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Director

GUIDELINES FOR SPECIAL FOOD SERVICE FACILITY TEMPORARY FOOD LICENSES

The following are minimum requirements, which must be met to qualify for Health Department approval to operate under A Special Food Service Facility Temporary License. The License is issued to the event coordinator.

1) The application must be completed in **duplicate** and returned to the Health Department with **original signatures**. Do not accept fax.

2) Hand-wash facilities are required for operations that handle food products, which are not individually pre-packaged or pre-wrapped. (Example: pizza, hot dogs, hamburgers, sandwiches, etc.) A non-toxic, easily cleanable **water dispenser** with potable water must be used for hand washing with a basin to collect wastewater. (Example: plastic or non-toxic metal drink dispensing coolers are acceptable.) Soap, paper towels, and a trash receptacle must be provided. Please note that hand-washing facilities and dishwashing facilities must be separate. Hand washing must occur before and between glove uses. Hand Sanitizer does not replace hand washing setup. Hands must be washed for a minimum of 20 seconds.

3) Glove use is required by any person handling ready to eat foods. No bare hand contact is allowed. Gloves must be changed when going from raw food to ready to serve foods; if gloves become damaged; and after a period of continued use.

4) Washing facilities for utensils, pots, pans, etc. are required for those operations which handle food not individually pre-packaged or pre-wrapped and require utensils for serving or equipment for cooking. Three adequately sized, easily cleanable, containers filled with potable water are to be used. Example: plastic or non-toxic metal is acceptable. The first basin is to contain soap and water. The second basin is to contain clear rinse water. The third basin is to contain clear rinse water with the proper concentration of sanitizing agent poured into the water (Example: 1/4-oz. of bleach per gallon of water). These basins should be emptied and replenished as needed.

5) Each stand must have a cooler or other acceptable means of refrigeration to keep potentially hazardous foods. (Example: hamburgers, hot dogs, pizza, and sandwiches, etc.) at 41° Fahrenheit or below each cooler or refrigeration unit must be provided with a thermometer to check the temperature. An adequate supply of ice or ice packs may be used in the coolers. However, food must not be placed so it can be flooded by melted ice. All raw foods must be stored separately from ready-to-eat foods.

6) Any foods requiring heating shall be <u>rapidly</u> heated to these minimum temperatures:

   Measure the temperature at center of the food.

Shell Eggs	145ºF hold for 15 seconds
Roast Beef & Pork	145ºF hold for 15 seconds

-Continued-

Poultry	165ºF hold for 15 seconds
Stuffed Meat	165ºF hold for 15 seconds
Ground Beef & Comminuted Meats	155ºF hold for 15 seconds
All others	145ºF hold for 15 seconds
Reheat Food Temperature	165ºF
Hot Hold for All Foods	135ºF minimum

7) All stands preparing food must have a calibrated food thermometer on-site and available at all times.

8) All foods are to be wrapped or covered to protect them from contamination by dust, dirt, sneezing, coughing, unnecessary handling by the consumer, and all other sources of contamination, during storage, preparation, display, and service.

9) All food and food contact items must be elevated off the floor or ground.

10) All food must be prepared and stored at the approved location.

11) Equipment shall not have cracks or crevices and shall be made of nonporous, non-toxic material. It shall also be free from dirt, corrosion, chipping paint, and shall be in a general state of good repair. Equipment shall also be easily cleanable. Plastic, which is cracked, metal which is rusted or pitted, and chipped enamelware; should not be used.

12) All stands preparing foods must have overhead protection (tent or canopy) as well as an approved ground cover. Examples of approved ground cover include concrete, asphalt, plastic tarps, and other non-porous cleanable surfaces.

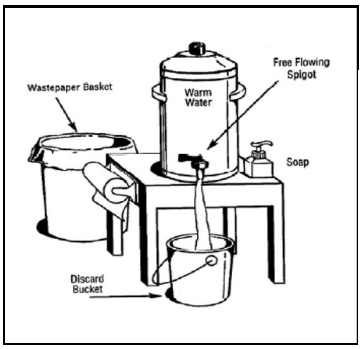
13) All Special Food Service Facility Events are subject to inspection by the Health Department.

14) **Food must be prepared and stored at event location or a licensed approved food service facility.**

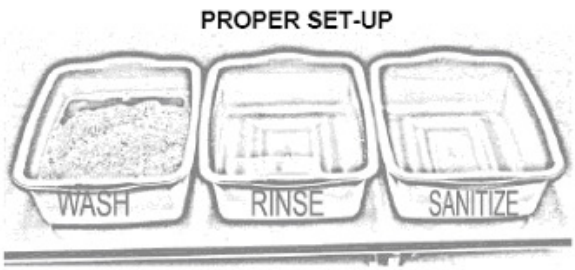
My signature constitutes my agreement to comply with the Guidelines for a Special Food Service Facility Temporary License.

Signature: _____ Date: _____

Name of Event: _____ Date of Event: _____



Temporary Hand-Wash Station



3-Compartment Sink Set-Up