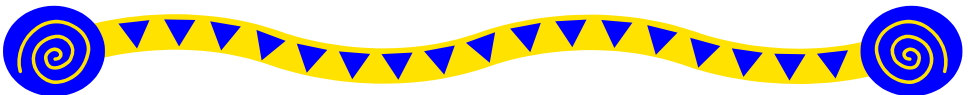


FOOD SAFETY GUIDE FOR TEMPORARY EVENTS



**The state regulations for Temporary Food Events
have been condensed for this guidebook.**

**For more detailed descriptions of food safety
requirements, refer to the F.D.A. Food Code
as adopted by the State of Utah.**



WEST NILE VIRUS

REDUCE YOUR RISK DURING OUTDOOR ACTIVITY

PROTECT FROM DUSK TO DAWN

- These hours are when mosquitoes that carry the virus are most active, so take precautions to prevent mosquito bites.

USE MOSQUITO REPELLENT

- Use a repellent with one of the following active ingredients: DEET, picaridin, IR3535, oil of eucalyptus, or para-menthane-diol (follow product labels and
- age-specific instructions carefully).

TAKE COVER

- Wear protective clothing like long-sleeved shirts and long pants while outdoors.
- Use mosquito netting to protect small babies.

STOP MOSQUITOES

- Remove standing water so mosquitoes cannot lay eggs.
 - Use air conditioning and window and door screens to keep mosquitoes outside.
-

Definitions

The following definitions will be used throughout this guidebook:

Beverage– A liquid for drinking. Includes water, soda, juice, or alcohol.

Employee– The permit holder, person-in-charge, supervisor, or person with responsibilities to do any of the following: serve consumers, cook or prepare food, cleaning responsibilities, etc. This includes both paid and volunteer workers.

Food– A raw, cooked, or processed edible substance. Includes beverages or any ingredient used for or intended for human consumption.

Health Department– The local regulatory authority or authorized county representative having jurisdiction over the Temporary Food Service Establishment.

Person-in-Charge– The individual present at a temporary food booth or establishment who is responsible for the operation at the time of inspection.

Public Event– A temporary food service event which is:

- (a) Advertised in any way to the public, or other inducements are offered for the public to attend, and
- (b) Participation by the public will be allowed.

Sanitization– Any application of cumulative heat or chemicals on cleaned food contact surfaces that, when evaluated, yield a 99.999% reduction rate of hazardous bacteria.

Single-use articles– Any utensils, serving containers, or bulk food containers designed and constructed to be used once and then discarded.

Time Temperature Controlled for Safety (TCS)/ Potentially Hazardous Foods (PHF)- A food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms (i.e. *Clostridium botulinum* or *Salmonella enteritidis*).

TCS foods include:

- (a) Foods of animal origin that are raw or heat-treated.
- (b) Foods of plant origin that are heat-treated or consist of raw seed sprouts.
- (c) Cut melons.
- (d) Raw cut tomatoes.
- (e) Garlic-in-oil mixtures.

Temporary Food Service Establishment– Includes:

- (a) A food establishment that is permitted by the Health Department to operate in a temporary manner in conjunction with single events or celebrations (One Day Permit).
- (b) A food establishment that is permitted by the Health Department to operate in a temporary manner for no more than 14 days (Extended Permit).
- (c) An element of the establishment such as a transportation vehicle or a separate preparation facility that supplies a vending location.
- (d) An operation that is conducted in a temporary facility or location; where food is prepared and intended for individual portion consumption, whether consumption is on or off the premises; and whether or not there is a charge for the food.

Temporary Food Service Establishment– Does not include:

- (a) Permanent location and food service, or the intention of permanent location and food service.
- (b) A temporary establishment that offers only commercially prepared and packaged foods that are not TCS/PHF and do not require preparation or handling.
- (c) A produce stand that offers only whole, uncut fresh fruits and vegetables.
- (d) A private home where food is prepared and/or served for private family, religious, or charitable functions where the public is not invited or allowed.
- (e) The premises of a church, temple, synagogue or other location where food is normally prepared and/or served only for private family, religious or charitable functions to which the public (other than members of the organization) is not invited.
- (f) A cart, vehicle, trailer or other mobile food service establishment permitted for permanent operation by the Salt Lake County Health Department.

Temporary Event Food Service Permit– The document issued by the Salt Lake County Health Department that authorizes a person to operate a temporary food service establishment.

Warewashing– The cleaning and sanitizing of food-contact surfaces of equipment and utensils.

