Eastern Highlands Health District 4 South Eagleville Road Mansfield CT 06268 Tel: (860) 429-3325 Fax: (860) 429-3321

Temporary Food Event Guidelines

These Guidelines are arranged to provide you with brief instructions for completing each numbered question in the Temporary Food Service License Application form with additional information provided in each category of concern addressing the safe and proper approach to the preparation and service of food at your event. Please review the material carefully and be sure that all food handlers for the event understand and follow the Guidelines. The Licensee (applicant) should be actively involved in the food service activities and is responsible for making sure that proper food handling and food protection procedures are followed.

Public Activities and Events that do not require a Temporary Food Service License

Pot Luck Supper: A non-commercial temporary food service function in which many people fully prepare, in their homes, food items or "dishes" that are offered and available for public consumption at the function. No food preparation occurs at the function and the event must clearly publicize home-prepared foods.

Bake Sale: *A* non-commercial temporary food service event at which only traditional bake sale food products are sold. Examples include, but are not limited to, cakes, cookies and breads.

1. **LIST OF FOODS AND BEVERAGES**

   Please list all menu items including beverages and condiments. Please also list the ingredients you will use in the preparation of the foods and beverages for the event. It is important for us to know all of the food items that will be used so we can ensure that your facilities and operation will support proper handling and preparation of the food. For example:

   If you are making sandwiches or burgers, tell us if you will be using lettuce, onions, tomatoes, cheese, etc.

   If you are serving coffee or tea, tell us if you will be offering milk, cream or non-dairy powdered "creamers".

   Are you using canned chili or are you making it from scratch?

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- The equipment and procedures required for safe food preparation will depend on your menu choices.
- Foods consisting of milk, milk products, eggs, meat, poultry, fish, shellfish, or other ingredients can be considered Potentially Hazardous Foods that require special handling and possible restrictions for your event.
- Some event locations and facilities may present additional risks or limitations that need to be factored into your menu choices.
- The simpler the menu, the easier it will be for you to prepare the food and operate at the event.

HEALTHY CHOICES: Eastern Highlands Health District strongly encourages all events to offer at least a 50/50 mix of choices to allow for healthy options and to support our community efforts to improve access to healthy foods. For example, if chips are served, also offer fresh fruit or carrots; in addition to soda, offer water; candy could be balanced out by offering nuts or dried fruit. Many healthy options can be cost effective including bananas, apples, oranges, almonds, carrots, whole grain buns and breads, string cheese, non-breaded grilled meats such as chicken breast, bottled water or no-calorie flavored sparkling water. If you have questions about serving or selecting healthy options, please contact us at 860-429-3325.

2. SOURCES OF FOOD AND BEVERAGES

All food and beverage served at the temporary event must be from an approved source. This means that all foods must be prepared in an inspected or licensed kitchen. List the name and location of markets or restaurants where the food supplies and prepared foods, if applicable, will be purchased for the event. Be sure to keep your receipts.

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- Home Preparation of foods and home canned foods are not from an approved source and are not allowed at temporary food events. *Note – some food products prepared in farm kitchens are specifically exempt from the food service regulations when sold directly to the consumer.*
- All meats and poultry must be from USDA approved sources.
- Only shellfish from State-approved sources may be served. All shellfish tags must be saved for ninety (90) days and presented at the event site.

3. LOCATION OF FOOD PREPARATION

Food preparation includes tasks such as cooking, mixing ingredients, washing produce, slicing and portioning foods.

If any food is going to be prepared off site, check Yes and list the food items on the application form. You will also need to complete a BASE OF OPERATION DECLARATION FORM for the off-site kitchen and submit it with your completed application to the health district. This information is needed to show that your off-site kitchen will comply with the food code requirements.

If all of the food and beverage preparation required for the event will be conducted at the temporary food event site, check No on the application form for question 3.

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- Again, a home kitchen cannot be used to prepare foods for a temporary food event.
- If you are purchasing prepared foods from a restaurant or market for this event, you can just list these food sources under question 2 on the application form.

4. TEMPERATURE CONTROLS AND COOKING

Maintain cold foods at 41° F or less and hot foods at 135° F or above.

Describe the equipment and procedures that will be used to transport hot and cold foods to the event and on-site during the event. Different arrangements may be needed depending on the facilities available and the duration of the event. Also, list the equipment to be used on-site for cooking and reheating.

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The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at proper temperature.

