

Pre-Operational Guidance for Temporary Events

Use this guide as a checklist to verify compliance with Food Safety Regulations.

SOURCE: Obtain food from an approved source. All meat and poultry should come from USDA or other acceptable government regulated approved sources. Foods prepared in a residential kitchen are not allowed.

PREPARATION: All potentially hazardous food which is pre-cooked and pre-cooled off site for service at the temporary food service event must be prepared **at an approved, permanently established, food service facility.**

TEMPERATURES: Food must be cooked to the minimum temperatures and times specified below:

- 165°F for 15 seconds--poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry;
- 155°F for 15 seconds--comminuted fish; comminuted meat (hamburgers); pooled raw eggs;
- 145°F for 15 seconds--raw shell eggs that are broken and prepared in response to a consumer's order and for immediate service; fish; meat and pork.
- To check the internal temperature of chicken, insert the thermometer in the innermost part of the thigh and wing and the thickest part of the breast. For hamburgers, insert the thermometer sideways into the middle part of the patty.

HOT HOLDING: After thorough cooking, potentially hazardous hot foods must be kept at or above 135°F. Hot food storage units, electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 135°F or above.

COLD HOLDING: Keep any potentially hazardous products at 41°F or below. If product is not on ice during service, ensure it does not sit out at ambient temperature for more than 3.5 hours. An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain potentially hazardous foods at 41°F or below may be approved for the storage of small quantities of potentially hazardous foods. Unpackaged food may not be stored in direct contact with undrained ice. Provide thermometers for these units.

REHEATING: 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.**

STORAGE: Food, equipment, utensils and single service items must be stored to prevent cross-contamination, and must be stored off of the ground.

- Place a liner (tarp, plastic garbage bag, etc.) underneath any container that houses food so that the container is not in direct contact with the grass/ground.
- All food must be protected from customer contamination. Use serving utensils to prevent bare-hand contact with ready-to-eat foods. Ensure any single use item, such as plastic silverware, is stored with the handle-side facing out to avoid contact with the surface used for eating.
- Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.

PERSON IN CHARGE: There must be one designated person in charge at all times responsible for compliance with the regulations.

HANDWASHING: Vendors who handle foods must provide a hand-washing set up, which minimally will consist of a 5 gallon insulated container with a spigot to hold heated water, a catch basin, hand soap in a pump dispenser and paper towels on a dispenser. See example below.

- Food service workers must wash their hands prior to entering food preparation and service areas, immediately before food preparation, after using toilets, smoking, drinking or eating and as often as necessary.
 - Proper hand washing: wet hands with clean, warm water. Apply soap and work into lather. Rub hands together for 20 seconds; clean under the nails and between fingers. Rinse under clean, running water. Dry hands with disposable paper towel.



HEALTH: Food employees that are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food may not work with food or clean equipment/utensils. Infected cuts and lesions on hands/fingers must be covered and protected with waterproof materials.

HYGIENE: Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

SANITIZING: Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

Ensure concentration of sanitizer is appropriate. For bleach: **100 parts per million.**

For Quaternary Ammonium: **200 parts per million.** Paper chemical test strip kits should be used to monitor concentration. (Chlorine test kits for bleach; Quat test kits for Sani-tabs/Quaternary Ammonium)

Wiping cloths must be stored in clean sanitizer solution in between uses. Change frequently.

WATER SUPPLY: An adequate supply of potable water must be on site and obtained from an approved source. Water shall be stored in approved storage containers.

WASTEWATER DISPOSAL: Dispose of wastewater in an approved wastewater disposal system. Wastewater may NEVER be dumped on the ground or into storm drains.

TRASH: Provide an adequate number of cleanable containers inside and outside the booth. Ensure appropriate disposal at the end of the event.

OVERHEAD PROTECTION: Each licensed vendor's set up must be covered with a tent, canopy or other type of overhead protection. Walls and ceilings, if required, are to be of tight and sound construction against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.

Day of the Event:

Ensure that **Hand Wash** stations are set up and functional **PRIOR** to starting any kind of unpacking or handling of food or food service products. See section on Hand Washing for additional information.