do not slice onions or tomatoes for hamburgers on a cutting board that was previously used to cut raw chicken: do not the same knife to slice cooked food and raw food.

Never reuse marinade. Once the meat is removed for 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 recipe calls for adding while meat is cooking.

Never pool eggs!

(Pooled eggs are the mixing of multiple raw eggs together.) 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.

Discard leftovers at the end of the day; do not re-serve.

All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service. Foods must also be protected from contact by multiple customers.

Example: Bowls of chips and / or dips are not allowed.

All preparation and service must be done under a tent or similar approved structure with overhead protection. Store foods in food grade containers and keep them covered. Store all foods off the ground on shelves or stacked on empty crates. All equipment must be clean and in good repair.

Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a manner that prevents contamination, such as squeeze bottles or pump dispensers.

Avoid bare hand contact with food. Use utensils such as tongs, spoons, and spatulas. They may be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use deli paper or disposable gloves. Remember, gloves are not a substitute for hand washing and should be changed frequently.

Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner that will prevent contamination.

Example: Store utensils with handles up to allow customers to pick them up without touching the food end.

Salad bars (and other self-service type displays) are not allowed at temporary facilities.

SANITATION

(Inspection Form Items 6,8,9,14,26,27)

The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals (4 hours or less) and as often as necessary to maintain cleanliness. A bleach solution (100 ppm) or other approved sanitizing solution shall be provided in sufficient quantities for sanitizing all food contact surfaces.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.:

- WASH (in hot soapy water)
- RINSE (in hot clean water)
- SANITIZE (soak for 1 minute in a 100 ppm bleach and water solution; approximately 1 teaspoon of unscented bleach / gallon of water or ¼ cup / 10 gallons of water).
- ALLOW TO AIR DRY (never towel dry; bleach will dissipate)

If you choose another type of sanitizer, it must be approved prior to use. Bleach is inexpensive, easily accessible and very effective as a sanitizing agent. Ideally a three-compartment sink or a mechanical dishwasher should be used if available.

Example: Use on site school kitchen or church kitchen. If such a facility is not available, then three clean 5 gallon buckets may be used provided that an adequate potable water supply is available. See Appendix.

For short term events this requirement may be waived provided that a supply of extra replacement utensils are available.

An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in the bleach solution.

Each food booth must be provided with a hand washing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Portable hand sinks are available from some rental agencies. Liquid hand soap, paper towels, and a bucket to catch waste water must also be provided. **See diagram in Appendix for an example set up.**

An adequate number of toilets must be provided for public use. The actual number of toilets and location will be determined on an individual basis depending on attendance and menu. As a minimum, provide one hand washing station for every 5 toilets. Toilets shall be clean and in good condition.

All liquid waste must be collected and disposed of in a manner that will not create a nuisance or public health hazard. **Dumping liquid waste on the ground, in waterways, or storm drains is not allowed.** Waste cooking oil and grease must be disposed of in an approved manner. This type of grease cannot be dumped with the other trash. A grease container must be provided and arrangements made with a grease hauler for removal. Wastewater shall not be used for any purpose and shall be disposed of in an approved manner such as in a sink or toilet connected to a sewer or septic system.

PERSONAL AND HYGIENIC PRACTICES

(Inspection Items 11,12,13,15)

1. **A copy of the basic rules (attached) must be posted in the booth and read by all food handlers.** A log book showing name, address, phone number, date & time worked must be signed by all food handlers. This logbook must be retained for 2 weeks after the event and made available to the health department for examination upon request.
2. Only food workers/volunteers are allowed in the booth. No pets or animals except service animals.
3. No person with a communicable disease (boils, open sores, infected wounds, acute respiratory infection, diarrhea, fever or vomiting) shall work with food.
4. All workers must wear clean outer garments and maintain a high degree of personal cleanliness. Tank tops, sleeveless T-shirts or flip flops are not permitted.
5. Wash hands frequently, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, etc.
6. Do not use tobacco in any form.
7. Long hair must be tied back. Hats, hairnets, or some other type of hair restraint required.

BOOTH CONSIDERATIONS

(Inspection Items 5,7,10,24,25,28,29,30)

Lighting: Provide adequate lighting in the booth. Electric supply and connections will be inspected by the Wallingford Fire Marshal.

Garbage: All solid waste must be collected and disposed of in an approved manner that will not create a nuisance or public health hazard. Garbage bags that are full must be closed and shall not be stored in or near the booth area. Garbage cans must be covered when not in use.

