

WHEN IS A TEMPORARY FOOD ESTABLISHMENT PERMIT REQUIRED?

A Temporary Food Establishment is an establishment that operates at a fixed location for not more than 14 consecutive days in conjunction with a single event. Individuals or groups planning to serve or sample unpackaged food at an event that is open to the public must obtain a Temporary Food Establishment Permit. A Temporary Food Establishment Permit application must be submitted for each booth serving food at an event. The permit must be posted at each booth, in view of the public. If the public is invited to an event by use of flyers, banners, newspaper articles, internet websites, or by other means, it is considered a public event. Church dinners or other events that are for members and their guests only, and are not advertised, are not considered to be a public event.

Non-profit charitable fundraising events that serve only baked goods may qualify for a permit exemption, however an application form must be submitted for review with a \$25.00 fee. Upon qualification a specially worded exemption notice will be provided which must be posted at each booth.

HOW DO I GET A PERMIT?

An application for a Temporary Food Establishment Permit should be submitted to the Environmental Health Office at least 14 days before the event. A **late fee of \$25.00** will be assessed for applications received less than 2 days before the event.

1. **Fill out the Temporary Food Establishment Permit application form.** On the application include the name and phone number of a person prepared to answer detailed questions concerning the manner in which the food items listed on the application will be prepared and served to the consumer (this is the Person In Charge). The event address is the physical location of the event. Please provide a complete street address.
2. **Fill out the Food Preparation Procedure Sheet for each food listed on the menu.**
3. **Submit the Application, the Food Preparation Procedure Sheet and the appropriate Fee 14 days prior to the event.** Late fees are assessed for applications received less than 2 business days prior to the event. Menu items and procedures are not approved until they are reviewed by the Environmental Health Office. All additions to the menu must be reviewed and approved by the office prior to the event. The Application and Food Preparation Procedure Sheet will be reviewed with you at the office or by phone. If you reside outside of Utah County you may Fax in the Application and Food Preparation Sheet and pay the Fee by credit card. Utah County residents **MUST** submit the application in person. Please call our office at 801-851-7525 to confirm that an Environmental Health Scientist is available to help you.

- **(LR) Low Risk Permit**

**All menu items are non-potentially hazardous and will be prepared on site.
(i.e. cotton candy, popcorn, snow cones)**

- **(MR) Medium Risk Permit**

**Menu item(s) that is (are) potentially hazardous and will be prepared on site.
(i.e. hamburgers, grilled meats, cooked rice)**

- **(HR) High Risk Permit**

Menu item(s) that is(are) potentially hazardous, cooked, cooled and re-heated must be prepared in an approved kitchen prior to the event, and will be served cold or reheated for hot holding on site. (i.e. non- commercially packaged chili, meats, soups, mixed salads)

Fee Schedule:

1-2 Day Event: LR= \$25.00 MR= \$50.00 HR= \$75.00

3-6 Consecutive Day Event: LR= \$50.00 MR= \$100.00 HR= \$150.00

7-14 Consecutive Day Event: LR= \$100.00 MR= \$200.00 HR= \$300.00

Multiple Event Permit. Includes all Celebrations or Events for one year:

LR= \$400.00 MR= \$800.00 HR= \$1200.00

Note: There is a penalty fee of \$100.00 plus the Permit fee for opening/operating without a permit.

TEMPORARY FOOD ESTABLISHMENT OPERATING GUIDELINES

Food Handler Card

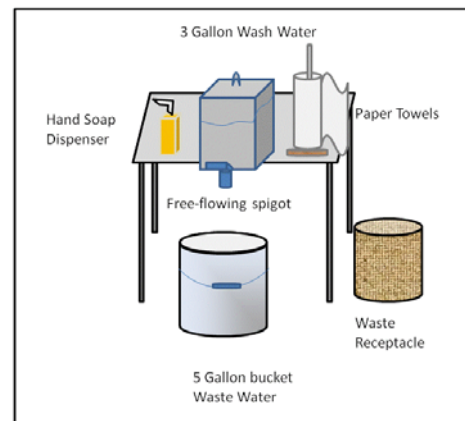
At least one person with a current Food Handler Card must be present in the temporary food establishment at all times. They must have their card with them. This person is responsible for compliance with the Temporary Food Establishment requirements and regulations. The food handler course is available each Tuesday at 3:00 pm at the health department (\$15) or online (\$21) at www.statefoodsafety.com.

