



Erie County Department of Health

606 West Second Street

Erie, PA 16507

Phone: 814/451-6700 • Fax: 814/451-6775

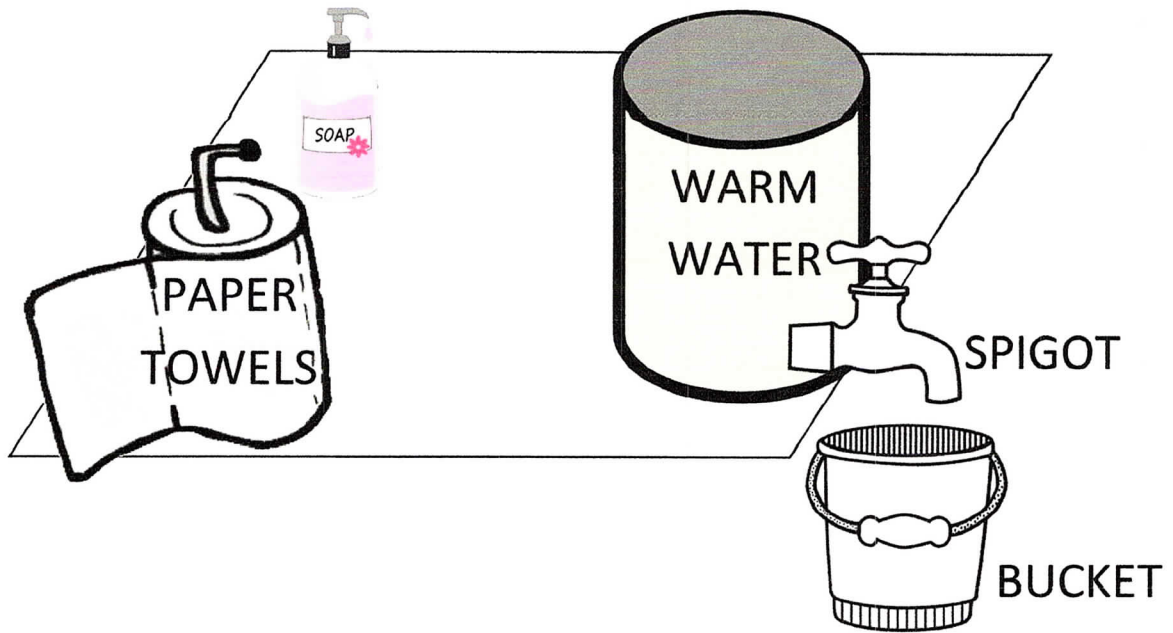
TEMPORARY EVENT GUIDELINES & CHECKLIST

The following guidelines have been developed to help temporary food facilities in Erie County operate in a sanitary manner and to minimize the possibility of foodborne illness. Guidelines are based on current Pennsylvania regulations.

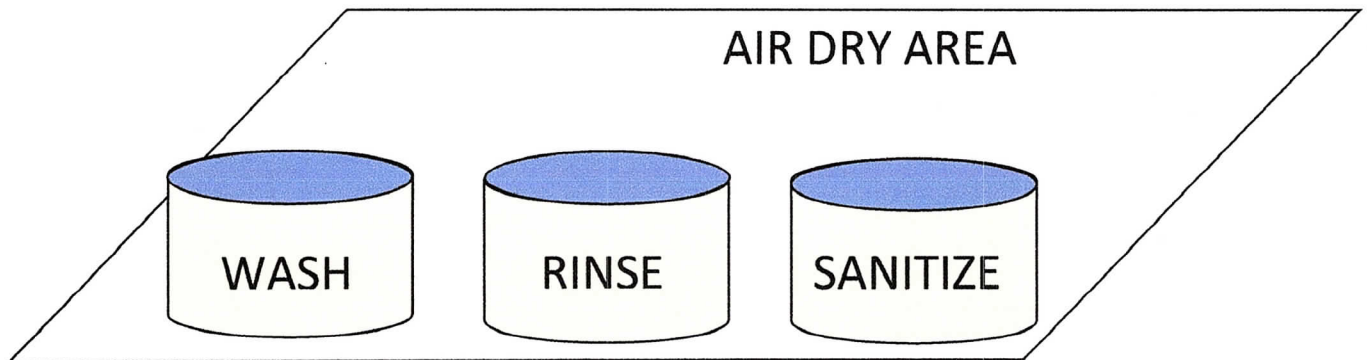
Following is a list of items you **must have on site, set up and operational** in order to be licensed. Applications for Temporary Licenses must be completed and submitted no later than 7 days prior to the event or late fees will be applied.

