



K-7 TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION PACKET



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION

VENDOR APPLICATION MUST BE RECEIVED 30 WORKING DAYS BEFORE THE EVENT.

A TEMPORARY FOOD SERVICE OPERATION MAY NOT OPERATE FOR MORE THAN FOURTEEN (14) CONSECUTIVE DAYS.

The Food Service Rules and Regulation, Chapter 290-5-14.-08(2) outlining the requirements for temporary food service establishment is enclosed. It should be read in the early stages of planning.

Event Name: _____ Booth Name: _____

Event Location: _____ Event Organizer: _____

Dates of Operation: _____ Phone#: _____

Daily Operation Hours: _____ Person in Charge of Booth: _____

Name of Organization: _____

Mailing Address: _____
(Street) (City) (State) (Zip)

Structure Type: Tent / Mobile Unit / Enclosed Building / Other (Specify): _____

.....

Name of Applicant _____ Phone Number _____
(PLEASE PRINT)

Address _____

City _____ State _____ Zip Code _____

Applicant's Signature: _____ Date: _____

.....

***PLEASE SUBMIT A COPY OF MENU WITH THIS APPLICATION
ALONG WITH ALL APPLICABLE FEES***



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

ORGANIZER'S APPLICATION FOR SPECIAL EVENT

ORGANIZER'S APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE EVENT ALONG WITH A LIST OF ALL FOOD VENDORS WHO WILL BE ALLOWED BY THE ORGANIZER TO PARTICIPATE IN THE EVENT.

Organizer's Name: _____

Organizer's Address: _____
(City) (State) (Zip) (Phone #)

Organizer's E-mail Address: _____

Name of Event: _____
(Address of Event)

Setup Day and Time: _____



Date & Time Event to Begin _____ Date Event to End _____

If Event is longer than one day, please provide your operating schedule



IT WILL BE THE ORGANIZER'S AND/OR PROPERTY OWNER'S RESPONSIBILITY TO ENSURE THAT ONLY VENDORS PERMITTED BY THIS DEPARTMENT SHALL PARTICIPATE IN THE EVENT.

ANY UNAUTHORIZED OR UNPERMITTED VENDOR FOUND PARTICIPATING IN AN EVENT SHALL BE CHARGED WITH A VIOLATION OF THIS RULE AND ORDERED BY THE ORGANIZER OR PROPERTY OWNER TO LEAVE THE EVENT PREMISES.

Onsite Coordinator's Signature

Date

Onsite Coordinator's Name

Phone #

Cell Phone #



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

BOOTH SKETCH / FLOOR PLAN:

- A. Sketch in the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket and sneeze guards.
- B. Type of floor, wall and overhead covering

DO NOT WRITE BELOW THIS LINE
[DEPARTMENTAL USE ONLY]

