**Temporary Retail Food Establishment or Food Service Operation Application**

1. Return the completed application form along with the fee to this office at least 7-10 days prior to the event

2. Keep the guideline sheet for your reference

**TEMPORARY FOOD SERVICE OPERATION GUIDELINES**

**ALL FOOD HANDLERS SHOULD READ THESE GUIDELINES AND BE FAMILIAR WITH HEALTH DEPARTMENT REGULATIONS. (THESE GUIDELINES MUST BE ON LOCATION DURING THE EVENT.)**

The operation of a temporary food service does not need to be complicated to be safe and profitable. ACCHD hopes that the following regulations and instructions will guide and inform you in planning and operating your food service. These regulations have been developed to minimize the possibility of foodborne illness.

**FOOD:** Time/temperature Controlled for Safety (TCS) foods are most often implicated in food-borne illness outbreaks. These foods include milk and milk products, meats, eggs, fish, poultry, baked/boiled potatoes, cooked rice, noodles, pasta, and cooked/baked beans, etc.

- A COMPLETE MENU must be provided to ACCHD. Simple, easy-to-prepare foods are encouraged.
- All foods and ice must be from an approved source. NO HOME PREPARED FOODS OR ICE EXCEPT BAKED GOODS (cream, custard, or pumpkin pies are prohibited).
- Food preparation on location the day of the event is encouraged. If preparation does not occur on location, foods must be:
  a. Prepared/stored in a licensed food service operation;
  b. Prepared/stored in an exempt food service kitchen (i.e., church, community center, fire department)
  c. Purchased ready-made from an approved supplier

**FOOD PROTECTION:** TCS foods must be KEPT OUT of the TEMPERATURE DANGER ZONE (41°F - 135°F). Disease causing bacteria are capable of rapidly multiplying in these temperatures

- Potentially hazardous foods that are frozen MUST BE PROPERLY THAWED:
  a. Under refrigeration at a temperature of 41°F or below;
  b. As part of the cooking process (i.e. frozen hamburger patties on a grill);
  c. In a microwave oven, but only if the food is immediately transferred to another cooking process (i.e., microwave to grill);
  d. Under cold potable running water
TCS FOODS MUST BE COOKED TO A MINIMUM INTERNAL TEMPERATURE OF:

- Poultry 165°F
- Hamburgers 155°F
- Pork 155°F
- Hot Dogs 135°F
- Beef 145°F
- Lamb 145°F
- Fish 145°F
- Meat Mixtures 155°F
- Commercially Canned Items 135°F (i.e., Coney Sauce)

- TCS foods cooked in advance or leftovers MUST BE COOLED RAPIDLY TO 41°F OR BELOW. To facilitate this cooling process, utilize shallow (3” or less) containers under refrigeration.

- TCS foods that have been cooked and then refrigerated MUST BE REHEATED TO 165°F and then held at 135°F or above.

A METAL STEM (0-220°F) PRODUCT THERMOMETER IS REQUIRED FOR CHECKING INTERNAL COOKING AND FOOD HOLDING TEMPERATURES. *These may be purchased at most hardware, restaurant supply stores, large grocery stores and discount department stores.

FOOD STORAGE: During your food service event, foods must be maintained at proper temperatures and be protected against possible contamination.

- KEEP COLD FOODS COLD (< 41°F)
  a. Cooler Chests – Adequate amount of frozen cold packs, drained wet ice or dry ice must be provided
  b. Mechanical Refrigeration – Unit should be turned on and temperature adjusted at least one day prior to the event.
  - A thermometer must be placed inside the unit
  - Adequate mechanical refrigeration must be provided DURING MULTIPLE DAY EVENTS

- KEEP HOT FOODS HOT (> 135°F)
  a. Charcoal/Gas Grills,
  b. Gas Camping Stoves,
  c. Electric Roasters or Skillets

*CROCKPOTS ARE PROHIBITED FOR COOKING TCS FOODS* *(Most models do not have an actual temperature gauge, are equipped with glass lids, and are slow to achieve proper holding temperature)*

- Display/Dry Storage:
  a. All foods on display at the service lines, including condiments must be protected against possible contamination
  b. All foods and paper products, including packaged items, must be stored, covered, and up off the ground or floor

HANDWASH STATION: You must have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided.

*Disposable hand towelettes may be used in some instances but must have prior approval from ACCHD*
**UTENSIL STORAGE/CLEANING:**

- Utensils (i.e., serving spoons, spatulas, ice scoops, tongs, etc.) should be washed, rinsed, sanitized and air dried prior to use
  
  *THREE CONTAINERS (i.e., dishpans, plastic buckets, sinks, etc.) along with hot water and sanitizer must be provided on location DURING MULTIPLE DAY EVENTS*

- Serving utensils should be kept stored in food products between uses
- A back up set of serving utensils must be stored in a plastic bag and kept on location
- Wiping cloths must be rinsed/stored in a sanitizer solution between uses

  *NOTE: APPROVED SANITIZER SOLUTION = 1 TBSP. REGULAR BLEACH PER GALLON OF WATER*

**PERSONNEL:**

- Gloves must be worn when handling ready to eat foods
- No smoking in the food prep/service areas
- Clothing must be clean and hats, hairnets, or hair restraints must be worn
- Food handlers must be free of colds, infected cuts or sores, and other infectious illnesses
- Due to safety reasons, unnecessary persons (i.e., infants, young children, etc.) are NOT permitted in the food service area
- Dogs and other animals are prohibited expect service animals

**SUPPORT FACILITIES:**

- Multiple use of roasters/coffee pots often can result in electrical circuit problems
  
  a. Take extra utility cords to the operation location
- Water must be from a municipal supply or approved source
- Refuse containers must be provided both inside and outside the operation
- Transport vehicles used for food must be free from filth (trunks and cargo areas)
- All pressurized tanks (i.e., CO₂, propane, etc.) must be secured to a fixed object (i.e., equipment, post, or stake)