Measures shall be taken to prevent rodents and insects from contacting food and equipment.

Hazardous and toxic chemicals shall be stored in properly labeled containers and not adjacent to food items.

Water: Potable water shall be provided for use in food preparation and cleaning purposes. This may be either piped in from an approved source or be bottled water. The water supply must be connected to prevent the backflow of any contaminants into the potable water supply.

Protection/Screening: The food booth must be covered with a canopy or other type of overhead protection, unless the food items offered for sale are commercially pre-packaged food items dispensed in their original container.

Walls may be required if the food and equipment located within the booth need to be protected from weather, wind-blown dust, or other sources of contamination.

Unless otherwise approved by the local Director of Health, outdoor food booths shall be located on concrete, asphalt, non-absorbent matting, tight-wood, removable platforms, or duckboards.

Food Defense: Measures shall be taken to prevent contamination of food and equipment. Keep all food stored away from the food booth securely locked. Make sure booth is secure overnight. Be aware of unauthorized personnel loitering around or entering the booth and food storage areas.

Thermometers:



Dial-type Food Thermometer

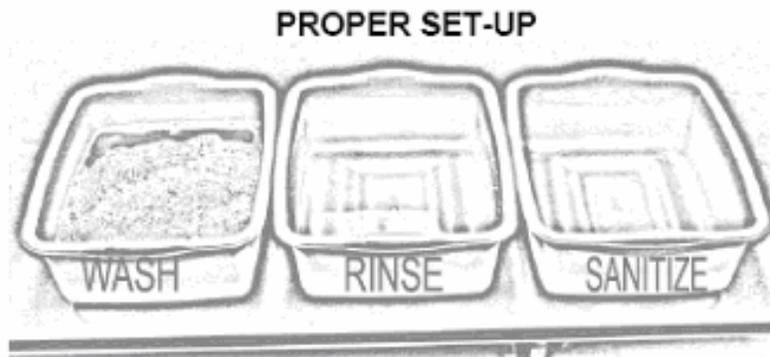


Digital Food Thermometer

A metal stem thermometer must be available and used to check internal food temperatures; thermometers may be purchased from restaurant supply companies, online, or from large department stores. Must be able to measure from 0°F to 220°F.

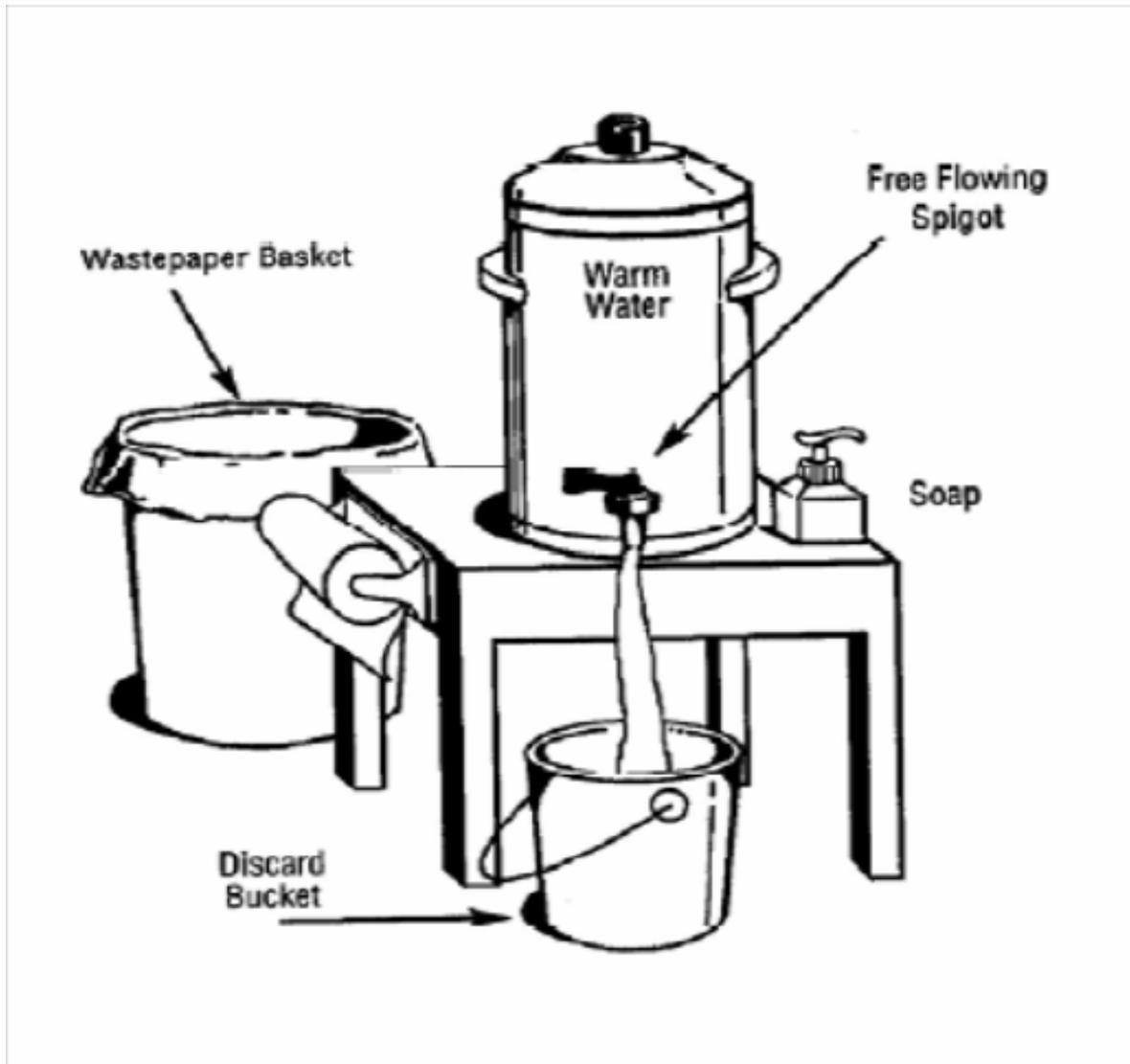
All refrigerators, cold holding units, and freezers must have an accurate, visible thermometer.