Permits

In order to sell or give away food at a temporary event, vendors must obtain a Temporary Event Food Service Permit in advance of opening for business.

Contact the local Health Department which has jurisdiction over the city or area where the event will take place. A permit obtained in one jurisdiction for an event there will not be valid for another time/location. Please plan on obtaining the permit in a timely manner. As much in advance as possible to the events in which the vendor is participating in is preferred. Permit applications received less than 12 days prior to the event *will* be charged a **\$40 late fee**.

Temporary Event Food Service Permits will not be issued on-site at events. Please see the final page of this guideline for phone numbers and addresses where vendors can obtain information on the permitting procedures.

Permits are required for existing restaurants, caterers, churches, community and social organizations, volunteer and nonprofit organizations, schools, government agencies, and other food service professionals, or non-professional, who wish to serve food at a temporary event.

Vendors obtaining food from permanent take-out establishments (such as pizza delivery) must obtain a permit.

Each food vendor must apply for their own permit. "**Blanket Permits**" to event sponsors covering multiple vendors are **not issued**.

A legally separate vendor providing temporary food service on the site of a permanent food service establishment must obtain a Temporary Event Food Service Permit.

An adequate demonstration of food safety knowledge, as determined by the Health Department, is necessary in order to obtain a permit. A permit may be revoked if an operator does not comply with health regulations. Permits are non-transferable. A valid permit must be posted in every temporary food service establishment.

The Temporary Event Food Service Permit **does not replace or exclude** other permits and licenses required by local municipalities or other organizations.

Exceptions

The Temporary Event Food Service Permit is **NOT** required for:

- (a) Vehicles and carts already permitted by the Salt Lake County Health Department for permanent Mobile Food Service.
- (b) Beverage-only temporary service.
Does not include: Beverages with TCS/PHF ingredients such as dairy products, melons, tomatoes, cooked vegetables, or juice from cooked vegetables, and beverages requiring the handling of ice.
- (c) Vendors of non-potentially hazardous, commercially packaged and prepared foods requiring no temperature control, preparation or handling.
- (d) Vendors who are already permitted and inspected as permanent food establishments operating in their own licensed premises.
- (e) Cooking/barbequing outdoors on their own licensed premises, as long as activities are limited to cooking only.
(No assembling or other food handling is allowed).

Note: A mobile food establishment that was used at an event where it does not or cannot return to the commissary (fair, carnival, etc.), must obtain a Temporary Food Service Permit.

Fees

Current applicable fees as determined by the Salt Lake County Health Department will be paid in advance when the permit is issued.

There is **no refund of fees** for Temporary Food Service Permits that are unused. However, if the Health Department is contacted in advance, permits may be used for a different event/different day of operation.

Additional permits may be issued to an operator as long as the establishment continues to meet temporary food service requirements.

Permits expire **1 year** after the date they were issued.



Permit Categories

Temporary Event Food Service Permits will be issued and paid for in the following categories:

- (a) One Day Permit.
- (b) Three Day Event Permit.
- (c) Extended Permit (Up to 14 days)*.
- (d) Seasonal Permit (Up to 9 months).

***Holders of the Extended Temporary Event Food Service Permits must notify the Salt Lake County Health Department of their participation in future events.**

Each event requires that an original permit with the event name, location, and days of operation must be posted in the food booth or food truck in public view. The Salt Lake County Health Department must always be notified of significant changes in menu, operating facilities, business name, and any other conditions that may affect the quality of food service.

Permitted Days and Sites

One Day Permit—Valid for *one day* of temporary food service at one event.

Three Day Event Permit—Valid for temporary food service at one event that lasts *three days or less* (not transferable to multiple events or locations).

Extended Permit (Up to 14 days)—Valid for *up to 14 nonconsecutive days* of temporary food service at multiple events. Extended permit holders must obtain **separate date-specific permits** for each of the (up to) 14 days they wish to serve food. These date-specific permits may be obtained when applying for the extended permit, or may be obtained in person at the Food Protection Bureau prior to each specific event.

Seasonal Permit (Weekly for 3 months)— Valid for *up to 9 months* of intermittent food service at the same location and serving the same menu. Seasonal permit holders may only apply for 1 seasonal permit in any 12-month period.

Multiple vending booths/mobiles or locations operated by the same owner will each need a separate permit. Permit holders must demonstrate the ability to adequately supervise multiple locations.

The Temporary Event Food Service Permit **does not** replace the permitting procedure for permanent food service facilities.

