City of Meriden, Connecticut

DEPARTMENT OF HUMAN SERVICES
HEALTH DIVISION

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Guidelines for Temporary Food Service Events

Please review this entire Temporary Food Service package. It is important that you adhere to ALL FOOD SAFETY ISSUES, including temperature controls, handling of food, and good personal hygiene.

LICENSING PROCEDURE:

Application must be reviewed/approved by the Health Department at least 2 weeks PRIOR to the festival/event per the Code of the City of Meriden. Contact the Environmental Health staff at (203) 630-4226 to answer any questions concerning food preparation, type of food served or the actual application. The application must be filled out completely and accompanied by a fee of $35.00 (non-profit organization $20.00). The license is valid only for the dates listed on the application (no more than 14 consecutive days) and may be revoked by the Health Department at any time.

Inspections may be conducted on the day of the event; if so, you will receive your license after the inspection. You DO NOT have to wait for an inspection BEFORE you start food preparation or service.

All vendors must complete a Food Service Application. To avoid delays, please be very specific when completing the form concerning foods to be served/prepared.

For Example:

A. *Type of food:* Hamburger *Prepared at the Booth:* Y

How: Hamburger stored in cooler, cooked thoroughly on grill and served immediately.

B. *Type of food:* Soup *Prepared at the Kitchen:* Y

How: Soup made from scratch at licensed kitchen (Name of Kitchen). The soup is prepared and cooked thoroughly at the kitchen, cooled quickly in ice bath, transferred to shallow pans and stored in walk-in cooler. Transported cold to food booth in cooler with ice and reheated to 165 degrees on gas burner and hot held at 140 degrees until sold.

MENU

Keep your menu simple. Try to avoid choosing foods that must be pre-cooked. 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 GOODS ALLOWED.
- NO WILD GAME OR FIN FISH FROM NON-COMMERCIAL SOURCES ARE ALLOWED.
- ALL MEATS AND POULTRY MUST BE USDA INSPECTED.
- ONLY SHELLFISH FROM APPROVED SOURCES MAY BE SERVED. ALL SHELLFISH TAGS MUST BE SAVED FOR 90 DAYS.
- KEEP ALL FOOD RECEIPTS AND MAKE AVAILABLE TO THE SANITARIAN UPON REQUEST.

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 event is **cooking to order**. **Example**: Pre-formed hamburger stored in cooler, placed on grill, cooked and served. Keep in mind the more steps involved between the start of preparation (especially with raw products) and service, the greater the potential for foodborne illness to occur.

On site preparation at a temporary food booth should be minimal. Same day preparation is safest. However, off site preparation could take place before the event in a licensed facility that is equipped to handle the volume of food involved. **Example**: Shish kabobs could be prepared (vegetables washed, cut and meat bought pre-cut, then assembled on skewers and placed in refrigeration). The next day the shish kabobs could be loaded in coolers and transported to the event. However, this activity would not be allowed in a small deli with no available refrigeration space. The licensed facility must have the capacity to handle the added volume of food generated for the event. 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 may be requested.

FOOD PROTECTION

1. The number one cause of a foodborne illness outbreak is the failure to keep potentially hazardous food at the proper temperature. 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 microorganisms. This includes but is not limited to hot dogs, pizza, beans, cooked rice, potatoes, pasta, vegetables, sliced melons, cream filled pastries, as well as many other foods. **If you have a question about a specific food item, please ask before the event so that you can add cold and/or hot holding units to handle this food item if needed.**

   ### OBSERVE SAFE FOOD TEMPERATURES

   Hold potentially hazardous foods below 45 degrees F. or above 140 degrees F. The goal is to limit the amount of time a food item is in between those temperature ranges.

   Cook foods without interruption. Partially cooking foods in advance is not allowed. The following are minimum cooking temperatures:

Poultry:	165 degrees F. for 15 seconds
Pork:	145 degrees F. for 15 seconds
Hamburger:	155 degrees F. for 15 seconds
Seafood, Fish, Eggs:	145 degrees F. for 15 seconds
Whole Beef Roasts:	145 degrees F. for 3 minutes

ALL FOODS MUST BE REHEATED TO 165 DEGREES F. FOR 15 SECONDS

If foods are prepared in advance of the event, such as soup, that product must be cooled from 140 degrees F. to 70 degrees F. within 2 hours, and then cooled from 70 degrees F. to 45 degrees F. within an additional 4 hours. This temperature drop will not occur in a large stockpot or large quantity of food; the food item will need to be broken down into smaller portions. Ice baths work very well to lower soup, chili and sauce temperatures quickly. The food product must be reheated to 165 degrees F. for 15 seconds. The reheating process cannot take longer than 2 hours. Do not attempt to heat food using crock pots, steam tables, sternos or other hot holding devices.