Hand -Washing Facilities

A properly equipped and functioning hand -washing facility must be provided in each booth. It must be convenient and accessible to the food preparation areas. Hand -washing facilities must consist of a container with a spigot that provides a continuous flow of warm water, soap, paper towels and a bucket to collect dirty water.

Proper hand washing is critical in the prevention of food borne illness. Hands must be washed before starting work, after handling raw meat, after handling garbage, after using the restroom and any other times hands become soiled. The hand - wash station must be set up prior to beginning food preparation or service.

Hand-washing Station Set-up



Sanitizing Solution

A sanitizing solution must be available at all times during food preparation and food service. Bleach is the most common sanitizer used. The recommended concentration is 1 teaspoon of liquid bleach added to 1 gallon of cool water. Do not add soap to the water because soap binds with the bleach making the solution less effective.

Wiping cloths used for wiping counters, tabletops and food preparation areas must be stored in the sanitizing solution between uses. Be sure to wipe all surfaces with the sanitizing solution often throughout the day. There must be a separate sanitizer bucket for raw meats and another for all other foods. It has been found that flies actually avoid surfaces that have been wiped down with a bleach solution.

Cold Holding

Potentially Hazardous foods must be stored at **41°F** or below at all times. When using ice in place of a refrigerator you must pre-chill all foods to below **41°F** before placing it in ice. The container of food must be packed in ice up to the top level of the food. Plan ahead to bring enough storage coolers, filled with ice, to adequately maintain food at **41°F** or below.

Food will warm up rapidly when left outside of the coolers or refrigerators, especially during food preparation. Coolers filled with too much food and not enough ice are not acceptable. Coolers filled with frozen foods must still have an adequate supply of ice. Storage of open food products in contact with ice is prohibited. If ice is the principle means of refrigeration it must be done in such a way that the ice is constantly draining (into a proper receptacle, not onto the ground). Ice must be replaced as needed to maintain product temperature.

Cooking

All parts of potentially hazardous foods must be cooked to internal temperatures as outlined below:

Poultry, Casseroles, Stuffed foods 165°F

Ground Meats 155°F

Beef, Pork, Fish, Eggs 145°F

To prevent illness resulting from cross contamination, be sure to always wash your hands between touching raw meat and handling other foods. Gloves or utensils may also be used.

Hot Holding

Potentially Hazardous foods must be held at **135°F** or above. Foods found at improper temperatures are subject to disposal. Any temperature violations must be corrected immediately. **(Sterno type heating sources are prohibited)**

Reheating

All Potentially Hazardous foods previously cooked and refrigerated in an approved kitchen, must be reheated to 165°F or more within two hours. Foods must be quickly reheated on a gas grill, stove or in a microwave. Crockpots, steam tables, or other hot- holding equipment may not be designed to heat food.

Cooling

Cooling food that is cooked or reheated in the booth is not allowed. **Cooling is only allowed in approved kitchens and requires prior approval.** Freshly cooked and hot held foods not sold or used by the end of the day must be discarded.

Thermometers

A metal stem thermometer with a range of 0-220°F must be available for checking hot and cold temperatures. Use a metal stem thermometer to check internal temperatures of foods. A metal stem thermometer is the only way you

can assure that the food you serve is being cooked and maintained at proper temperatures. Each cooler or refrigerator must have a refrigerator thermometer in them to verify that the air temperature is 41°F or less.