If an establishment operates more than 45 days a year, a commissary will be required. If a commissary is not used, the vendor will need to provide food receipts showing that food was purchased the day of the event.

Procedures

An interview is required to obtain a Temporary Event Food Service Permit. Contact the Health Department that is over the county in which food will be sold (see final page). The person obtaining the permit will need to know all menu items, equipment to be used, dates, hours of food service operation, and addresses of events.

The interview and application will cover food source, preparation, handling, transportation and temperature requirements. Additionally, booth structure, hand wash station, hand washing, bare hand contact of ready-to-eat foods, sanitation, warewashing and waste water disposal will be discussed.

Interviewer must demonstrate adequate knowledge of food handling and sanitation practices in order for a permit to be issued.

The Temporary Event Food Service Permit will not be issued if a menu has not been determined, food sources are unapproved, the fee is not paid, or demonstration of knowledge is inadequate. A vendor may reapply when conditions have been met.

A temporary food service establishment must comply with the requirements of the current Health Regulations for Food Service, except as stated otherwise in this guidebook. The Health Department may impose additional requirements, if needed, to protect against health hazards.

Food Handler Training

Before opening for business, the person-in-charge, or establishment manager will obtain or already have, a current Food Handler Card. Call the local Health Department for class information (see last page).

During all hours of operation, at least one person must be present with a Food Handler Card*. Vendors from out of state must have their local Food Handler Permit.

***Seasonal permits require that EVERYONE present must have a Food Handler Card during all hours of operation.**

Meat Laws

Resale of non-inspected, prepared meat food items purchased from another food establishment is prohibited by Federal law. Non-inspected means the meat food item has no mark of inspection by either the Utah Department of Agriculture/UDAF (symbol is a beehive) or the United States Department of Agriculture/USDA.

For example, one may not resell a meat pizza made by a local pizzeria (cheese pizza is OK) or a bratwurst made by the supermarket meat department or purchased at the full-service meat or deli counter.

Structures

Vendors may do all preparation, cooking, storage, and clean-up at the temporary event site location, as long as these procedures comply with the regulations. An additional permit will be required to use a restaurant, commissary, or other approved site.

A private home may not be used for storage, clean-up, preparation, or cooking of food intended for the public.

Operators must vend from a site that meets the following minimum structural requirements:

- (a) A roof, awning or other top covering, impermeable to weather, over the entire food preparation, service, clean-up and storage area.
- (b) Two side walls (screening), which will reduce the entry of dust and dirt, and exclude non-authorized personnel.
- (c) The floor must be a surface of plywood, concrete, asphalt or other acceptable material.

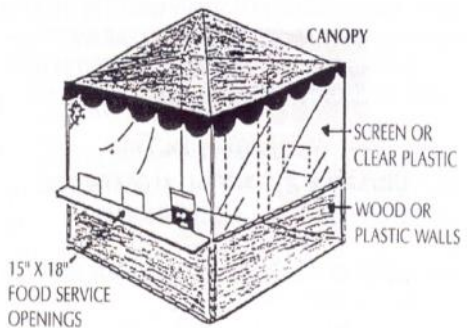
Flooring must be supplied only if the vending site is on dirt, gravel, grass or poorly drained surfaces.

Higher standards for booth structure may be imposed, if necessary, for adequate food sanitation and protection of the public health.

Example of a food tent for prep behind a food truck



Example of a proper temporary food booth



Food Safety

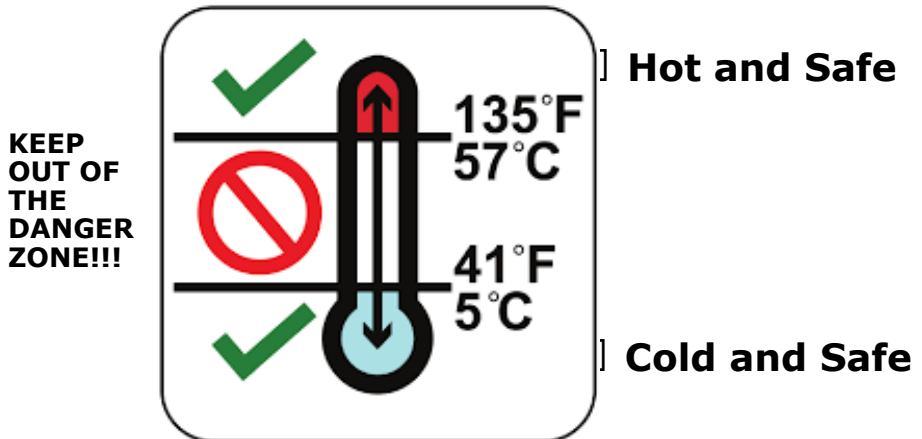
Cooking and hot-holding

Maintaining safe food temperatures is a primary concern of food service. An establishment must be provided with adequate means for cooking, cooling, reheating and hot and cold-holding equipment as needed for the menu.