Provide a long-stem, dial-type thermometer for monitoring cooking and holding food temperatures.

Only equipment capable of maintaining foods at proper temperatures shall be used. Adequate refrigeration and/or coolers with ice or ice packs must be provided. You must provide an appropriate amount of ice and/or ice packs if used for cold holding. Styrofoam coolers are not permitted; only coolers that can be cleaned and sanitized are permitted. For larger events, a refrigerated truck may be required. All cold holding units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature. If mechanical refrigeration is used, make sure the electrical service can handle the load.

As previously mentioned, the cook and serve method is preferred. However, if foods need to be held hot, provide warming units that are designed and capable of holding the food over 140 degrees F. Hot holding units are not designed to reheat foods; they are not capable of reheating foods to 165 degrees F. within 2 hours. Once food to be hot held completes the cooking process, it must be immediately transferred to the hot holding units so that the food does not drop below 140 degrees F. Be sure to preheat hot holding devices.

2. **DO NOT CROSS CONTAMINATE**. Separate raw and cooked foods. Do not interchange utensils, cutting boards, containers or other equipment that was previously used for raw foods with cooked or ready to eat foods. Example: Do not slice onions or tomatoes on the cutting board that was just used to prepare raw chicken. DESIGNATE RAW AND COOKED/READY TO EAT FOOD 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.

3. **NEVER POOL EGGS UNLESS FOR IMMEDIATE USE**. Pasteurized eggs shall be substituted for raw eggs in recipes requiring pooled eggs that are not cooked immediately. Example: container of scrambled eggs, french toast, pancakes or other batters.

4. Discard leftovers at the end of the day; do not reuse.

5. All foods must be protected from flies, dust, public/customers, 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 a non-porous, no styrofoam coolers. Food should not be placed directly in contact with ice. Ice used for food storage should be well drained and not used for any other purpose. Ice for drinks must be stored in separate clean containers. All ice should be from approved source; do not use ice from home. Ice is considered food.

Store all food 12 inches off the ground on shelves or 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. Utensils may be stored in the food with handles extending out. Clean utensils must be stored and in clean containers. When manual contact is necessary, use wax tissue paper or disposable gloves. Remember, gloves are **NOT** a substitute for handwashing and should be changed frequently.

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 food end.

8. Salad bars and other self-service type displays are not allowed at temporary facilities.

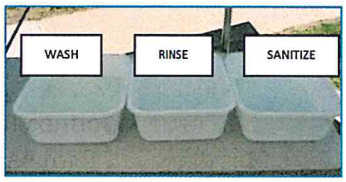
9. Provide adequate lighting in the booth.

SANITATION

1. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned and sanitized between uses and/or every 4 hours of continuous use. A bleach solution (100 ppm) or other approved sanitizing solution shall be provided for 3 bay wash set up and wiping cloths for sanitizing all food contact surfaces (bleach brand used must be EPA registered and have directions for use on food contact surfaces).

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

   a. **WASH** (with warm dish soapy water)
   b. **RINSE** (with warm clean water)
   c. **SANITIZE** (soak for 1 minute in a 50-100ppm [start at 100ppm] bleach and water solution; approximately 2 tsp. of bleach per gallon of water or 1 tbs. per 2 gallons of water).
   d. **AIR DRY** (allow items to air dry, do not dry with towels; bleach will dissipate)



   If you choose another type of sanitizer, it must be approved by a sanitarian prior to use. Ideally a three compartment sink would be used; if such a facility is not available, then three clean 5 gallon buckets may be used (provided buckets never contained toxic items).

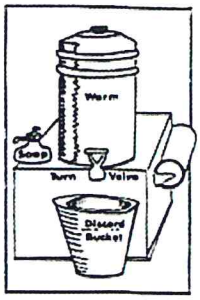
   For short term and low risk menu events, the 3 bay set up may be waived provided an adequate supply of extra utensils are available.

