



Town of Darien

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Guide for Temporary Food Service Events

To be kept at the site and reviewed by the Event Coordinator and each food booth operator

Introduction

A *temporary food establishment* (TFE) is defined by the **FDA** Food Code as a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. TFEs may operate either indoors or outdoors and often have limited physical and sanitary facilities available. As such, TFEs present special challenges to regulatory authorities that have the responsibility to license and inspect them. These limitations, however, do not justify a leniency in health code enforcement. An event that is advertised with fliers, banners, newspaper articles, radio or TV announcements, or by other means, regardless of whether or not a fee is charged, is considered a public event and is subject to the health code requirements of the regulatory authority. Church dinners or private events that are for members only and are not advertised are not considered public events.

Temporary food events, such as traveling fairs and carnivals, circuses, multicultural celebrations, special interest fundraisers, restaurant food shows, and other transitory gatherings, have become extremely popular and are held at an increasing frequency. Many of these TFEs are high risk food operations engaging in extensive preparation of raw ingredients; processes that include the cooking, cooling, and reheating of potentially hazardous foods; and advanced preparation of food several days prior to service.

Due to a number of factors, including limited physical facilities and equipment, food preparation in TFE operations can be potentially hazardous. According to data published by the Centers for Disease Control, the most commonly reported food preparation practices that contributed to foodborne disease was: improper holding temperatures; poor personal hygiene; inadequate cooking; contaminated equipment; and food from unsafe sources. Historically, improper temperature control, poor hygienic practices, and inadequate facilities have been responsible for causing major foodborne disease outbreaks at TFEs.

No person, firm, or corporation may operate or maintain an establishment (permanent or temporary) where food or beverages are served to the public without first obtaining a permit. Prior to issuing a permit or license to any food service establishment, the Darien Health Department must perform a pre-operational plan review. To allow for a proper review, the operator of a temporary establishment must submit a completed application at least 14 days prior to an event. The plans and specifications for a TFE should include all the information necessary to demonstrate conformance with and an understanding of food safety code provisions. A pre-event meeting should be held between the Darien Health Department and the applicant(s) and/or the primary food vendor(s) for the event to discuss the food items to be prepared and served, food sources, food preparation procedures, physical facilities, and equipment design.

This review process provides the opportunity to discuss areas of concern and must be conducted prior to the issuance of a permit. Based upon the preparation and/or sanitary facilities available, the Darien Health Department may impose restrictions on the types of food to be prepared and served at the event.

I. FOOD SOURCE AND TEMPERATURE

- **SOURCE:** All food should be obtained from sources that comply with the Connecticut Public Health Code. All meat and poultry should come from USDA or other acceptable government regulated approved sources. Home canned foods are not allowed nor shall there be any home cooked or prepared foods offered at temporary food service events. Ice for use as a food or a cooling medium shall be made from potable water.

Pasteurized egg products shall be used for egg dishes that will not be thoroughly cooked. Whole shell eggs, for egg-based food items, shall not be used unless approved by the Director of Health.

Shellfish must come from certified dealers and the tags must be retained for a minimum of ninety (90) days after service by the vendor or event coordinator.

When practical single service pre-wrapped items are recommended, such as individual sugar or condiment packets.

- **PREPARATION:** All potentially hazardous food that 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.**

Note: Potentially hazardous foods are generally high in protein, have a pH above 4.6 and a water activity above 0.85. Common examples are red meats, poultry and raw shell eggs, fish and shellfish, and dairy products. Refer to your local health code for details.

- **TEMPERATURES: Potentially hazardous food must be maintained at 140°F or higher or 41°F or below.**

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.

****TFE operators should consult with the local health authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) to ensure compliance with the provisions of the food code.**

- **THAWING:** Potentially hazardous food shall be thawed either under refrigeration that maintains the food temperature at 41°F or less; completely submerged under running water at a temperature of 70°F or below; or as part of a cooking process.
- **COOLING:** Cooked potentially hazardous food shall be cooled from 140°F to 70°F within 2 hours or less; and from 70°F to 41°F within 4 hours or less at a permanently established approved food service facility.
- **REHEATING FOR HOT HOLDING:** 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.** Reheating shall be done rapidly so that the food is between 41°F and 165°F for less than 2 hours.