Sterno-type chafing dishes are not allowed for outdoor food service. They do not produce adequate heat to keep foods safe

Establishments must have an accurate probe-type thermometer to check food temperatures. It must have both a hot and cold scale (0°F to 220°F). Be sure to clean and sanitize before each use (alcohol swabs are appropriate).

Except during preparation, TCS/PHF must be maintained at 41°F (or lower) or 135°F (or higher). After any room temperature preparation, TCS/PHF must be cooked as rapidly as possible.



Hamburger Meat

Hamburgers are a high-risk food because of the dangers of *E. coli* contamination. Hamburgers and other ground beef products must be cooked to 155°F for 15 seconds or more. Poultry products must be cooked to 165°F and pork to 155°F for 15 seconds or more.

Reheating

Rapidly reheat previously prepared foods to 165°F or higher. They can then be maintained at 135°F or higher. **Do not use crock pots or steam tables to reheat foods.**

TCS/PHF and cold storage

Coolers must be provided with thermometers so temperatures can be monitored.

Frozen TCS/PHF cannot be thawed at room temperature. Use thawing methods that keep foods cold, such as thawing in a cooler, in a microwave, as part of the cooking process, or under cool running water.

If ice chests are used to keep foods cold, be sure to layer ice and food, using sufficient ice to keep items at 41°F or lower. Ice chests must be drained.

Ice

Ice used to cool cans and bottles, or for cooling food items cannot be used in beverages or as food. It must also be stored separately from ice that will be placed in or served as food. Use a scoop with a handle to dispense ice. Keep scoop handle from touching the ice. **Never use hands or a cup dragged through the ice.**



Transportation

Vehicles used for food transport must be kept clean. When foods are taken from one location to another, they must be covered for protection and kept at appropriate temperatures at all times. Hot or cold holding containers must be able to maintain proper temperatures. Storage and service equipment in the booth should already be at proper temperatures before putting food in them.

Equipment

Adequate equipment for maintaining TCS/PHF at required temperatures **must** be used. Operators need to be familiar with the performance of equipment under temporary or outdoor conditions.

Cutting boards and knives used for raw meats **must not** be used for any other food items until they have been washed, rinsed, sanitized, and air dried.

During outdoor service, foods must be kept covered to protect them from insects, dust and dirt in the air. Use lids, plastic wrap, foil, or store inside cabinets.

Service equipment may not be placed on front tables/counters, where food may be contaminated by customers. Serve food items from side or back booth tables.



Hand Washing and Personal Hygiene

Water

Each establishment must provide both adequate water and waste water containers for hand washing during the course of business. On site water sources must be of culinary quality. The vendor is responsible for the disposal of waste water to the sanitary sewer system.

Waste water cannot be dumped into storm drains, gutters, parking lots, on the ground or on grass. This is a violation of the Utah Clean Water Act and could result in a fine of up to \$10,000 per day.

Hand Wash Station

A hand wash station is required in the food preparation area.

A permanently plumbed sink is not needed, but the minimum requirements are as follows:

1. 5-gallon container with a spigot that provides a continuous flow of water (not a push button).
2. Catch basin or bucket.
3. Soap.
4. Paper towels.

ANY Temporary Food Establishment found without an adequate hand washing station will be closed or required to stop selling or giving away food until the violations are corrected.



Hand Washing

Food handlers must wash their hands before starting to work with food, clean equipment and utensils, as well as unwrapped single-service and single use articles.

Food handlers must also wash hands after:

- Handling anything dirty (such as bagging garbage or picking anything up from the floor).
- Touching bare human body parts other than clean hands and arms, after caring for or handling service animals or aquatic animals.
- After sneezing, coughing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
- When switching between working with raw food and working with ready-to-eat food.
- After engaging in other activities that contaminate the hands.

Bare Hand Contact

Bare-hand contact with ready-to-eat foods is prohibited. Suitable utensils for handling ready-to-eat foods include: tongs, spatulas, deli tissues, or single-use gloves. The use of disposable gloves can provide an additional barrier to contamination, but **gloves do not replace hand washing**.