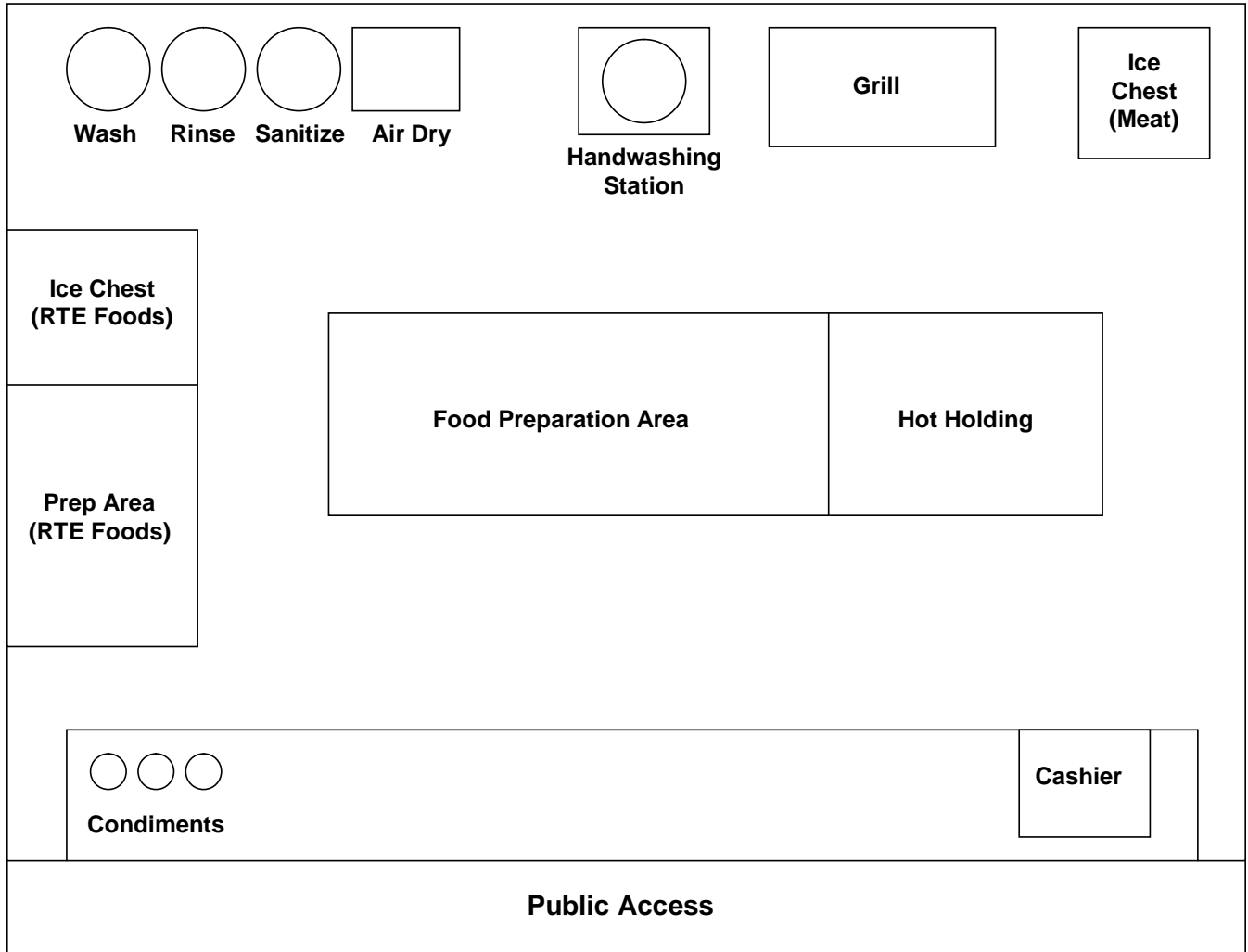
PERMIT # _____

DATE _____

APPROVED BY: _____

TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

SAMPLE SPECIAL EVENT FOOD FACILITY DIAGRAM



**PLEASE NOTE THAT ORGANIZER APPLICATION MUST BE RECEIVED THIRTY
(30) DAYS BEFORE THE EVENT!**



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

TEMPORARY FOOD SERVICE PLAN REVIEW DOCUMENTS

EQUIPMENT AND SUPPLIES

- 1) How will the potable water be provided and heated? _____
- 2) What types of wrapped single service and single use supplies will be used? _____

- 3) What type of equipment will be used to maintain food at 135° F (57 ° C) and higher? _____

- 4) What type of equipment will be used to maintain food at 41° F (5° C) or below? _____

- 5) What type of equipment will be used to reheat refrigerated foods for hot holding or serving? _____

- 6) What type of equipment will be used to cook potentially hazardous food? _____

- 7) Potentially hazardous food is to be transported to the event in a hot [135° F (57 ° C)] or refrigerated [41° F (5° C)] condition from an approved supplier or source. How will you transport these products?

- 8) How will equipment be placed to prevent food contamination? Show on *BOOTH SKETCH / FLOOR PLAN* (page 4) the following:
 - a) Method of storage off floor/ground that will achieve at least six (6) inches off the floor/ground.
 - b) Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet cannot be achieved.
 - c) Food preparation and service tables.
- 9) How will equipment and utensils be washed and sanitized? What sanitizer and concentration level will be used?
 - a) Describe the on site washing and sanitizing set up to be used and show placement on *BOOTH SKETCH / FLOOR PLAN* diagram found on page 4. _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

- b) Permanent base-of-operation or food service establishment used for washing and sanitizing?
Give address and restaurant permit number (must have prior health authority approval)

- 10) How will the required hand washing facility be set up? Show on *BOOTH SKETCH / FLOOR PLAN* (page 4) the location.

CONSTRUCTION

- 1) Booths must have overhead protection over all food preparation, food cooking, food storage and dish washing areas. What type of material is to be used (tarp, wood, metal, etc.): _____

- 2) What are the floors to be constructed of (concrete, asphalt, tight wood or other material)?

- 3) How will the walls, ceilings and entrances of the food preparation area be constructed to prevent the entrance of insects? _____

- 4) What method is to be used as a barrier to flying insects at the service window areas?

Screening (16 mesh) _____
Air Curtain _____

- 5) Describe construction methods and materials that will be used for excluding insects and vermin from the food preparation areas, food service areas and from the waste storage areas?

FOOD STORAGE

- 1) What type of working containers will be used for food storage in the food preparation area? _____

- 2) How will bulk food storage containers be stored in the booth? _____

- 3) How will working containers of food supplies be protected from contamination during the event?



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

FOOD PREPARATION

- 1) What will be the source for ice used? Commercially made and bagged Ice _____
Ice from Restaurant Commissary _____

(Please note that ice procured from a self dispensing, bag your own ice, operation will not be accepted)

- 2) All food and food supplies must be from an approved source. List the foods/supplies source. _____

- 3) How will ice used for cooling or refrigeration be kept separated from ice used in beverages? _____

- 4) How will ice be dispensed for use in beverages? _____

- 5) Use the attached “**Food Processes Form**” on page 10 to list all foods and their Ingredients.

FOOD HANDLING

- 1) How will you prevent bare hand contact with ready to eat foods (check all that apply)?

<input type="checkbox"/> Single use disposable gloves	<input type="checkbox"/> Spoons
<input type="checkbox"/> Deli wax paper	<input type="checkbox"/> Scoops
<input type="checkbox"/> Tongs	<input type="checkbox"/> Other (describe)

- 2) How will you keep your food preparation areas protected from the public?

<input type="checkbox"/> Distance (8 feet)
<input type="checkbox"/> Barriers (Describe barrier)

PERSONNEL AND HYGIENE

- 1) All food workers are required to restrain hair that is longer than ½ inch. Beard restraints will be required for beards and mustaches that exceed ½ inch in length. Hair and beard restraints will not apply to workers that serve only *wrapped or packaged* foods. Check below all that will apply.

<input type="checkbox"/> Hair nets	<input type="checkbox"/> Scarf
<input type="checkbox"/> Beard/mustache nets	<input type="checkbox"/> Other (Describe restraint)
<input type="checkbox"/> Cap	



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

- 2) How will you control the “No Jewelry” prohibition with your food workers? See Personnel and Hygiene paragraph “D” on page 18

WATER SUPPLY

1. What will be the source of approved potable water?
 _____ Onsite direct water connection (trailer inlet)
 _____ Onsite water faucet
 _____ Well
 _____ Bulk commercial supply (bottled)
 _____ Public water system
2. Source of bottled water (both individual bottle and bulk supply): _____

TOILET FACILITIES

- 1) What will be used for toilet facilities for the food booth? _____ Central supplied facilities
 _____ Portable toilets

WASTE DISPOSAL (Solid and Liquid)

- 1) What type container will be used for solid waste disposal in the food facility? _____
- 2) How will liquid waste be disposed of? _____



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Food Processes Form (Page 1)

OPERATOR: _____ Event _____ Event Date _____

INSTRUCTIONS:

- **INCLUDE BEVERAGES, ICE , ALL INGREDIENTS AND CONDIMENTS**
- **LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOK AND HOLDING)**
- **USE ADDITIONAL PAPER FOR ANY ADDITIONAL EXPLANATION NEEDED FOR AN ITEM**

Item #	List All Foods/Beverages and Ingredients	Where Purchased	Onsite Prep. Yes/No	Thawing	Holding Temps (Cold/Hot)	Cooking Temps	Reheating Temps	Comments on Food Handling



