



Naugatuck Valley Health District

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Website: www.nvhd.org

GUIDELINES FOR FOOD SERVICE AT TEMPORARY EVENTS

The purpose of these guidelines is to minimize the risk of foodborne illness outbreaks at temporary food service facilities. By following these guidelines, you can help ensure the safety of the foods served and, in turn, protect the health of your patrons.

LICENSING PROCEDURE

EACH food booth serving food at a temporary event must obtain a license from the Naugatuck Valley Health District. In order to obtain the license, the designated food booth operator in whose name the license will be issued must:

1. Download the fillable temporary food service application form (www.NVHD.org) or call the Naugatuck Valley Health District at 203-881-3255 for an application. In some cases, as with large events having several booths, this may be done by the event coordinator.
2. Complete the application and provide all information that has been requested. For example, the use of out of town caterers or the use of another licensed food service establishment to prepare foods. You will be asked to provide copies of their current food licenses and/or letter of authorization from the owner.
3. Submit the application with the license fee listed on the application form. A food booth offering non-potentially hazardous foods may be eligible to receive a permit at a reduced rate (call for details). *Potentially Hazardous food is a food containing milk, milk products, eggs, meat, fish, shellfish, or any other food capable of supporting the rapid growth of bacteria, viruses or parasites that causes foodborne illness.*
4. Applications received less than seven (7) business days prior to the event will be subject to a \$20 late fee and an application received less than two (2) business days prior to the event will be subject to a \$50 late fee. **We reserve the right to reject an application without review if it is received less than two (2) business days before the event. No late fee waivers will be granted.**
5. Once your application has been received, you will be contacted by the sanitarian to review the application. This review will be conducted in person or over the phone prior to the event.
6. An on-site inspection maybe required for the event. If the sanitarian is satisfied with the conditions and all requirements have been met, the license will be issued and must be posted for the public to view.

The designated food booth operator must be someone who will be actively involved in the food preparation for the event, such as the head chef or shift supervisor (individuals with previous commercial food service experience is preferred). This person will act as the liaison between the food handlers and the health department, and will be responsible for making sure that the proper procedures are understood and followed.

MENU

All foods served must be from an approved source and prepared in a licensed commercial establishment.

- NO HOME COOKING OR PREPARATION ALLOWED.
- NO HOME CANNED FOODS ALLOWED.
- NO WILD GAME OR FIN FISH FROM NON-COMMERCIAL SOURCES IS ALLOWED.
- ALL MEATS AND POULTRY MUST BE USDA INSPECTED.
- ONLY SHELLFISH FROM APPROVED SOURCES MAY BE SERVED. ALL TAGS MUST BE SAVED FOR 90 DAYS.
- ALL RECEIPTS AND BILLS OF SALE MUST BE RETAINED AND MADE AVAILABLE TO THE SANITARIAN UPON REQUEST.
- AN ADEQUATE SUPPLY OF POTABLE WATER SHALL BE ON SITE AND MUST BE OBTAINED FROM AN APPROVED SOURCE. IF WELL WATER IS BEING USED, YOU MUST SUBMIT THE RESULTS OF THE MOST RECENT WATER TEST. IF A HOSE IS BEING USED IT MUST BE MADE OF A FOOD GRADE MATERIAL AND HAVE APPROPRIATE BACKFLOW PREVENTER. **GARDEN HOSES ARE PROHIBITED.**

The sanitarian may restrict or modify the menu and/or preparation methods as deemed necessary to minimize the risk of foodborne illness.

PREPARATION

The easiest and safest method of preparing food for sale at a temporary facility is cooking to order. EXAMPLE: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for foodborne illness to occur.

On site preparation should be minimal and same day preparation is safest. However, off site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved. EXAMPLE: Shish kabob could be assembled on skewers, stored refrigerated overnight, and transported under refrigeration the next day to the event. All cold potentially hazardous foods must be delivered under refrigeration to the event and all hot potentially hazardous foods must be delivered 140 F or above. If food is prepared off site, the establishment must be in compliance with local, state and federal codes. Copies of a recent inspection report and a valid health department license will be required.

FOOD PROTECTION

1. FOOD TEMPERATURES

The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Potentially hazardous foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked rice, beans, potatoes, cooked vegetables, sliced melons, cream filled pastries, as well as the more commonly accepted types of foods.