When gloves are worn, they must be used for only *one* task such as working with ready-to-eat food or with raw animal food, and discarded when damaged or soiled, or when interruptions occur in the operation.

Cashiers and Other Workers

Cashiers and other workers handling money must not handle food. If a money handler must temporarily work with food, he or she must first adequately wash their hands. Employee assignments should be made so that money handlers will not work directly with food.



Clean Hands For Clean Foods

It is important that all staff at temporary food service events be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- Use soap and water.
- Rub hands vigorously while washing them for a minimum of 20 seconds.
- Wash all surfaces, including the back of hands, wrists, between fingers, and under fingernails (using a good brush).
- Rinse hands well.
- Dry hands with a paper towel.
- Do not share or reuse cloth towels.
- Turn off the water using paper towel instead of bare hands

Wash hands before beginning work and frequently during the day, especially after performing any of these activities:

Using the toilet

Disposing of garbage

Handling raw food

Handling soiled items

Coughing or sneezing

Scraping tableware

Touching hair, face or body

Smoking

Handling money



Dress Standards

Food workers must wear clean aprons or uniforms. These must be changed and laundered frequently to avoid contamination.

Anyone with access to food-service areas such as managers, cashiers and order-takers must also wear aprons or uniforms and use hair control, because they are working in close proximity to food.

Hair Control

Do not touch hair or skin when working with food. Everyone involved in the preparation or service of food, including management, must use effective hair control. This can be accomplished with hats or hairnets.

Even workers with short hair must use hair control. Hair must be restrained in such a way that it is unlikely to fall on and contaminate food, and does not need to be touched or brushed out of the way by hands.

Hygiene

There is NO smoking or eating allowed in food preparation, warewashing or storage areas.

Only healthy workers will prepare and serve food. Anyone who shows symptoms of a disease such as cramps, nausea, fever, vomiting, diarrhea, sore throat, jaundice, excessive coughing and sneezing, etc., cannot work with food until they are well. Anyone with open sores or infected cuts on the hands should not work with food unless the effected areas are bandaged and gloved.

Only *authorized food workers* are allowed in the preparation area. Visitors, other family members, small children, and animals must be excluded.



Cleaning, Sanitation and Storage

Warewashing

All food contact items such as cooking equipment, storage containers, utensils, cutting boards, and service items must be washed, rinsed, sanitized, and air dried in such a way to effectively kill germs. This may be done on site or at another approved location.

Homes are NOT an approved location

A permanently plumbed three-compartment sink is not required at temporary events. Bus tubs, dishpans, or temporarily plumbed three-compartment sinks may be used. Each vendor is responsible for their own clean-up arrangements including hot water, the presence of test strips, and an approved sanitizer.

Wash equipment and utensils using this five-step process:

1. Scrape off any excess food
2. Wash in 110°F, soapy water
3. Rinse in hot water
4. Rinse with a chemical sanitizer, leave in sink at least ten seconds for a chlorine solution and thirty seconds for a quaternary ammonia solution
5. Air dry

3 Sink Dishwashing Method



Sanitizer

Test strips are necessary in order to determine the correct concentration of sanitizer. Be sure the strips purchased are appropriate for the type of sanitizer that is being used;

Chlorine (white test strips that turn blue)
to a concentration of **50-100 ppm (parts per million)**

Quaternary Ammonia (Orange strips that turn green)
to a concentration of **200 ppm**

Single-use articles such as plastic utensils, paper plates, and cups are recommended. **Never wash and reuse disposable ware.**

Wiping Cloths

Wet wiping cloths must be stored in a bucket with sanitizer. Check the concentration with test strips and use no more than 200 ppm Chlorine or 400 ppm Quaternary Ammonia. Change the solution frequently. Wiping cloths that are used to clean-up food spills **cannot** be used for anything else.

Waste Control

All food garbage should be placed in trash bags. Put garbage and paper waste in a refuse container with a tight-fitting lid. Do not allow boxes or sacks of garbage to accumulate in food preparation areas or outside the booth.

Storage

Opened bulk food containers such as rice or flour sacks must be stored in covered containers. All food (even if in boxes or cans) and food-contact items (sleeves of paper plates, cups, cooking equipment, etc.) must be stored at least 6" above the ground. Use tables, pallets, milk crates, or turn over empty boxes and place items on top. Keeping floors clean must still be possible.



← If sanitizer bucket like the one shown is not available, please label sanitizer bucket properly

Safety

Hot Equipment

Place grills and other hot equipment in the booth so there will be no dangerous exposed areas. The back and sides of this type of equipment can cause burns.