Ware Washing & Sanitizing:



Typical improvised outdoor “3-bay sink” equivalent.

Hand Washing Station:



Typical outdoor hand washing station must be set-up as above and provide liquid soap in a dispenser; paper towels; and container for waste water. Water container must be clean and have a valve or spigot that remains open to allow for adequate hand washing.

Internal Cooking Temperatures:

Whole Roasts, Corned Beef, Pork Roasts:

130°F. 121 minutes

140°F. 12 minutes

145°F. 3 minutes

Shell Eggs, Fish, Meat (Including Pork)

145°F. 15 seconds

Ground or Comminuted Meat and Fish Products:

145°F. 3 minutes

150°F. 1 minute

155°F. 15 seconds

158°F. Instantaneously

Poultry, Ground or Comminuted Poultry

Stuffed: Fish, Meat, Pasta, Poultry or Stuffing containing PHF ingredients:

165°F. 15 seconds

Raw animal food cooked in a microwave oven shall be:
rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat; covered to retain surface moisture;
heated to a temperature of at least 165° F. in all parts of the food,
and allowed to stand covered for 2 min. after cooking.

Cold and Hot Holding Temperatures:

45° F. or less or 140° F. or more for all potentially hazardous foods except whole beef and pork roasts which may be held hot at 130° F. or above
Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to 140° F. or greater for hot holding.
Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

Cooling Requirements:

Cooked Potentially Hazardous Food shall be cooled:

140°F. → 70°F. within 2 hours

70°F. → <45°F. within an additional 4 hours

Reheating Temperatures:

Potentially Hazardous Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F. for 15 seconds within 2 hours except remaining unsliced portions of roast beef which may be reheated to 145°F. for 3 minutes within 2 hours.
Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least 140°F. for hot holding.
Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

**BASIC FOOD BOOTH REQUIREMENTS
FOR TEMPORARY EVENTS**

1. KEEP FOODS AT SAFE TEMPERATURES:
COLD FOODS BELOW 45°F
HOT FOODS OVER 140°F
REHEAT FOODS TO 165°F
2. WASH HANDS FREQUENTLY
3. SANITIZE UTENSILS AND CUTTING BOARDS (USE BLEACH SOLUTION)
4. DO NOT CROSS CONTAMINATE (SEPARATE RAW & COOKED FOODS)
5. NO SMOKING!
6. USE UTENSILS – NOT YOUR HANDS
7. KEEP FOODS COVERED
8. DO NOT EAT WHILE WORKING (DO NOT 'PICK' ON FOOD)
9. WEAR HAIR RESTRAINTS
10. DO NOT WORK IF YOU ARE ILL

SEPARATE THIS PAGE

These requirements must be posted in the booth and read by all food handlers/volunteers