- **Transportation:** All potentially hazardous foods must be transported under proper cold and hot holding temperatures regardless of the distance traveled.
  All potentially hazardous foods and foods cooked and properly cooled off site must be delivered to the site in ice-packed coolers or under refrigeration **at 41° F or less** on the day of the event.
  If hot foods prepared off site will be transported hot to the event, proper food-safe equipment must be used to transport the food while maintaining the food temperature at or above **135° F**.

Observe Safe Food Temperatures from Defrosting to Cooking to Storage:

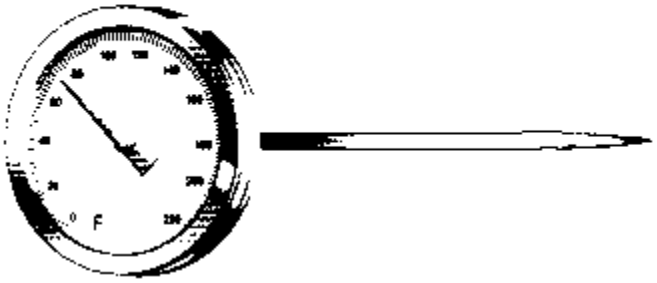
- **Defrosting** frozen foods. Never defrost foods at room temperature. Defrost as follows:

    a. In a refrigerator below 41° degrees F.
    b. As part of the cooking process.
    c. Under cold (70° or below) running water.

- **Cook** foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The easiest and safest method of offering food for sale at a temporary event is cooking to order. Example: Shish kabob could be assembled cold on skewers, stored overnight, and transported in ice packed coolers or under refrigeration the next morning and cooked on site.

  Cook foods to at least the following minimum temperatures:

Poultry, Stuffing, Reheated Foods -	165° degrees F.
Stuffed Meats, Fish and Pasta -	165° degrees F
Pork -	145° degrees F.
Beef (roasts) -	140° degrees F.
Hamburgers -	155° degrees F. (recommended)



- A long-stem dial-type thermometer must be used for monitoring food temperatures. (Range 0-220 degrees F.) Sterile alcohol pads can be used to disinfect the thermometer between foods.

- **Cooling hot food:** When large quantities of hot foods are prepared, they must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Hot foods must be rapidly cooled to less than 41° F. (cool from 135° F to 70° F within 2 hours and from 70° F to 41° F within an additional 4 hours. Store in refrigerators promptly. Do not allow hot foods to cool at room temperature.

- **Adequate refrigeration** such as refrigerated trucks, refrigerators and coolers with well-drained ice or ice packs must be provided to keep food cold. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle the voltage. All units must be provided with accurate thermometers.

- **Reheat** previously cooked and chilled foods to a minimum of 165° degrees F. Use the long-stem dial-type thermometer to check food temperatures.

- For **hot holding**, gas-fired steam tables are preferred. Other warming units may be approved, provided that they are capable of holding foods over 135° F. (Holding or 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 in a wok, then transferred immediately to a pre-heated steam table and held for service.)

5. HANDWASHING FACILITIES AND HYGIENE

If food is prepared or handled at the food booth or other facility, hand washing facilities for food workers must be provided. Let us know if plumbed hand sinks, with hot and cold running water are available in the immediate area of the food preparation and service area for this event, or a temporary hand wash station will be provided by the licensee at the food booth for the event.

All hand wash sinks and stations must include soap (no bars), paper towels and a waste basket.

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TEMPORARY HAND WASH STATION – If a plumbed sink with hot and cold running water is not available in the food preparation and service area, each food organization site must provide a hand washing station consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot (no push button spouts). Portable hand washing sinks are available from some rental agencies. Liquid hand soap, paper towels, a waste basket and a separate bucket to catch wastewater must also be provided. See diagram in the Guideline Appendix for an example set up.

Poor personal hygiene is the number two cause of foodborne illnesses.