Fire Extinguishers

Have fire extinguishers present when using equipment with open flames. Propane tanks for grills or any other pressurized tanks, such as those used for fountain soft drinks, must be secured so they cannot fall and damage valves.

Toxic Chemicals

Toxic chemicals such as cleaners and sanitizers must be stored entirely separate from and completely below both food and equipment. Read labels carefully and use only as directed. "The label is the law".

In case of fire, please contact the nearest fire department

Example of proper fire extinguisher in food truck



Enforcement

Temporary food service establishments will be inspected based on the local Health Department's risk assessment. The risk assessment takes into account menu items and preparation, volume of food service, length of an event, and the operator's level of knowledge.

Any violations noted during an inspection must be corrected immediately.

The following enforcement actions may be taken by the Salt Lake County Health Department to protect the public:

Immediate compliance orders may be issued for violations or further legal actions may be taken by the Salt Lake County Health Department.

Immediate compliance orders will be issued for the following violations:

- 1. Vendors without appropriate permits will be issued an "Immediate Compliance" order, and the establishment will be closed immediately.**
- 2. Vendors that do not have an operational hand sink.**
- 3. Foods from unapproved sources (i.e. food from home, illegal vendors or other unapproved sources).**
- 4. Conditions presenting an imminent health hazard.**
- 5. Critical violations or an accumulation of non-critical violations that are not corrected.**

Food unfit for human consumption **must** be discarded or removed from the premises.

A Temporary Event Food Service Permit may be revoked at the discretion of the Salt Lake County Health Department, and a copy of the closure will be kept on file.

**IMMEDIATE COMPLIANCE
ORDER
Permit Suspension**

3-2014

Top Six Causes of Food Poisoning

From past experience the U.S. Centers for Disease Control and Prevention list these six circumstances as the most likely to cause illnesses. Check through the list to make sure your establishment has addressed these common causes of food borne disease:

- Inadequate Cooling and Cold Holding**

More than half of all food poisonings are due to keeping foods out at room temperature for more than two to four hours.

- Preparing Food Too Far Ahead of Service**

Food prepared 12 or more hours before service increases the risk of temperature abuse.

- Poor Personal Hygiene and Infected Personnel**

Poor hand washing habits and food handlers working while ill are implicated in one out of every four food poisonings.

- Inadequate Reheating**

If leftovers are not reheated to above 165°F or above, illness often results.

- Inadequate Hot Holding**

Cooked foods not held at 135°F or above, until served can become highly contaminated.

- Raw foods and Ingredients**

Serving raw shellfish or raw milk, or the use of raw eggs in sauces and dressings, has often led to outbreaks of food borne disease. It is always safer to use cooked or pasteurized products.

Remember:

'When in doubt,
THROW it out'

The Bureau of Food Protection Salt Lake County Health Department

Issues Temporary Event Permits
Monday – Friday from 8:30 – 4 PM
Please call **385-468-3845** for information
on applying for a Permit and Permit fees.

If your food vending will be done outside of Salt Lake County, contact the local Health Department.

This permit is issued in person only, (not by phone or e-mail), in order to discuss any questions. The person in charge must demonstrate adequate knowledge of food safety and sanitation practices in order to receive a Temporary Food Service Permit. If spoken or written English presents a communication problem, please feel free to bring a translator or friend to any Health Department meeting or inspection.

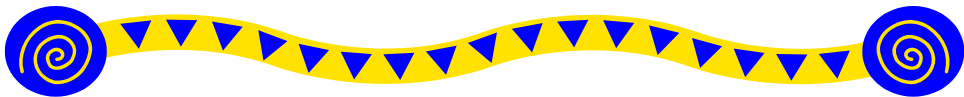
Before applying for a permit, please decide on the following:

- The complete menu including beverages.
- The booth structure (whether provided by the event sponsor or the vendor).
- The equipment that will be required, including a hand washing method.
- Methods to maintain hot and cold product temperatures.
- How all foods will be transported and stored.
- Where and how clean up of equipment will be done.
- Who will be in charge of the booth (must already have a Food Handler card or Food Safety Certification).

Food Handler Card classes are held at several locations in Salt Lake County.

Call **385-468-3865** for a recording of the Food Handler Card class schedule.

Classes are also offered in Spanish.



SL **SALT LAKE**
COUNTY
HEALTH DEPARTMENT

Distributed courtesy of :
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SaltLakeHealth.org/Food