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Food Processes Form (Page 2)

OPERATOR: _____ Event _____ Event Date _____

INSTRUCTIONS:

- **INCLUDE BEVERAGES, ICE , ALL INGREDIENTS AND CONDIMENTS**
- **LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOK AND HOLDING)**
- **USE ADDITIONAL PAPER FOR ANY ADDITIONAL EXPLANATION NEEDED FOR AN ITEM**

Item #	List All Foods/Beverages and Ingredients	Where Purchased	Onsite Prep. Yes/No	Thawing	Holding Temps (Cold/Hot)	Cooking Temps	Reheating Temps	Comments on Food Handling



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

TEMPORARY FOOD SERVICE OPERATION PERMIT CHECK LIST

Any group, organization or individual who is planning to operate a food booth during a special event, fair or festival must follow the following procedures:

APPLICATION FOR PERMIT

- A. All applications for temporary food service permits along with the organizer's application must be received a minimum of 30 days prior to the start date of the event. Pay all fees at time of submittal of the permit application, plan review and menu.
- B. A copy of the menu must be submitted with the permit application
- C. All applications for temporary food service permits must include a diagram of the booth as well as a list of all equipment to be used in or out of the booth. (Use accompanying Booth Sketch/Floor plan sketch area found on page 4)
- D. The permit, once issued, must be displayed in a conspicuous place where it can be readily seen by the public.
- E. Each group, organization, or individual who is planning to have more than one booth must complete an application for each booth. Vendors must list all food and beverage items, including prepackaged items, as well as those offered to the public as samples. Whether the food or beverage is being sold to the public or is given free to the public, it must be regulated as per Chapter 290-5-14.
- F. A temporary food service permit will be issued after an inspection of the operation has been conducted on opening day showing that all requirements have been met for the issuance of a permit. Operations will be inspected as frequently as necessary to ensure code compliance.
- G. Give the name of the restaurant, its permit number, address and phone number for all food originating from a permitted food service establishment.
- H. The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment.

UTENSILS AND SUPPLIES

- A. Only single service and single use articles will be allowed. Single service articles such as straws, plastic forks, spoons and knives must be individually pre-wrapped from a commercially supplied source. Plates, cups, lids, and bowls must be dispensed from their original packaging, taking care that they are completely covered by the original packaging at all times. Single use articles such as bulk food containers (ketchup, mustard, and mayonnaise) wax paper, butcher paper, plastic wrap, formed aluminum food containers, jars, plastic tubs or buckets, bread wrappers, pickle barrels, ketchup bottles and number ten (10) cans are to be used once and then discarded.
- B. Hot holding equipment: If crock pots, steam tables, or other hot holding devices are used, they are to be used for the purpose of holding the internal temperature of foods at 135 ° F (57 ° C), and by no means are they to be used to heat foods from a cold state. The Health Department requires that potentially hazardous food that is cooked, cooled and then reheated for hot holding be reheated to 165 ° F (74 ° C) within two (2) hours by using a grill or propane stove and then placing the food into a holding unit so it will maintain an internal temperature of 135 ° F (57 ° C), or above. Raw fruits and vegetables that are cooked for hot holding and ready-to-eat foods that are taken from commercially processed, hermetically sealed containers or from intact packages from a commercial food processing plant (ex. Frankfurters) may be heated to a minimum temperature of 135 ° F (57 ° C).

TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

- C. Thermometers are to be in all coolers and freezers. Make sure that all thermometers have been calibrated for correct readings. You are also required to use a thermometer to monitor food safety temperatures during cooking, cooling, reheating, cold holding, and hot holding. Thermometers must be checked daily and after they have been dropped. If the thermometer is not accurate, you must calibrate (adjust) it. Properly calibrating a thermometer adjusts the thermometer to display the correct temperature.

TO CALIBRATE THERMOMETER (Bi-Metal): Check the thermometer readings in ice water. Ice water should be 32°F (0° C). If the thermometer displays the correct value, you do not need to calibrate it. If the thermometer is “off” by several degrees, you can calibrate the thermometer with the following Steps.

- 1- Pack a large cup full of ice (preferably crushed) and add cold water stirring the mixture. The ice should not float in the water.
- 2- Put the thermometer into the ice water --- make sure the sensing dimple is surrounded by ice. After about thirty (30) seconds to sixty (60) seconds read the dial.
- 3- Adjust the thermometer dial reading to 32°F (0° C) by holding the hex or square nut located at the base of the thermometer dial with a wrench or pliers. Keep the thermometer stem fully immersed in the ice water above the dimple on the shaft while you move the thermometer needle. With the wrench or pliers, turn the silver ring (around the crystal) on top of the thermometer until the needle points to 32°F (0° C). Your thermometer is now calibrated.

FOOD TEMPERATURE CONTROL

- A. All potentially hazardous foods must be maintained at a temperature of 41° F (5° C) or below for cold foods or 135° F (57° C), or above for hot foods. Keep such foods out of the danger zone of--- 41° F (5° C) through 135° F (57° C).
- B. “Reheating of leftover food is not allowed”. Foods that have been heated through the danger zone of 41° F (5° C) to 135° F (57° C) and then hot held must be discarded at the end of each day.
- C. Each booth shall provide at least one probe thermometer to check the temperature of the foods throughout the event. Alcohol swabs shall be provided to sanitize the thermometer’s probe prior to inserting in to foods.
- D. Any potentially hazardous food in transit to the temporary food facility must be transported in containers that can maintain the food at the proper internal temperature, if hot at 135° (57° C) or higher, and if cold at 41° F (5° C) or lower, and protected from contamination.
- E. Potentially hazardous food shall be cooked to the proper internal temperature for the food product being cooked. [135° F (57° C) to 165° F (74° C)].

(See accompanying General Food Safety Information chart on page 18 for cooking temperatures)

- F. Event On-Premise Preparation and Cooking: All potentially hazardous foods that require cooking must be cooked with no interruption and are restricted to those requiring limited preparation such as seasoning and cooking. Do not partially cook, parboil, or otherwise blanch products.