Hold potentially hazardous foods at 45 F or below and/ or 140 F or above.

Cook foods without interruption, partial cooking is a dangerous practice and is not allowed. The following are minimum cooking temperatures:

| | |
|----------|----------------|
| Poultry: | 165 degrees F. |
| Pork: | 150 degrees F. |
| Beef: | 155 degrees F. |

Reheat previously cooked and chilled foods to 165 F or above.

A long stem dial type thermometer or thermocouple must be provided for monitoring food temperatures (Range 0 to 220 degrees F) and alcohol swabs to sanitize.

Only equipment capable of maintaining foods at these safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators, and non-porous coolers with ice must be provided for keeping food cold. For example, a refrigerated truck would be used for bulk storage, and small refrigerators or coolers used for short-term service near the grills. Obviously, an ample supply of ice must be provided. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle voltage. All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.

Defrost frozen foods in the refrigerator at 45 F or below, **NEVER** at room temperature.

Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly, do not allow food to cool at room temperature. (Off site only)

As previously stated, the cook and serve method is preferred. However, if foods need to be hot held, gas fired/electric steam tables are preferred. Other warming units may be approved provided that they are capable of holding foods 140 F or above.

Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated. **EXAMPLE:** fried rice is cooked on the wok then transferred immediately to a preheated steam table and hot held for service.

2. **DO NOT CROSS CONTAMINATE.** Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken: do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. **DESIGNATE RAW AND COOKED (READY TO SERVE) PREP AREAS.** Never reuse marinade. Once the meat is removed for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly prepared marinade if the recipe calls for adding while meat is cooking.
3. **NEVER POOL EGGS.** When large quantities of eggs are called for, liquid pasteurized eggs must be used. **EXAMPLE:** For making scrambled eggs, pancakes, funnel cakes, or other batters, liquid pasteurized eggs must be used.
4. Discard leftovers at the end of the day; do not re-serve.
5. All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service. All preparation and service must be done under a tent or similar approved structure with overhead protection.

Store foods in food grade containers and keep them covered. All equipment must be clean and in good repair. If coolers are used, they must be non-porous types (not styrofoam). Food should not be placed directly in contact with ice. Ice should be well drained and not used for any other purpose. Ice for drinks must be stored in separate clean containers. **Remember: Ice is considered food and must be from an approved source; do not bring ice from home.**

Store all foods off the ground on shelves or stacked on empty crates.

Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a manner that prevents contamination such as squeeze bottles.

6. Minimize hand contact. Use utensils such as tongs, spoons, and spatulas. They may be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When hand contact is necessary, use wax tissue paper or disposable non-latex gloves. Remember however, that gloves are not a substitute for hand washing and should be changed frequently. Hands must be washed whenever gloves are changed.
7. Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner that will prevent contamination. **EXAMPLE:** Store utensils with handles up to allow customers to pick them up without touching the food end.

8. Salad bars (and other self-service type displays) are not allowed at temporary facilities.
9. Provide adequate lighting in the booth.

SANITATION

1. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals and as often as necessary to maintain a high standard of cleanliness. A bleach solution (50-100 ppm) or other approved sanitizing solution shall be provided in sufficient quantities for sanitizing all food contact surfaces.

If bleach is being used it must be approved for food contact surfaces, have an EPA registration number and be fragrance-free.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.:

- a. WASH (in hot soapy water)
- b. RINSE (in hot clean water)
- c. SANITIZE (soak for 1 minute in a 50-100 ppm bleach and warm water solution: approximately ½ tbs. of bleach/gallon of water)
- d. ALLOW TO AIR DRY (never towel dry, bleach will dissipate)

Bleach is inexpensive, easily accessible and very effective as a sanitizing agent. Ideally a three compartment sink or a mechanical dishwasher should be used if available.

EXAMPLE: An on site school kitchen, church kitchen, etc. If such a facility is not available, then three clean 5 gallon buckets may be used provided that an adequate potable water supply is available.

For short term events this requirement may be waived provided that ample supplies of replacement utensils are available.

2. An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in the bleach solution (½ tbs. bleach per gallon of water).
3. Each food booth must be provided with a hand washing station consisting of an adequate supply of warm potable water in a sanitary container and dispensed through a free running tap or spigot. Liquid hand soap, paper towels and a bucket to catch waste water must be provided (see attached illustration).
4. An adequate number of toilets must be provided for public use. The actual number of toilets will be determined on an individual basis depending on attendance and menu. Toilets for food booth workers must be positioned near the food areas. At least one hand washing station for every 5 toilets must be provided as described above.