Please observe the following guidelines:

- Only authorized food handlers are allowed in the food preparation area.
- No animals are allowed in the food booth, food prep area or food transportation vehicles.
- No smoking or eating in the food booth or food prep area.
- No person with a communicable disease, or the following, shall work with food: acute respiratory infection, fever, diarrhea, vomiting, boils, sores, infected wounds.
- All workers must wear clean outer garments and hats, hairnets, or some other type of hair restraint and maintain a high degree of personal cleanliness.
- If gloves are used, they must be food grade quality gloves and must be used for only one task such as only working with ready to eat foods or only working with raw meats, etc. and not used for other tasks. Gloves must be discarded when damaged or soiled, or when changing tasks. Used gloves must be discarded and you must wash your hands prior to putting on new gloves.
- All food workers must wash their hands frequently. **This is extremely important.**

WHEN TO WASH YOUR HANDS

Before:

- Starting work
- Immediately before engaging in food preparation
- Handling clean equipment and utensils
- Handling unwrapped single-service articles

After:

- Using the toilet
- Coughing – sneezing – using a handkerchief or tissue
- Tobacco use – eating or drinking
- Handling money
- Touching bare human body parts
- Handling trash

6. SOURCE OF WATER AND ICE

Provide the name and location of the water source to be used at the food event.
All water used for food and beverage preparation, hand washing, dishwashing and clean up must be from a potable approved source. On-site water can be used if the supply is an approved public water supply or has been tested and approved for use by the director of health. Water from off-site must be from an approved public water supply or commercially bottled water.

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- If well water is to be used, a recent, certified laboratory water test result must be submitted to the Health District.
- If an approved source of water is available on-site for the event and a hose will be used to provide water, sanitary food-grade hoses must be used. Garden and fire hoses are not acceptable for food service use.
- Sanitary food-grade water containers must be used to transport water.
- Ice is a food and must be from an approved source. Commercially packaged ice is approved and easy to transport. Ice from your home freezer would not be from and approved source.
- Ice used to cool foods and beverage in storage cannot be used in drinks or food preparation.

7. RESTROOM FACILITIES

Toilets must be available at the event site for all food service workers.
Describe the type (e.g. bathrooms within the building, port-o-lets) and location of the toilet facilities for this event. All food workers must wash their hands after using the toilet facilities.

The toilet facilities should be monitored to assure that they are kept clean and well maintained during the function.

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8. UTENSIL WASHING AND GENERAL SITE SANITATION

If your food event will require utensil and/or dish washing, describe the on-site location and equipment to be used for ware washing. A temporary ware washing station can be set up at the food booth if needed to wash, rinse and sanitize equipment.

The food operations must be maintained in a sanitary manner at all times. All food contact surfaces, work tables and equipment shall be cleaned and sanitized at regular intervals and as often as necessary to maintain a high standard of cleanliness.

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The following cleaning procedure is to be used for all food contact equipment, such as cutting boards, utensils, mixing bowls and food containers.

1. **Wash** in hot soapy water
2. **Rinse** in hot clean water
3. **Sanitize**. Soak for 1 minute in 50 ppm bleach and water solution.
   (1 tbsp. of bleach per gallon of water or 1/3 cup bleach per 5 gallons water)
4. **Air Dry**. Never towel dry; bleach will dissipate.

A three-compartment sink or a mechanical dishwasher should be used if available. If equipment is not available, three clean 5-gallon buckets or dish pans may be used, provided that an adequate potable water supply is available.

Sanitize all food contact surfaces (tables, counters, etc.) at the beginning and end of the day and every 4 hours in between.

A bleach solution (50 ppm) or other approved sanitizing solution shall be provided in sufficient quantities for sanitizing all food contact surfaces. Bleach is inexpensive, easily accessible and very effective as a sanitizing agent. (If you choose another type of sanitizer, it must be approved by a sanitarian prior to use.) Spray bottles are recommended. Label and store away from food preparation area.

An adequate supply of clean wiping cloths – dry paper towels or wet cloths if stored in a proper sanitizing solution - must be provided for cleaning purposes.

9. WASTEWATER STORAGE AND DISPOSAL

Liquid waste must be collected and disposed of in a mop sink, floor drain, or toilet.
Dumping liquid waste on the ground, in waterways, or storm drains is not allowed.
Waste cooking oil and grease must be disposed of in a grease container and disposed of properly.
Wastewater shall not be reused for any purpose.

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10. TRASH STORAGE AND DISPOSAL

Garbage and rubbish shall be collected in leak-proof non-absorbent containers and kept covered when not in use. If dumpsters are used, they must be rodent-proof and kept closed.

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11. SKETCH OF TEMPORARY EVENT FOOD VENDING SETUP/ FOOD PROTECTION

The sketch of your proposed food service facilities needs to show how you will arrange your equipment to properly store, prepare and serve the food, and provide for hand washing, utensil washing and trash disposal.