TOILET FACILITIES

- A. Approved toilet facilities must be provided for employees and patrons. At a minimum, non-sewered toilet systems (portable toilets) must be provided as per Section “O” entitled, “Special On-Site Sewage Management Systems” in Chapter 290-5-59.
- B. Must be within 200 feet of the temporary food facility.

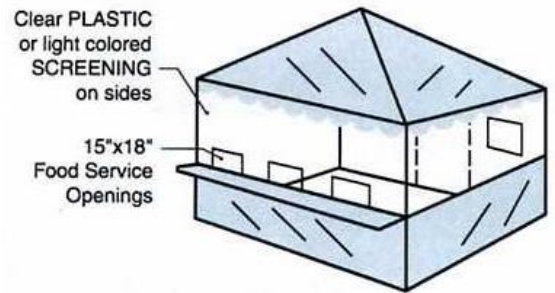
TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

❑ WASTE

- A. All temporary food facilities must have adequate trash receptacles with tight fitting lids located in the food facility.
- B. All trash and garbage receptacles must be made of leak-proof materials (no cardboard boxes or paper bags) and must be adequately protected from flies and other vermin. Containers must be lined with plastic garbage bags.
- C. Liquid waste must be properly disposed of in an approved manner. The dumping of waste water onto the ground, street or storm drain is prohibited.

❑ CONSTRUCTION REQUIREMENTS

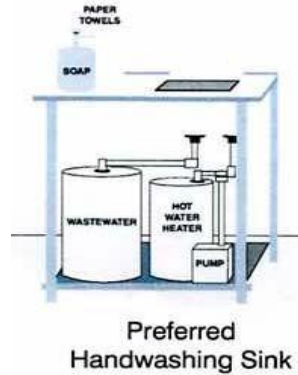
- A. Floors shall be smooth, cleanable and durable. Surfaces may be plywood, vinyl or plastic tarp, concrete or asphalt.
- B. Ceilings shall be made of wood or other material to protect the interior of the food facility from the weather.
- C. Walls and ceilings shall be constructed in a way that prevents the entrance of insects.
- D. Doors to food preparation areas shall be solid or screened and shall be self-closing. They may be flaps made of same materials (ex. Screening, tarpaulin, etc.) as walls as long as they are capable of being completely closed after entry into the facility.
- E. Approved means of excluding insects and vermin from food preparation, service areas and from waste storage areas must be provided based on the type and scope of the food service permitted.
- F. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.
- G. Counter service openings shall be no larger than necessary for the operation and shall be provided with an effective means to restrict the entrance of flying insects.
- H. Counter service openings shall be kept closed when not in actual use, except that these may remain open if they are provided with approved air curtains (ex. Electric Fans).
- I. All food booth operations must have overhead protection over all food preparation, food cooking, food storage, and dishwashing areas. If tarps are used for overhead protection, or fire extinguishers are supplied in the booths, they must meet local fire codes.
- J. Barbecue grills/pits may be located outside of the enclosed booth area as long as it has proper overhead protection and use is limited to cooking only.
- K. Each booth must have a 3-compartment sink properly set up for the purpose of washing, rinsing and sanitizing utensils. If the booth or trailer does not have a built-in three compartment sink, the Health Department will allow a system of three containers, such as plastic tubs, to be used in lieu of a three-compartment sink. The containers must be large enough to completely submerge the largest utensil used in the preparation of food and beverages. When chlorine bleach is used as a sanitizer for utensils, a 50 PPM concentration measured at a water temperature of 75° F (24° C)



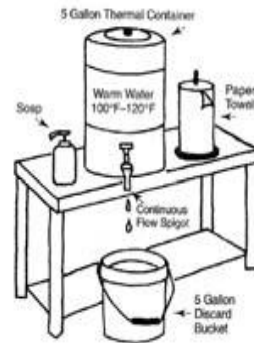
TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

must be used. For the purpose of washing down table tops, counter tops, and all in place equipment, a 100 PPM concentration of bleach is required at the same water temperature. In order to ensure the correct amount of bleach being used, a chlorine test kit is to be used (*found at most restaurant supply outlets*).

- L. Each booth must have a hand-washing sink with tempered water, liquid pumped soap and individual use paper towels available for employee hand washing. A catch basin must be available to catch the waste water. If the booth or trailer does not have a built-in hand sink, the Health Department will allow for a water container, such as a large insulated water cooler that has a valve or spigot that will remain open to allow for adequate hand washing (no push-button type coolers).



Minimum Handwashing Sink



☐ WATER

- A. Access to an adequate supply of approvable potable hot and cold water protected from backflow or back siphonage, shall be provided for utensil washing, hand-washing, food handling activities and janitorial purposes. A way of heating water must be available in the facility (large cup type coffee maker with spigot or nearby pressurized hot water connected with approved type hose).
- B. In addition to the water needed for food preparation and dispensing, at least a minimum of 40 gallons of potable water shall be provided each day for each temporary facility, unless there is a nearby water spigot that is supplied from an approved water source. The hose that is to be connected to the spigot or used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner. Food grade hoses are typically white and labeled "food grade." **(Garden type hoses are not acceptable).**



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

HOURLY HOT WATER DEMAND TABLE

Custom sink sizes can be calculated using the following formula:

GPH = Sink size in cu. in. X # compartments x .003255/cu. in.
Example 24"x 24"x 14" x 3 compartments x .003255 = 79 GPH; or

$$\text{GPH} = \frac{(\text{Sink size in cu.in.} \times 7.5 \text{ gal./cu.ft.} \times \# \text{ compartments} \times .75 \text{ capacity})}{(1,728 \text{ cu.in./cu.ft.})}$$

- C. Water that is sold to the public or given away must be prepackaged (bottled) from an approved commercial source.

FOOD STORAGE

- A. All food must be stored in an approved container so as to prevent any type of contamination, exposure to the elements or the ingress of rodents or other vermin.
- B. All food must be stored at least 6 inches off the ground at all times.
- C. During periods of conducting operations, all food must be stored in closed food storage containers (except when in use) that will protect the food from contamination, exposure to the elements, and temperature abuse.

TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

FOOD PREPARATION

- A. Off-Site Preparation: Any potentially hazardous food that has been prepared, stored and transported under conditions meeting the requirements of the Chapter from a permitted, fixed food service establishment, and is stored at 41°F(5°C) or below or 135° F (57° C) or above may be served. Raw or undercooked whole-muscle, intact beef steak may be served or offered for sale in a ready-to-eat form only if the steak is labeled to indicate that it meets the definition of "whole-muscle, intact beef" and is kept in its original packaging. "Whole-muscle, intact beef" means whole muscle beef that is not injected, mechanically tenderized, reconstructed, or scored and marinated, from which beef steaks may be cut. The steak must be cooked on both the top and bottom to a surface temperature of 145° F (63° C) or above and cooked so that a color change is achieved on all external surfaces.
- B. All food handling and preparation must take place within the approved temporary food facility. Only those potentially hazardous foods requiring limited preparation, such as hamburgers and frankfurter that only require seasoning and cooking, may be prepared or served.
- C. Preparation processes for other potentially hazardous foods will be approved by the Health Authority based on a plan review that shows adequate holding, preparation and service facilities. A permitted, fully enclosed mobile food unit can be used as a mobile restaurant for preparing potentially hazardous foods if it is properly equipped to do onsite food preparation as per a menu and plan review. The mobile food unit must return to its base of operation daily in order to meet the requirements for mobile food service operations unless operating under a temporary food service establishment permit.
- D. The preparation or service of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat, poultry, eggs, or fish is prohibited. These foods (ex. ham salad, chicken salad, tuna salad, cream pastries, custards, etc.) are sensitive to risk-factors causing foodborne illness that may be found in steps in their preparation such as mixing, grinding, or chopping. The typical limited protective environment and equipment of temporary facilities would be conducive to such risk-factors leading to foodborne illness. Also, these foods are usually served cold of which there is no kill effect for foodborne pathogens that may be in the ready-to-eat form of the food. Foods that have been prepared and packaged within the protective environment of a fully-enclosed, permitted, fixed food service establishment may be served to the customer, if the food is obtained in individual servings at or above 135°F (57°C) or at or below 41°F (5° C) in its unopened container in which it was packaged.
- E. Ice must be obtained from an approved commercial source only in chipped, crushed or cubed form and in single-use safe plastic or wet strength paper bags filled and sealed at the point of manufacture. Ice from self bagging operations is not allowed. Dispensing of ice will only be allowed from the original bag.
- F. No food offered for sale, or given away to the public may be stored or prepared at a private residence. All food shall be obtained from an approved source.
- G. All food contact surfaces shall be smooth, easily cleanable and non-absorbent.
- H. Tobacco use is not allowed in or around the temporary food facility by food workers.
- I. Ice used for cooling or refrigeration of product must not be served or used in the preparation of food or beverages. Ice intended for use in food or beverages must be dispensed from the original bag and stored separate from ice used for refrigeration purposes. Proper ice scoops must be used for dispensing ice and must be stored so they are not only are protected from contamination, but also do not contaminate the ice with their handles.
- J. Food condiments (mustard, ketchup, mayonnaise) must be protected from contamination and, where available for customer self service, be commercially packaged for single service use. Mustard, ketchup, and mayonnaise in the original single-use containers may be used and the container thrown away when empty.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

☐ FOOD HANDLING

- A. All food handlers shall wash their hands with soap and water prior to the start of food preparation or serving activities. This should be done at regular intervals and especially after smoking, eating, drinking, or using the restroom, handling raw animal products or any activity that may contaminate the hands.
- B. To minimize bare hand contact with ready-to-eat foods, disposable, single-use gloves, tongs, scoops or deli paper must be utilized. When gloves are used, they must be changed at regular intervals and if removed for any reason, they must be replaced with new ones. Hands must be washed prior to putting gloves on and every time gloves are changed.
- C. Keep food preparation areas at least eight (8) feet away from public access.

☐ PERSONNEL AND HYGIENE

- A. A person sick with symptoms such as vomiting, diarrhea, jaundice, sore throat with fever, or a lesion containing pus such as a boil or infected wound that is open or draining shall be excluded or restricted from working with food. For more information see Rule 290-5-14-.03(4). As a simplified guide to Rule 290-5-14-.03 (4), see Employee Health Decision Flow Chart beginning on page 19.
- B. If there is any doubt about a food worker's health (not feeling well, achy, runny nose, etc.) the person or persons in question must be immediately removed from the food operation.
- C. Hair must be properly restrained with a hair net, cap (no visors allowed) or scarf. Braided hair or hair in a pony tail form is not acceptable. Beards and mustaches that exceed ½ inch in length must be restrained with an approved physical restraint such as a beard/mustache or hair net.
- D. No jewelry, such as rings (except for a single, plain band), bracelets (including medical bracelets), and watches, shall be worn.
- E. No wearing of nail polish, or false fingernails. Disposable single use gloves may be worn if this condition cannot be met.
- F. Fingernails must not extend past the finger tips and must be kept clean. Disposable single use gloves may be worn if this condition cannot be met. If fingernails are of such length that a danger of puncturing gloves, they must be trimmed so as not to protrude past the finger tips.
- G. Clean outer garments or aprons should be worn at all times.
- H. Hands and forearms shall be kept clean at all times by scrubbing them with liquid soap and warm water for 20 seconds followed by drying with a clean and sanitary paper towel.
- I. Disposable gloves must be removed when leaving the food booth operation for any reason and disposed of into a trash container.
- J. Disposable gloves must be changed and hands washed each time when changing from raw meats to ready to eat food products and also to other jobs such as using wiping cloths or cleaning equipment, etc.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

GENERAL FOOD SAFETY INFORMATION CHART

WASH HANDS OFTEN

IMPORTANT HOLDING TEMPERATURES

HOT FOODS135°F (57°C) or above
COLD FOODS.....41°F (5°C) or below

Keep Potentially Hazardous Food Out of Danger Zone [Between 41°F (5°C) and 135°F (57°C)]

IMPORTANT COOKING TEMPERATURES

(INTERNAL COOKING TEMPERATURES THAT MUST BE REACHED BEFORE PUTTING INTO HOT HOLDING OR SERVED TO THE CONSUMER)

Note: Based upon menu and plan review, some items listed will not be allowed for on-site preparation or service at temporary facilities.