2. Provide clean wiping cloths and store in sanitizer solution between uses.

3. All liquid waste must be collected and disposed of in an approved manner. Dumping liquid waste on the ground, in a waterway or down a storm drain is not allowed.

4. Waste cooking oil and grease must be disposed of in an approved manner.

PERSONAL AND HYGIENIC PRACTICES



1. Each food booth must be provided with a handwashing station (portable handsinks are preferred) 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 (stays on by itself). Liquid hand soap, paper towels and a bucket to catch the wastewater must also be provided. *See diagram in Appendix for an example set up.*

2. Hands must be washed frequently but always upon entering the booth, after using toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods (meat, eggs, etc), changing job tasks, etc.

3. A copy of the **"Temporary Food Booth Checklist" (attached)** must be posted in the booth and read by all food handlers.

4. A log book showing name, address, phone number, date and time worked must be signed by all food handlers.

5. Only authorized personnel are allowed in the booth. No pets or animals are allowed in the booth.

6. No ill individual or 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.

7. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.

8. Do not use tobacco in any form while working.

9. Wear hat, hairnet, or some other type of hair restraint.

REVOKING OF LICENSES – BOOTH CLOSURES

The food license may be revoked at any time for any reason by the Director of Health or his/her agent (Sanitarian) 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.

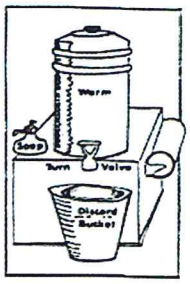
Other requirements may be imposed based on the individual needs of each booth.

City Of Meriden - Health Department

TEMPORARY FOOD SERVICE OPERATION CHECK LIST

✓ **POST A COPY OF THIS CHECKLIST IN YOUR FOOD BOOTH.**

☐ All food served must be obtained from approved sources and prepared at temporary food site or in a licensed food service facility. **Do not store or prepare food at home.**



☐ Provide a handwashing station. This can be a portable sink or a water container with a spigot that remains open with a bucket underneath to collect the wastewater. Provide liquid soap in dispenser and paper towels to dry hands (no common towels allowed). Gloves and hand sanitizers do not replace hand-washing. Gloves should be worn, in addition to proper handwashing, to avoid direct hand contact with ready to eat foods during preparation and service.

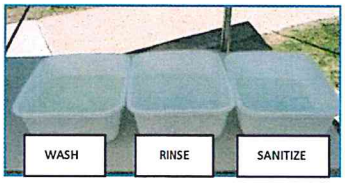
☐ Proper food temperatures:
- Cook foods to appropriate temperatures.
- Reheat all foods to 165 degrees F.
- Hold cold food below 45 degrees F.
- Hold hot food above 140 degrees F.

COOKING TEMPS		
165°F REHEATS, POULTRY	155°F GROUND MEATS, PORK	145°F WHOLE MEATS, EGGS

☐ Provide a probe thermometer for taking food temperatures. Use to ensure correct cooking, reheating, hot and cold holding temperatures.

☐ Provide thermometers for each refrigerator and cooler used to hold food cold.

☐ Provide a 3-bay sink or a 3-bucket set up to properly wash, rinse and sanitize all food equipment and utensils. In-use equipment (i.e. cutting board, etc.) and utensils must be cleaned and sanitized at least every 4 hours and between uses.
1. Wash (soap and water).
2. Rinse (water).
3. Sanitize (immerse in sanitizing solution for 1 minute and air dry).



☐ Provide approved sanitizing solution:
- 50-100 ppm of bleach (must have EPA registration number and directions for sanitizing food contact surfaces) or 200 ppm quaternary ammonium "QUAT."

☐ Provide appropriate chemical test strips for sanitizer used.

☐ Wiping cloths must be stored in a bucket of approved sanitizing solution between uses.

☐ Keep food and food utensils covered and stored 12 inches off ground/floor.

☐ Keep food protected from public; do not display food where public has access unless otherwise protected.

☐ Keep children and ill individuals out of food prep areas. **DO NOT work if you are ill.**

☐ Do not eat while working. ☐ Wear hair restraints.