Never reuse batters or marinades. Discard after contact with food. Maintain proper temperatures during marinating.

Thoroughly wash all fruits and vegetables. Be sure sinks, colanders, or salad spinners have been properly washed, rinsed and sanitized before and after each use.

Do not submerge containers of food or drinks in water. Drinks may be stored in food-grade ice in well-drained containers.

◆ **Remember ice used for drinks is a food and must be protected from contamination.**

II. PERSONAL HYGEINE

- **HANDWASHING:** Handwashing facilities must be located where there is direct handling and/or preparation of food. Potable hot and cold running water under pressure with suitable hand cleaner, dispensed paper towels, and waste receptacles should be provided. Minimum requirements include a 5 gallon insulated container with a spigot which can be turned on to allow potable, clean, warm water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand cleaner; dispensed towels; and a waste receptacle. Hand wash stations are not required if the **only** food items offered are commercially pre-packaged foods that are dispensed in their original containers.
- Hands must be washed after you use the restroom, touch uncooked meat, seafood, eggs, are interrupted between tasks, eat or smoke, touch soiled utensils or equipment, touch any part of your body, sneeze, or cough.
- After thoroughly washing your hands, do not touch foods with your bare hands; use gloves, utensils or wax paper sheets.

Always wash your hands after discarding soiled gloves and before putting on new gloves.

- **HEALTH:** Employees with communicable diseases which can be transmitted through food or who are experiencing vomiting and/or diarrhea must be excluded from food activities. Food workers shall not have any open cuts or sores.
- **HYGIENE:** Food service workers shall maintain a high degree of personal cleanliness and shall have clean outer garments, aprons, and effective hair restraints. Smoking, eating, and drinking are not allowed by food workers in the food preparation and service areas. All non-working, unauthorized persons should be restricted from food preparation and service areas. Food service workers shall wash their hands prior to entering the TFE or food preparation and service areas, immediately before engaging in food preparation, after using the toilet room, and as often as necessary to remove soil and contamination and to prevent cross contamination.
- **FOOD PREPARATION:** Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.

III. FOOD AND UTENSILS – PREPARATION, STORAGE & HANDLING

- **DRY STORAGE:** All food, equipment, utensils, and single service items shall be stored at least 6" off the ground or floor on pallets, tables, or shelving protected from contamination and shall have effective overhead protection.

- **COLD STORAGE:** Commercial refrigeration units should be provided to keep potentially hazardous foods at 41°F or below. 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.
- **HOT STORAGE:** Hot food storage units shall be used to keep potentially hazardous foods at 140°F or above. Electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 140°F or above.

Sternos and steam tables may be used for hot holding only, not to cook or reheat foods.

- **THERMOMETERS:** A thermocouple or metal stem thermometer shall be provided to check the internal temperatures of potentially hazardous hot and cold food items. Food temperature measuring devices shall be accurate to $\pm 2^\circ\text{F}$, and should have a range of 0°F to 220°F. Each refrigeration unit should have a numerically scaled thermometer accurate $\pm 3^\circ\text{F}$ to measure the air temperature of the unit. Thermometers may be sanitized using alcohol wipes or submersing the stem for one (1) minute in sanitizer.
- **WET STORAGE:** Ice packs, electric refrigeration, and double draining coolers are approved means of storing bottled and canned commercial beverages. Liquid wastewater must be disposed of properly into a sanitary sewer or approved holding tank and cannot be dumped into streets, storm drains, waterways or onto the ground surface.
- **FOOD DISPLAY:** All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of sneeze guards or other effective barriers. Open or uncovered containers of food shall not be allowed at a temporary food service event, except working containers. Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources.
- **FOOD PREPARATION:** All cooking and serving areas shall be protected from contamination. Cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public. Patrons must be prevented from accessing areas of the TFE where food, food-contact surfaces, and equipment are located.
- **COOKING DEVICES:** Charcoal and wood cooking devices are not permitted. Propane, butane, and electric stoves or grills are approved as cooking devices. The local fire safety authority must approve these devices. Wood chips may be used as a flavor enhancer only. All cooking of foods should be done towards the rear of the food booth. When barbecuing or using a grill, the cooking equipment should be separated from the public for a distance of at least 4 feet by roping off or by other means to protect patrons from burns or splashes of hot grease.
- **UTENSIL STORAGE:** Food dispensing utensils must be stored in the food with their handles above the top of the food or in a clean container
- **CROSS CONTAMINATION:** Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. Equipment and utensils (including knives, cutting boards, and food storage containers) must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

- Separate cutting boards must be provided for ready-to-eat items such as produce and raw meat/seafood items.
- Use approved food-grade dishware and utensils only. The use of galvanized containers or containers not manufactured specifically for food use is not allowed.