Commercially pre-cooked hamburgers, frankfurters, precooked sausage,
pre-cooked chili, soup, raw fruits and vegetables or other such products ----- 135°F (57°C)

Shell eggs for immediate service (individual customer order), fish, and meats ----- 145°F (63°C)

Game animals raised commercially for food,
ground meats , injected meats and eggs not
for immediate service ----- 155°F (68°C)

Wild game animals, poultry, stuffed fish,,
stuffed meats, stuffed pasta, stuffed poultry
and stuffing's containing these products ----- 165°F (74°C)

Food received at 41°F (5°C) for hot holding must be **REHEATED** TO 165°F (74° C)

A RAW OR UNDERCOOKED WHOLE-MUSCLE, INTACT BEEF STEAK MAY BE SERVED OR OFFERED FOR SALE IN A READY-TO-EAT FORM IF THE STEAK IS LABELED TO INDICATE THAT IT MEETS THE DEFINITION OF “WHOLE-MUSCLE, INTACT BEEF” AND THE STEAK IS COOKED ON BOTH THE TOP AND BOTTOM TO A SURFACE TEMPERATURE OF 145°F (63°C) OR ABOVE AND A COOKED COLOR CHANGE IS ACHIEVED ON ALL EXTERNAL SURFACES.

CORRECT CLEANING PROCEDURE FOR FOOD CONTACT EQUIPMENT IS **WASH** ---- **RINSE**---- **SANITIZE**
THE ABOVE REQUIREMENTS WILL HELP PREVENT FOODBORNE PATHOGEN GROWTH AND FOODBORNE ILLNESS.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Employee Health Information

This is only guidance to assist in developing an Employee Health Policy. (See the 2005 Food Code Chapter 1, Chapter 2, Annex 7, and the 2005 Food Code Supplement for information you must know and be able to share with the Regulatory Authority)

2007 Georgia Food Code 290-5-14-.03			
Person In Charge; Responsibility of Permit Holder, Person in Charge, Food Employees and Conditional Employees			
Health Status of Food Employee or Conditional Employee ¹ Relating to Diseases Transmittable Through Food	Reporting Required by Person in Charge to Regulatory Authority? YES/NO	Reporting by Employee or Food Employee or Conditional Employee ¹ to the Person In Charge Required? YES/NO	
Reportable Symptoms:		YES	
• Vomiting	NO		
• Diarrhea	NO		
• Jaundice	YES		
• Sore throat with fever	NO		
• Suffers open or draining lesion or wound that cannot be protected by an impermeable cover.	NO		
Diagnosed with Illness due to:		Presently Diagnosed with Symptoms	Diagnosed in Past History
• Salmonella Typhi (Typhoid Fever)	YES	YES	YES If within Past 3 Months without having Antibiotic Therapy
• Shigella spp. • Enterohemorrhagic (EHEC) or Shiga toxin-producing E coli (STEC) • Hepatitis A virus or Norovirus			NO
Reportable Exposure² to illness:			
• Norovirus	NO	YES if within 48 Hours	
• Shigella spp, or • Enterohemorrhagic (EHEC) or Shiga toxin-producing E coli (STEC), or • Salmonella Typhi (Typhoid Fever)	NO	YES if within 3 Days	
• Hepatitis A virus	NO	YES if within 30 Days	

Notes: View the entire Food Code by visiting www.fda.gov or purchase the entire Food Code by calling (1-800-553-6847) or view the Georgia Food code <http://dph.georgia.gov/food-rules-and-regulations> or call your local County Environmental Health office.

¹The person in charge shall prohibit a conditional employee (person that has been offered a job) that reports a listed diagnosis from becoming a food employee (from being allowed to work) until meeting the criteria listed in section 2-201.13 of the 2005 FDA Food Code or .03(4)(h) of the Georgia Food Code on page 35, for reinstatement of a diagnosed food employee.

² Reportable exposure to the listed illnesses includes:

- (1) Suspected of causing or was exposed to a confirmed outbreak, because the individual prepared or consumed the implicated food, or consumed food prepared by an infected person, or
- (2) Lives with someone known to be diagnosed, or
- (3) Lives with someone known to have attended or worked at a confirmed outbreak.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

*Employee Health Information

*This is only guidance to assist in developing an Employee Health Policy. (See the 2005 Food Code Chapter 1, Chapter 2, Annex 7, and the 2005 Food Code Supplement for information you must know and be able to share with the Regulatory Authority)

2007 Georgia Food Code 290-5-14-.03 Exclusions and Restrictions .03(4)(g) & Removal of Exclusions and Restrictions .03(4)(h)			
NOTE: " Exclude " means to prevent a person from working as an employee in a food establishment or entering a food establishment as an employee. " Restrict " means to limit the activities of a food employee so that there is no risk of transmitting a disease that is transmissible through food and the food employee does not work with exposed food, clean equipment, utensils, linens, or unwrapped single-service or single-use articles. (2005 FDA Food Code/2007 Georgia Food Code)			
Health Status at Facilities <u>Not</u> Serving Highly Susceptible Population	Action by Person In Charge	Conditions of Exclusions or Restrictions for Diagnoses	
Diagnosed with illness due to Present Condition:	Restrict or Exclude Status	When to Reinstate Diagnosed Exclusions Restrictions or Conditions of Restrictions	RA ³ Approval Required?
• Salmonella Typhi (Typhoid Fever)	Exclude	With written medical documentation (i.e. medical clearance).	YES
• Shigella spp.⁴	Exclude⁴	Until 24 hours after symptoms resolve.	NO
	Restrict	(1) 24 hours after symptoms resolve, and remains restricted until medically cleared ⁵ , or (2) More than 7 calendar days have passed after symptoms resolve.	YES
• Norovirus⁴	Exclude⁴	Until 24 hours after symptoms resolve.	NO
	Restrict	24 hours after symptoms resolve and remains restricted until medically cleared, or more than 48 hours have passed after symptoms resolve.	YES
• Enterohemorrhagic (EHEC) or Shiga toxin-producing E coli (STEC)³	Exclude⁵	Until 24 hours after symptoms resolve.	NO
	Restrict	(1) 24 hours after symptoms resolve, and remains restricted until medically cleared ⁶ , or (2) More than 7 calendar days have passed after symptoms resolve.	YES
• Hepatitis A virus	Exclude If within 14 days of any symptom, or within 7 days of jaundice	The food employee has been jaundiced for more than 7 calendar days, or The infected food employee not jaundiced has had other symptoms of hepatitis A virus for more than 14 day, or The food employee provides medical documentation from a health practitioner stating that the food employee is free of a hepatitis A virus infection.	YES

Notes: ³RA means Regulatory Authority which is the **Georgia Department of Public Health** and the **Local County Health Department** for reporting and reinstating an employee involving the five organisms listed.