5. All liquid waste must be collected and disposed of in an approved manner that will not create a nuisance or a public health hazard. Waste water cannot be reused for any purpose. Dumping liquid waste on the ground, in waterways, or storm drains is not allowed. Waste cooking oil and grease must be disposed of in an approved manner, not with other trash. A grease container must be provided and arrangements made with a grease hauler for removal.
6. Each food booth must have an adequate number of non-absorbent, easily cleanable garbage containers. All dumpsters must be covered, rodent proof and non-absorbent.

PERSONAL AND HYGIENIC PRACTICES

1. A copy of the basic rules must be posted in the booth and read by all food handlers. A food worker log sheet showing name, phone number, assigned task, date and time worked must be signed by all food handlers.
2. Only authorized personnel are allowed in the booth. No children, pets or animals are allowed in the booth.
3. No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection, shall work with food. **EXAMPLE:** If you have a fever, diarrhea or vomiting, you cannot work.
4. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.
5. Wash hands frequently, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, changing gloves, etc.
6. Do not use tobacco in any form while in the food booth.
7. Wear hats, hairnets, or some other type of hair restraint. Beard nets will be required if applicable.

REVOCAION OF LICENSES - BOOTH CLOSURES

The Director of Health or his/her agent (sanitarian) may revoke the food license at any time, for any reason, when, in his/her opinion, such action is warranted. The booth will not be allowed to reopen without the written approval from the Director of Health or the sanitarian.

Other requirements may be imposed based on the individual needs of each booth.

REVISED February 2016

Thermometers

A metal stem thermometer must be available and used to check internal food temperatures.

Must be able to measure from 0°F to 220°F

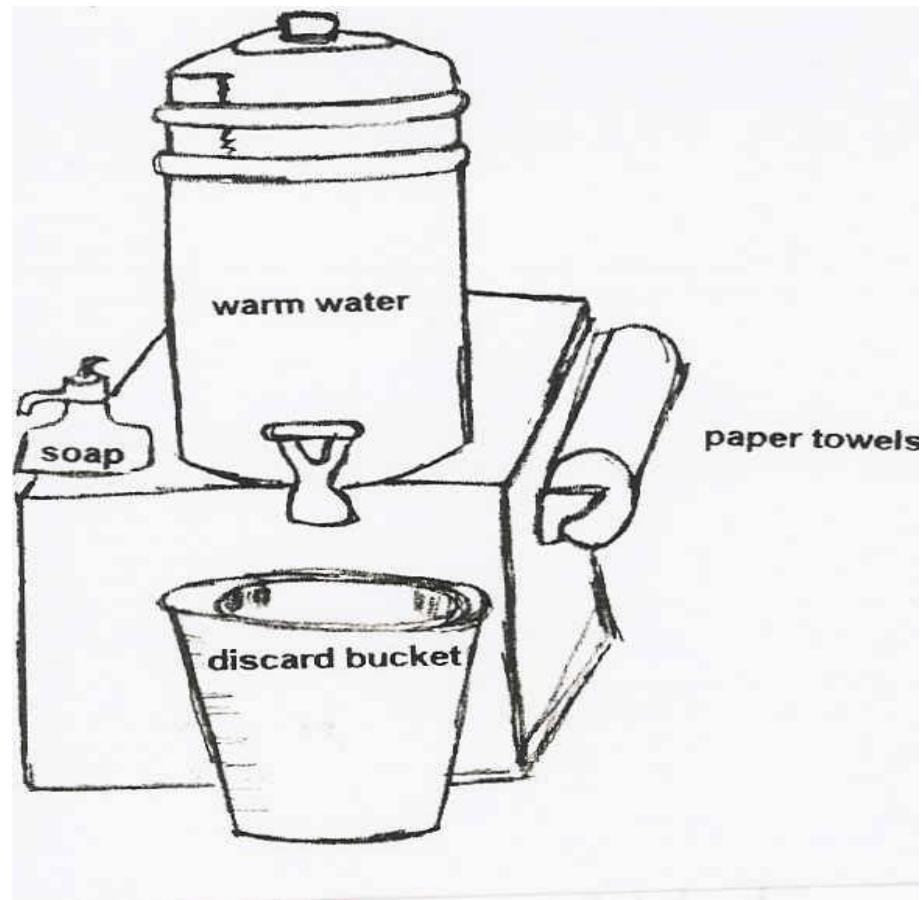


All refrigerators, cold holding units and freezers must have an accurate and visible thermometer. Thermometers may be purchased from restaurant supply companies or from large department stores.