Never reuse leftovers.

IV. CLEANING

All equipment must be washed, rinsed, and sanitized before use.

- **WAREWASHING:** A commercial dishwasher or 3-compartment sink set-up should be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with food. The minimum requirements for a utensil-washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough for complete immersion of utensils, a potable hot water supply, and an adequate disposal system for the wastewater. A centralized utensil washing area for use by multiple food vendors may be permitted by the regulatory authority. *Equipment and utensils must be cleaned and sanitized at least every 4 hours.* A replacement set of utensils may be put into use every four hours with the discontinued use of the earlier utensils that are either disposed of or put away for later washing, rinsing, and sanitizing. Dishware should be allowed to drip dry. The use of dishtowels for drying is not allowed.
- **SANITIZING:** Chlorine bleach or other approved sanitizers (such as quaternary ammonia tablets) should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers must be used at appropriate strengths. An approved test kit must be available to accurately measure the concentration of sanitizing solutions. All food contact surfaces must be in contact with the sanitizer for a minimum of one (1) minute at $\geq 75^{\circ}$ F **OR** submerged in water at $\geq 170^{\circ}$ F for one (1) minute.
- Commercial grade unscented bleach may be used at one (1) ounce per gallon of potable water.
- **WIPING CLOTHS:** Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean chlorine sanitizing solution at a concentration of 100 ppm. Use test strips to assess proper disinfection levels.

V. WATER SUPPLY AND WASTEWATER DISPOSAL

- **WATER:** An adequate supply of potable water shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. Water must come from an approved public water supply or an approved well water supply. The water supply system and hoses carrying water must be constructed with approved food contact materials. The water supply must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground or top plane surface. A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the regulatory authority.

- Garden hoses or fire hoses are not acceptable for food service use. Only food grade hoses approved by the Director of Health may be used. An approved hose includes those (white webbed hoses) made for boat and RN use.
- **WASTEWATER DISPOSAL:** Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped onto the ground surface; into waterways; or into storm drains, but shall be collected and dumped into a receptacle or sink drain designated for the collection of wastewater or into a toilet directed to a sanitary sewer.

PREMISES

Insect strips may not be placed over food preparation and service areas.

- **COUNTERS/SHELVES:** All food contact surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable.
- **FLOORS:** Unless otherwise approved, floors of outdoor TFEs should be constructed of concrete, asphalt, non-absorbent matting, tight wood, removable platforms or duckboards which minimize dust and mud. The floor area should be graded to drain away from the TFE. Food booths may be located on grass or other dry surface, provided that the food items offered are commercially pre-packaged food items dispensed in their original containers or the operation does not exceed six (6) hours in duration and the flooring does not adversely affect the food service operation.
- **WALLS AND CEILINGS:** The TFE must be covered with a canopy or other type of overhead protection, unless the food items offered are commercially pre-packaged food items dispensed in their original containers. Walls and ceilings, if required, are to be of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
- Tent sides (walls) may be required for events of more than four (4) hours in duration.
- **LIGHTING:** Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles.
- **GARBAGE:** An adequate number of non-absorbent, easily cleanable garbage containers should be provided both inside and outside of each TFE site. Dumpsters must be covered, rodent-proof, and non-absorbent. Grease must be disposed of properly and shall not be dumped onto the ground surface.
- **TOILET FACILITIES:** An adequate number of approved toilet and handwashing facilities shall be provided for food service workers at each event. The toilet facilities should be conveniently located to the food preparation areas (within 500 feet of the food preparation areas). An adequate number of toilet and handwashing facilities shall be provided for patrons at gatherings lasting longer than 2-3 hours. Toilets may consist of properly designed, operated, and maintained portable toilets.
- **CLOTHING STORAGE:** Personal clothing and belongings should be stored at a designated place in the TFE away from food preparation, food service and warewashing areas.

- **TOXIC MATERIALS:** Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation shall be provided.