⁴Regulatory Authority approval is not necessary for changing an employee status from Exclusion to Restriction for these illnesses but approval must be given by Regulatory Authority for lifting remaining restrictions involving illnesses due to these organisms.

⁵Exclusions for Shigella spp.; Norovirus; and Enterohemorrhagic (EHEC) or Shiga toxin-producing E coli are based on vomiting or diarrhea symptoms.

⁶Medical clearance for Shigella spp.; Enterohemorrhagic (EHEC) or Shiga toxin-producing E coli, is based on test results from a health practitioner showing 2 consecutive negative stool specimen cultures that are taken:

- (a) Not earlier than 48 hours after discontinuance of antibiotics, and
- (b) At least 24 hours apart.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

*Employee Health Information

2007 Georgia Food Code 290-5-14-.03 - Exclusions and Restrictions .03(4)(g) & Removal of Exclusions and Restrictions .03(4)(h) (continued)

Suffers symptoms of illness due to:	Action by Person In Charge	Conditions of Exclusions or Restrictions for Symptoms	Regulatory Approval ² Required?
<ul style="list-style-type: none"> • Vomiting, or • Diarrhea 	Exclude	If symptom is from infectious condition	See Infectious Diagnoses
		Until there are no symptoms after 24hours, or medical documentation is provided that states employee is not infectious.	NO
	No Action	If symptom is from noninfectious condition	N/A
<ul style="list-style-type: none"> • Acute Onset of Sore Throat with Fever 	Restrict	Remove restriction if written medical documentation from a health practitioner states that the food employee meets one of the following conditions: (1) Has received antibiotic therapy for <i>Streptococcus Pyogenes</i> infection for more than 24 hours; (2) Has at least one negative throat specimen culture for <i>Streptococcus pyogenes</i> infection; or (3) Is otherwise determined by a health practitioner to be free of a <i>Streptococcus pyogenes</i> infection.	NO
<u>Suffers open or draining lesion or wound and not protected as specified in 2-201.12(H) of the 2005 FDA Food Code/ .03(4)(h)8. page 38</u>	Restrict	Remove restriction if the skin, infected wound, cut, or pustular boil is properly covered with one of the following: (1) An impermeable cover such as a finger cot or stall and a single-use glove over the impermeable cover if the infected wound or pustular boil is on the hand, finger, or wrist; or (2) An impermeable cover on the arm if the infected wound or pustular boil is on the arm; or (3) A dry, durable, tight-fitting bandage if the infected wound or pustular boil is on another part of the body.	NO
<u>Suffers symptom of Jaundice:</u> <ul style="list-style-type: none"> • Onset <u>within</u> last 7 days 	Exclude	Unless the food employee provides to the person in charge written medical documentation from a health practitioner specifying that the jaundice is not caused by hepatitis A virus or other fecal-orally transmitted infection.	See Approval Requirement for Hepatitis A

Common Symptoms⁷ of Illnesses that are Transmittable through Food

Salmonella Typhi (Typhoid Fever)	Dramatic onset of sustained fever, marked headache, lack of energy and appetite, slow heart rate, enlarged spleen and nonproductive cough. Enlarged spleen symptoms include feeling full prematurely when eating, hiccups, and upper left side abdominal pain. Some persons develop rose spots on skin on body trunk and suffer constipation.
Shigella spp.	Abdominal pain, diarrhea, fever, nausea, cramps, sometimes vomiting, pale skin color due to low red cell blood count, often feeling the need to have bowel movements that are painful and often nonproductive. Stools typically contain blood or mucus.
Norovirus	Acute onset explosive (projectile) vomiting, watery diarrhea, abdominal cramps and occasionally low grade fever.
Enterohemorrhagic (EHEC) or Shiga toxin-producing E coli (STEC)	Severe abdominal pain and diarrhea. Diarrhea may be mild and nonbloody or virtually all blood. Sometimes vomiting occurs.
Hepatitis A virus	Nausea, vomiting, diarrhea, abdominal pain, fever, fatigue, jaundice, dark urine, or light colored stools. Jaundice usually occurs 5-7 days after other symptoms.
Hepatitis A virus	Nausea, vomiting, diarrhea, abdominal pain, fever, fatigue, jaundice, dark urine, or light colored stools. Jaundice usually occurs 5-7 days after other symptoms.

Note: ⁷This list is not all-inclusive. This is only partial list of the most common symptoms, in simplified terms that would reasonably likely be found in the workforce to assist non-medically trained persons. Only a medical practitioner can make a diagnosis.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

RULES AND REGULATIONS FOOD SERVICE

CHAPTER 290-5-14-.08 (2)SPECIAL FOOD SERVICE OPERATIONS

(2) Temporary Food Service Establishments.

(a) Operation, Permit Application, Responsibilities.

1. A temporary food service establishment means a food service establishment that operates at the same location for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

2. The application for a special food service permit shall indicate the inclusive dates of the proposed operation and must be submitted at least 30 days prior to the event.

3. The following applies to a vendor application:

(i) Any person desiring to operate a temporary food service establishment shall make written application for a permit on forms provided by the Health Authority at least 30 days prior to the event and pay applicable fees at the time of application.

(ii) The application shall include the name and address of each applicant, the location and type of the proposed temporary food service establishment, (to include the menu items) and the signature of the applicant.

4. The organizer's responsibility is the following:

(i) It will be the organizer's and/or property owner's responsibility to ensure that only vendors permitted by the Health Authority are allowed to participate in the event;

(ii) The organizer or property owner must also notify the Health Authority 30 days prior to the event taking place by providing a list of food vendors who will be allowed by that organizer to participate in the event; and

(iii) Any unauthorized or unpermitted vendor found participating in an event shall be charged with a violation of this Rule and ordered by the organizer or property owner to leave the event premises.