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At outdoor locations:

- All preparation and service must be done under overhead protection such as a canopy.
- Equipment and tables must be clean, smooth, washable, durable, non-absorbent and in good condition.
- Tables and equipment should be arranged to restrict non-food workers from the food preparation area.
- Vehicles used to transport and store food and equipment are part of the licensed food operation and must be kept clean and sanitary when in use for the event.

ADDITIONAL INFORMATION

You are welcome to provide any additional information you would like us to consider for review of this application – including other food licenses, experience or questions you may have.

CONTAMINATION PREVENTION

- **Protect food** from flies, dust, sneezing, unnecessary handling or other contamination during transportation, storage, handling, display and service.

- **Food preparation.** Do not cross-contaminate. Designate separate raw and cooked food prep areas. Do not interchange utensils, cutting boards, containers or other equipment that have 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.

- **Food handling.** Minimize hand contact. Use utensils such as tongs, spoons, and spatulas. They must be stored in the food with handles extending out. Clean utensils must be stored in clean

containers. When manual contact is necessary, use wax paper or disposable gloves. Remember gloves are **NOT** a substitute for hand washing and should be changed frequently.

- **Discard** all leftovers at the end of the day; do not re-serve.

- Never re-use marinade. Once the meat is covered for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be re-used. Always use unused marinade or barbeque sauce if your recipe calls for adding more while the meat is cooking.

- **Store** foods in food grade containers and keep them covered. All equipment must be cleaned and in good repair. Food should not be placed directly in contact with ice. Beverage cans and bottles may be stored on food-grade, well-drained ice, but must not be submerged in water. Ice for drinks must be stored in separate clean containers.

- **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 or pump dispensers.

- We encourage the use of disposable utensils (knives, forks, spoons). They must be stored and dispensed in such a manner that will prevent contamination. (Store utensils with handles up.)

- Self-service foods, such as salad bars, are discouraged at temporary events/facilities.

For more detailed information on Temporary Foodservice Events and the Connecticut Public Health Code Requirements, please see the **Compliance Guide for Temporary Foodservice Events** on our website at www.ehhd.org or the Connecticut Department of Public health website at www.ct.gov/dph .

Additional information on Farmers' Market Food Service vending and food purchases is also available at our health district website, www.ehhd.org and on the Connecticut Department of Agriculture website at www.ct.gov/doag .

Call your town's Sanitarian in the satellite office or the Eastern Highland Health District main office if you have any questions or concerns.

Main office (Mansfield):	(860)429-3325
Andover office:	(860)742-4037
Ashford office:	(860)429-3325
Bolton office:	(860)649-8066 ext 108
Chaplin office:	(860)429-3325
Columbia office:	(860)429-3325
Coventry office:	(860)742-4064
Scotland office:	(860)429-3325
Tolland office:	(860)871-3608 or (860)871-3601
Willington office:	(860)871-3608