Check List for Food Booth Operators:

- Pre-operational inspection/licensure.
- Post sanitation guidelines in food booth (s).
- Handwash station with liquid soap, paper towels and waste water container (unless provided at the site)
- Barrier protection (food service gloves, deli paper, utensils)
- Cutting board(s).
- Thermometers: metal probe (0-220 °F. range) and cooler type. Provide sterile alcohol wipes
- Prep Coolers and ice/ice packs.
- Hot holding units, _____ approved cooking equipment.
- Plastic wrap/foil
- Extra utensils: tongs, spatulas, and spoons.
- Potable water supply (hot and cold)
- Utensil washing container (3 clean buckets -labeled: wash, rinse, sanitize)
- Bleach for sanitizing (post sanitizing guidelines).
- Chlorine Test strips
- Garbage containers, plastic bags
- Clean wiping cloths and storage containers
- Aprons and hair restraints
- Shelves, crates, tables for off-the-ground dry food storage.
- Approved tents, overhead coverage, screening, flooring
- Lights (provide with light shields or shatterproof bulbs)
- Toilets with handwash stations
- Wastewater disposal
- Grease disposal

Temporary Food Service Permit Requirements

• THIS LIST MUST BE POSTED IN YOUR FOOD SERVICE AREA DURING THE EVENT! •

1. Maintain cold foods at 45° less and hot foods at 140° or above.
2. Adequate refrigeration is required. Replenish ice often if used to maintain cold foods.
3. Heat up foods quickly on an approved stovetop, in a microwave, on a grill or other approved re-heating device. Do **not** use crockpots or steamtables to heat foods. The use of sternos to maintain hot foods is strongly discouraged. The FVHD recommends electric or propane fired equipment to ensure the hot foods are consistently maintained at 140° or above. (Check with Fire Marshal for approval of propane cylinders etc).
4. **WASH YOUR HANDS FREQUENTLY!!**
 - Before Starting Your Shift - After Using The Restroom - After Smoking
 - In Between Handling Food and Money - In Between Handling Raw and Cooked Foods.
5. Keep an adequate supply of disposable gloves on site to handle ready-to-eat foods. Change gloves frequently. **DO NOT WEAR GLOVES WHEN HANDLING MONEY!**
6. **MINIMUM** cooking temperatures are as follows:
 - Poultry, Stuffing, Reheated Foods - 165° - Stuffed Meat, Fish, Pasta - 165°
 - Pork, Pork Products - 145° - Beef 145° - Eggs 145°
 - Ground Beef, Hamburgers - 158°
7. Use a probe thermometer to check food temperatures. Sanitize the thermometer after each use with a sterile alcohol swab.
8. Sanitize all food contact surfaces (tables, counters, etc.) with a solution of 1 teaspoon bleach to 1 gallon of water at the beginning and end of the day, and every **four (4)** hours in between. Keep an effective sanitizing solution available during all hours of the event. Maintain towels in sanitizer between uses.
9. No homemade foods allowed. All foods must be prepared in a licensed facility.
10. Keep minimal amounts of food out at any time. Keep foods covered.
11. Do not work if ill; especially if you are experiencing vomiting and/or diarrhea!
12. Do not thaw foods at room temperature. Thaw overnight in a refrigerator. Do not refreeze foods that have been thawed.
13. Do not re-use foods leftover from the previous day. Discard any leftover foods.
14. Utensils (tongs, spatulas, etc.) must be washed, rinsed and sanitized at least every **four (4)** hours. Provide an adequate supply of extra utensils.

HANDWASHING FOR TEMPORARY FOOD BOOTHS



Paper towels and soap dispenser



Handwashing station
Wash for 20 seconds and dry

Wastewater



A handwashing station must include:

- √ Potable warm water (or hot and cold to be mixed) in a clean insulated or electric vessel with a valve/spigot that will stay open during handwashing.
- √ Liquid soap in a dispenser.
- √ Paper towels.
- √ A container to collect wastewater.

Wash hands after you: use the restroom, touch uncooked meat, seafood, eggs, are interrupted between tasks, eat or smoke, touch soiled utensils or equipment, touch any part of your body, sneeze or cough.

After thoroughly washing your hands do not touch foods with your bare hands; use gloves, utensils or wax paper sheets.