Food Source

All foods must be from an approved source. Home canned or home prepared foods, ice made at home, or storage of foods in private homes is not allowed. All foods must be prepared and stored in an approved facility or on site. If food is prepared in an approved facility verification must be provided (i.e. letter, verbal contact, etc.) Use commercially prepared food products such as canned chili or store- bought salads in order to minimize preparation steps required on site. **Ice used for cold holding or consumption must be from an approved source. Ice used for cold holding of bottles, cans and packaged foods must not be used in drinks.**

Food Protection

- Always use disposable gloves or utensils when handling ready- to -eat foods such as breads, produce, deli meats etc.
- Protect food on display from contamination. Serve condiments in individual packets or from squeeze containers. Any self- service containers must be protected by use of sneeze guards or lids.
- Supply adequate serving utensils and monitor their use to protect against contamination.
- Use only disposable plates, cups, plastic forks and spoons for serving food to the public.
- Chemicals such as bleach must be stored away from food storage, preparation and service areas.
- Eating, drinking or smoking in booths is not allowed.
- Booths must have a roof or canopy to extend over all food preparation, storage and service areas. Food being grilled is not required to be covered with a canopy due to fire safety.
- Provide pallets, crates or shelves so all food, utensils and single- service items can be stored at least 6 inches off the ground.
- When using a grill or other cooking equipment it must be separated or roped off from the public for the safety of your guests.
- Food handlers with a contagious disease, including colds, flu or diarrhea illness, are not allowed to work in the food booth. If workers have any cuts, wounds or other infections on their hands they must wear plastic gloves in addition to bandaging the wound.
- Additional requirements may be needed to protect against health hazards related to the operation of the temporary food establishment.

Wastewater Disposal

Dispose of wastewater (from hand washing, dishwashing, food preparation, ice drainage etc.) in a sanitary sewer only (e.g. toilet, mop sink). Do not pour wastewater down the storm drains or allow wastewater to run onto the ground.

All businesses and premises operated pursuant to this permit will be conducted and maintained in accordance with all relevant health statutes, ordinances, and regulations.

During the term of said permit, I and my employees will allow inspectors from the Health Department access to the premises to conduct such inspections as may be necessary to guarantee compliance with health codes. I specifically waive any rights to demand the issuance of a search warrant or other investigative order prior to conducting such inspections.

I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from Utah County Health Department may void the temporary food service permit.

**** At least one person with a valid Food Handlers card must be present at the booth during operation.**
They must have the card with them.**

Applicant's Signature

Date

HR (High Risk) Potentially Hazardous Food that is cooked, cooled and re-heated. Example: (soup, meat, tamale, etc.)
MR (Medium Risk) Potentially Hazardous Food. Example: (hamburger, cooked rice, etc.)
LR (Low Risk) Food that is not Potentially Hazardous. Example: (cotton candy, sno cones, etc.)

1-2 Day Event: LR= \$25.00 MR= \$50.00 HR= \$75.00
3-6 Consecutive Day Event: LR= \$50.00 MR= \$100.00 HR= \$150.00
7-14 Consecutive Day Event: LR= \$100.00 MR= \$200.00 HR= \$300.00

Multiple Event Permit. Includes all Celebrations or Events for one year:
LR= \$400.00 MR= \$800.00 HR= \$1200.00

Fee: \$ _____

\$25 late fee assessed for each permit issued less than 2 days prior to event \$ _____

TOTAL = \$ _____

Note: There is a penalty fee of \$100.00 plus the Permit fee for opening/operating without a permit.