Handwashing Station

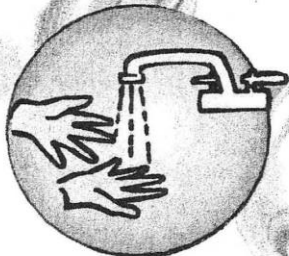
A hand washing station must include:

- Potable warm water
- Liquid soap in a dispenser
- Paper towels
- Container for waste water

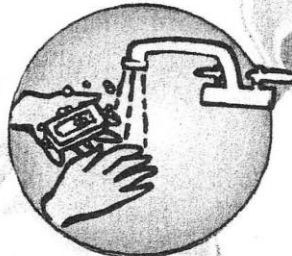


The water container must be clean and have a valve or spigot that remains open to allow for adequate hand washing.

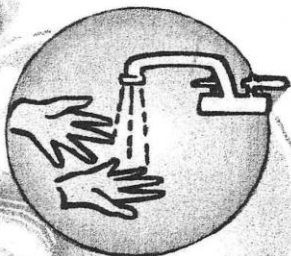
Proper & Frequent Handwashing Will Help You Stay Healthy and Reduce the Risk of Infections!



Turn on warm water...



Lather with soap and
scrub between fingers, for
20 seconds...



Rinse with water...



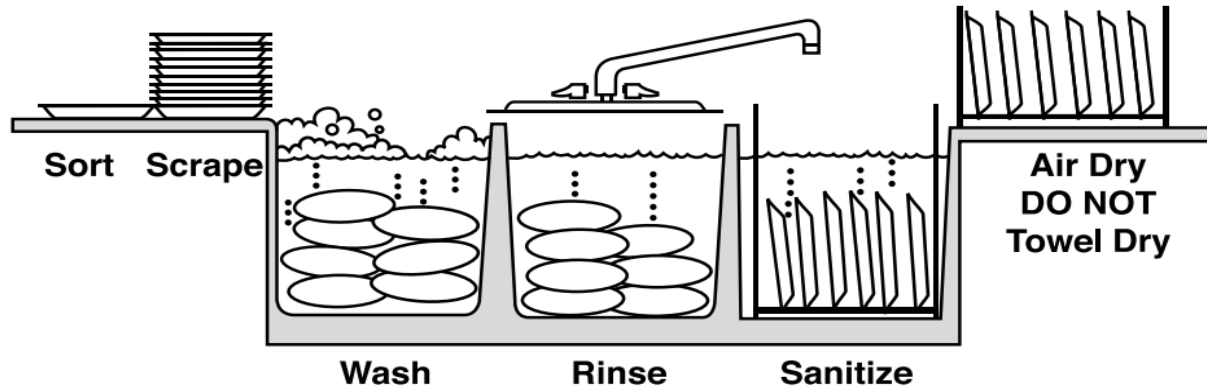
Dry hands thoroughly with
paper towel and turn faucet
off with towel..

Good Health lies in the palm of your hands

Naugatuck Valley
Health District
(203)881-3255

Manual Dishwashing Procedure

To be posted near dishwashing area



- ✓ WASH (in hot soapy water)
- ✓ RINSE (in hot clean water)
- ✓ SANITIZE (soak for 1 minute in a 50-100 ppm bleach and warm water solution: approximately ½ tbs. of bleach/gallon of water)
- ✓ ALLOW TO AIR DRY (never towel dry, bleach will dissipate)

**Clean 5 gallon buckets may be substituted, provided that an adequate potable water supply is available and water is changed frequently.
Buckets must not have been previously used for toxics.**

Food Worker Log Sheet

Name of Event: _____

Booth Name: _____

*Ill food workers are not allowed to work at the event

| Date | Name | Assigned Task | Phone Number | Time In | Time Out |
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*The event coordinator will maintain this log for 90 days following the event.