CHECKLIST FOR FOOD BOOTH OPERATORS

_____ Metal probe thermometer (0-220 degrees F. range)

_____ Thermometers for all refrigerators or cooling units

_____ Coolers and ice or ice packs

_____ Cooking and hot holding equipment

_____ Plastic wrap/ covers for all food containers

_____ Hand wash station with liquid soap and paper towels and wastebasket

_____ Extra utensils: tongs, spatulas, spoons

_____ Potable water supply (from an approved source)

_____ Containers for washing, rinsing and sanitizing food prep equipment

_____ Bleach for sanitizing, and test strips to determine proper strength

_____ Wastewater disposal container

_____ Paper towels /clean wiping cloths (to be kept in sanitizer solution)

_____ Grease disposal container

_____ Garbage containers - with plastic liners

_____ Aprons, hair restraints or hats

_____ Shelves or crates - for off-the-ground storage of food, supplies and equipment

_____ Logbook for recording employees' work schedules

_____ Gloves for food handling (optional)

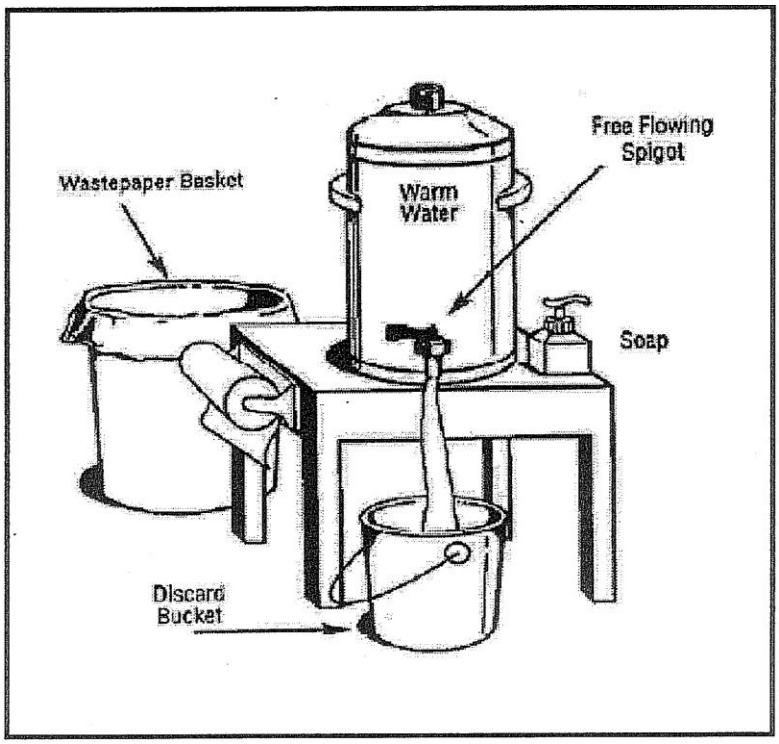
_____ Canopy or other overhead protection provided to cover food preparation and service areas

HAND WASHING STATION

For Temporary Food Booths

A temporary hand washing station must include:

- A container of warm potable water from an approved source (5-gallon size)
- The container must have a free flowing valve or spigot for hands-free operation
- The container must be raised off the ground for convenient use
- An open container (5-gallon) located under the water spigot to collect wastewater
- Paper towels on a secure dispenser
- Liquid hand soap in a pump or squeeze bottle (no bar soap)
- Container for wastepaper



WHEN TO WASH YOUR HANDS

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After:
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BASE OF OPERATION DECLARATION FORM (12/4/2017 rev)

Please use this form to provide the health district with required information on your base of operation.
*****Temporary Event and Farmers' Market Vendors – use this form only if food is prepared off site*****

Most itinerant food vending operations and some temporary food operations require a separate **base of operation** to prepare and store food items, wash and store equipment and to provide an approved location for discharging wastewater, discarding trash or supplying an approved source of water in advance of or following the food service activity or event. A home kitchen cannot serve as a base of operation for a licensed food establishment, so a separate commercial grade kitchen is needed that can be operated in compliance with the requirements of the food service establishment regulations in Connecticut Public Health Code Section 19-13-B42. This can be accomplished by using an existing commercial kitchen that can accommodate your additional business needs, or by creating a new licensed commercial kitchen to support your food service operation.

Applicant Name: _____ Phone # _____

Mailing Address: _____

Name of your Business: _____

Operating as a (check one):
___ **LICENSED ITINERANT FOOD VENDING OPERATION (annual license)**
___ TEMPORARY FOOD EVENT (1-14 day event)
___ FARMERS' MARKET FOOD VENDOR (regulated as a temporary food event)

Uses the kitchen/facilities at the following location as a base of operation to support my temporary, farmers' market or itinerant food service operation:

(Business Name): _____

(Street Address): _____

(Town): _____ (phone #): _____

Name of Owner/manager: _____

This kitchen/facility will be used for the following activities (check all that apply):

Cold Food Preparation	____	Dry Food/Supply Storage	____
Cooking or Reheating	____	Ware Washing	____
Cold Food Storage	____	Waste/wastewater disposal	____
Water Supply**	____	Other:_____	____

(** The water supply must be from an approved public water supply or other approved source.)

If you use more than one facility to support your food service business, please submit a separate form for each location.

PLEASE NOTE:

- **The Base of Operation facility must be licensed or inspected by the local health department/district or the Connecticut Department of Consumer Protection in order to support your food service operation.**
- If this facility is licensed/inspected as a food service establishment by the local health department/district, **please attach a copy of their current license or most recent inspection report.**
- If this facility is licensed/inspected as a food establishment or processing facility by the Connecticut Department of Consumer Protection, **please attach a copy of their current license or most recent inspection report.**
- If your base of operation changes, you must update this information with Eastern Highlands Health District.

_____ _____
Signature of Applicant Date