(b) Inspections.

1. Prior to issuance of a permit, the Health Authority shall inspect the proposed temporary food service establishment. The Health Authority shall only issue a permit to the applicant if the inspection reveals that the proposed temporary food service establishment complies with this Rule.

2. Temporary food service inspections will be conducted as often as necessary to ensure compliance with this Rule.

3. The current temporary food service inspection report shall be displayed in a conspicuous place wherein it is easily readable by the public.

(c) Operations.

1. A temporary food service establishment which does not comply fully with Rules .03 through .07 of this Chapter may be permitted to operate when food preparation, service and the operation meet fully the requirements set forth in Rule .08 subsections (2)(a) through (h).



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

2. The Health Authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment.

3. Preparation processes for potentially hazardous foods will be approved by the Health Authority based on a plan review that shows adequate holding, preparation and service facilities.

4. For special events, foods requiring only cooking may be prepared, if served immediately, in an outside area on the premises of a permitted food service establishment. Prior approval must be obtained from the Health Authority.

(d) Preparation and Service - Potentially Hazardous Foods.

1. Any potentially hazardous food that has been prepared, stored and transported under conditions meeting the requirements of this Chapter, is stored at a temperature of 41°F (5°C) or below or at a temperature of 135°F (57°C) or above in facilities meeting the requirements of this Chapter may be served.

2. Only those potentially hazardous foods requiring limited preparation, such as hamburgers and frankfurters that only require seasoning and cooking, may be prepared or served.

3. The preparation or service of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat, poultry, eggs, or fish is prohibited.

4. *This prohibition does not apply to any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of this Chapter, is obtained in individual servings, at 135°F (57°C) or above in facilities meeting the requirements of this article, and is served directly in the unopened container in which it was packaged.*

5. Home prepared foods or condiments are prohibited from service, use and/or sales in temporary food service units.

(e) Equipment and Supplies Required.

1. Indicating thermometers for immersion into food or cooking media shall be of metal stem type construction, numerically scaled, and accurate to ± 2 degrees Fahrenheit.

2. Enough potable water shall be available at the event for consumption and in the establishment for food preparation, cleaning, and sanitizing utensils and equipment, and for handwashing.

3. Ice shall be handled as follows:

(i) Ice that is consumed or that contacts food shall be made under conditions meeting the requirements of this Chapter,

(ii) The ice shall be obtained only in chipped, crushed, or cubed form and in single-use safe plastic or wet strength paper bags filled and sealed at the point of manufacture,

(iii) The ice shall be held in these bags until it is dispensed in a way that protects it from contamination, and

(iv) Storage of packaged or wrapped food in contact with water or undrained ice is prohibited.

4. Temporary food service operations shall provide only individually wrapped single-service articles for use by the consumer.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

5. A heating facility capable of producing enough hot water shall be provided on the premises.
 6. Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment.
 7. Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination.
 8. Facilities for cleaning and sanitizing utensils and equipment shall be provided at the temporary site or permitted base of operation. Such items shall be cleaned and sanitized at least daily or more often if prescribed by the Health Authority.
 9. When food is prepared on the site, a system capable of producing enough hot water for cleaning and sanitizing utensils and equipment shall be provided on the premises.
 10. A convenient handwashing facility shall be available for employee handwashing. This facility shall consist of, at least, warm running water, soap, and individual paper towels.
- (f) **Liquid Waste.** All sewage including liquid waste shall be disposed of as specified under Rule .06 subsections (4)(h) and (i).
- (g) **Construction.**
1. Floors within food preparation and display areas shall be constructed of concrete, asphalt, tight wood, or other similar material kept in good repair and clean.
 2. Doors to food preparation areas shall be solid or screened and shall be self-closing or as otherwise approved by the Health Authority.
 3. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.
 4. Air curtains shall be properly designed and installed, and approved by the Health Authority.
 5. Ceilings shall be made of wood or other material that protects the interior of the establishment from the weather.
 6. Walls and ceilings of food preparation areas shall be constructed in a way that prevents the entrance of insects.
- (h) **Protection from Contamination.**
1. Approved means of excluding insect and vermin from food preparation, service areas and from waste storage areas must be provided commensurate with the type and scope of food service permitted.
 2. Counter-service openings shall not be larger than necessary for the particular operation conducted.
 3. These openings shall be provided with effective means to restrict the entrance of flying insects.
 4. Counter-service openings shall be kept closed when not in actual use, except that these openings may remain open if air curtains are provided as deemed adequate by the Health Authority.
 5. All food preparation and food display areas shall be adequately protected from dust, contamination by patrons, and from insects by provision of walls, ceilings, shields, screens or other approved barriers or devices.



TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

6. Open, unprotected display or service of food is prohibited.

(i) **Exceptions to Compliance.** Temporary food services which:

1. Are sponsored by a political subdivision of this state or by an organization exempt from taxes under paragraph (1) of subsection of (a) of Code Section 48-7-25 or under Internal Revenue Code Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501 (c) of the Internal Revenue Code, as that code is defined in Code Section 48-1-2;

2. Last 120 hours or less; and

3. When sponsored by such an organization, is authorized to be conducted pursuant of a permit issued by the municipality or county in which it is conducted.

Authority O.C.G.A. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Inspection of Premises" was filed and effective on July 19, 1965 as 270-5-6-.06. Amended: Rule repealed and a new Rule entitled "Transportation" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.08. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Construction and Maintenance of Physical Facilities" adopted. Filed July 10, 1986; effective July 30, 1986. Amended: Rule repealed and a new Rule of the same title adopted. Filed July 11, 1995; effective July 31, 1995. Amended: Rule repealed and a new Rule entitled "Special Food Service Operations" adopted. Filed Jan. 26, 2006; effective Feb. 15, 2006. Amended: Rule repealed and a new Rule of same title adopted. Filed Jan. 24, 2007; effective Feb. 13, 2007. Amended: Rule repealed and a new Rule of same title adopted. Filed August 23, 2007; effective Sept. 12, 2007.