----- FOR OFFICIAL USE ONLY -----

Date Paid: _____

Reviewed By: _____

Food Preparation Procedure(s) Sheet

1. How is your food booth covered? (example: portable awning) _____
2. List the protective barrier that will be used to prevent consumer contamination of food?(example: sneeze guard, distance of 3 ft , barrier table)

3. List the protective barrier that will be used to prevent consumer contamination of customer forks, spoons, knives, etc? (example: forks will be provided in a cup with the handles up)_____
4. How are dishes going to be washed? (example: sink; wash, rinse and sanitize)_____
5. What will you use to keep food off the ground?(example: table)_____

Menu Item(s) listed on the front page	Food Source Store or Supplier?	Thaw How? Where?	Cut/Wash Assemble Where?	Cook How? Where? Food Temp?	Cooling How? Where? Time/Temp?	Cold Holding How? Where? Food Temp?	Reheating How? Food temp?	Hot Holding How? Where? Food Temp?	Handling Tongs, Gloves, Utensils, etc.
Example: BBQ Beef	Grocery Store	Fridge at Restaurant	Restaurant	Stove Restaurant 145 F	Fridge Restaurant to 41 F within 4 hours	Fridge Restaurant 41 F	On site in a pot using a gas burner to 165 F	Portable steam table onsite 135 F	Tongs and Gloves

For more information see the "Temporary Food Establishment Guidelines."



Temporary Food Establishment Checklist Non-Potentially Hazardous Foods (Low Risk Permit)

Complete prior to opening booth each day and post onsite for review by the Health Department

- Person with a valid food handler card must be present in booth at ALL times**
- Approved source of clean water and waste water disposal plan
- Container with spigot filled with warm water for hand washing and a bucket for catching wastewater
- Soap and paper towels for hand washing
- Bucket with sanitizer water (1tsp. bleach per 1 gal. cool water) & cloth towels for cleaning
- Supply of serving spoons, knives, tongs, ice scoop, etc. replaced with clean ones every 4 hours
- Hair restraints (hats or hair nets)
- Single-use disposable gloves
- No jewelry on the hands or wrists (wedding band ok)
- Ice is never used for more than 1 thing (i.e. ice in ice chest used to keep food cold must never be used for drinks)
- Smooth, easily cleanable food contact surface (i.e. cutting board)
- Food is only stored in food-grade containers
- Platforms for elevating food and paper goods at least 6 inches off of the ground
- Garbage can(s) with lids and plastic garbage bags
- Sneeze guards or food must be prepared and handed to the customer over a barrier table
- Extra tarps for enclosing booth on at least three sides during poor weather



Temporary Food Establishment Checklist Reheated/Cooled or Potentially Hazardous foods (Medium Risk/High Risk Permits)

Complete prior to opening booth each day and post onsite for review by the Health Department

- Person with a valid food handler card must be present in booth at ALL times**
- Approved source of clean water and wastewater disposal plan
- Container with spigot filled with warm water for hand washing and a bucket for catching wastewater
- Soap and paper towels for hand washing
- Bucket with sanitizer water (1tsp. bleach per 1 gal. cool water) & cloth towels for cleaning
- Three basin wash process set up to wash, rinse and sanitize utensils and dishes or...
- Supply of serving spoons, spatulas, knives, tongs, ice scoop, etc. to be replaced with clean ones every 4 hours
- Hair restraints (hats or hair nets)
- Single-use disposable gloves
- No jewelry on the hands or wrists (wedding band ok)
- Never use ice for more than 1 thing (i.e. ice in ice chest used to keep food cold must never be used for drinks)
- Smooth, easily cleanable food contact surfaces (i.e. cutting board)
- Food is only stored in food-grade containers
- Platforms for elevating food and paper goods at least 6 inches off of the ground
- Garbage can(s) with lids and plastic garbage bags
- Sneeze guards or food must be prepared and handed to the customer over a barrier table
- Extra tarps for enclosing booth on at least three sides during poor weather
- Thermometer for refrigerators and ice chests
- Metal stem thermometer (0°F -220°F) to verify food temps
- All hot foods must be held at 135° F or more
- All cold foods must be held at 41° F or less
- All meats must be cooked to 145° F or more
- All ground meats must be cooked to 155° F or more
- All poultry must be cooked to 165° F or more
- Reheated foods must be heated to 165° F or more prior to hot holding at 135° F