- **Source of Food** – All food must be prepared at a licensed facility or prepared on site. No food prepared in a private home may be served or sold.
 - All food must be clean, wholesome, free from spoilage, free from adulteration and safe for human consumption. All meat must bear the mark of USDA inspection.
 - Fundamentals of food safety must be followed. Cold foods must be held cold at 41°F or below. Hot foods must be held hot at 135°F or above. Mechanical heating or refrigeration is required whenever possible.
 - Food must be protected from contamination at all times during storage, preparation, cooking, serving and display.
 - Food samples must be offered in individual portions or distributed by food employees. Sampling guidelines are available upon request.
 - Ice must be obtained from an approved source. Ice must be stored in smooth, easily cleanable, nonporous containers.
- **Temperature Log Sheets** – Temperature log sheets are required for any foods prepared prior to an event.
- **Thermometers** – Provide a digital, tip sensitive thermometer. Food grade alcohol swabs are recommended to clean the thermometer probe.
- **Food Safety Manager Certification Posted** – Most facilities are required to employ a person certified in food safety. The certification must be available and the certified person will preferably be on site, as the Person in Charge.
- **Employee Health** - No person who is infected with or is a carrier of a communicable disease shall work in any food facility. Smoking is not permitted in any food preparation or service area.
- **Hair Restraints** - All food handlers must wear hair restraints: hats, caps, visors, or hair nets.
- **Food Grade Gloves** - Single-use gloves, deli paper, or utensils are required for handling all ready-to-eat foods. Bare hand contact is prohibited for all ready-to-eat foods.
- **Sanitizer** - An approved sanitizer must be used on all table tops, counters, dishes and utensils. A bucket or spray bottle with sanitizer must be labeled and wiping cloths available. Sanitizer test strips must also be provided to determine sanitizer concentration.
 - Chlorine - 7 seconds at 50 ppm- 200 ppm (1 ounce bleach to 3 gallons of water)
 - Quaternary ammonium (Quats) - 30 seconds at 200 to 400 ppm.
- **Stand Construction** - All food contact surfaces must be smooth and easily cleanable.
 - Overhead protection from weather must be provided for all food preparation and storage areas. Canvas, plastic, umbrellas, or wood are acceptable.
 - Flooring and walls must be provided in the establishment, if necessary, to control cross contamination due to dust and debris. Acceptable floorings include concrete, blacktop, wood sheeting, linoleum, tarps.

- **Hand Washing** - Each facility must provide clean, warm water (minimum 100°F), soap, single use paper towels and a waste water container. Avoid overheating water to promote proper handwashing and prevent burns.

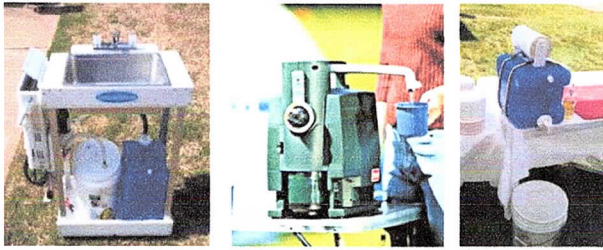


- **Dish Wash with Sanitizer** - A three compartment sink or three labeled containers of adequate size must be provided to allow for proper cleaning and sanitizing of utensils and dishes.



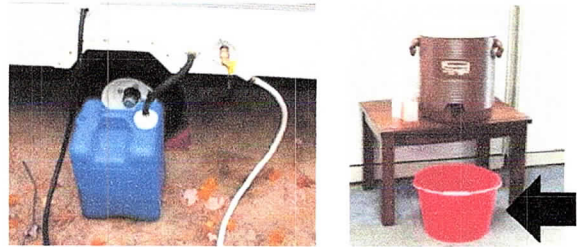
- **Water Supply** - All water must be obtained from a source approved by this Department. Documentation of samples may be required.
 - Water supply hoses must be "Drinking Water Safe" or labeled "food grade". Common garden hoses are not acceptable. A backflow preventer may be necessary to prevent potential cross contamination of water supply.
 - Each facility must be provided with hot and cold running water piped to the facility OR have an adequate supply on hand. Water must be stored in a clean covered container (5 gallon minimum capacity) that has a dispensing spout. NO dipping is permitted.
 - If hot water is not available, a means of heating water must be provided. Hot plates and coffee urns are acceptable.
- **Waste Water** - All waste water must be disposed of in an approved sewage system. Approved dump stations and public restrooms are acceptable. DO NOT dump waste water down storm sewers or onto the ground surface.

Temporary Event Options



Handwashing Stations Must Include:

- ❖ Supply of warm, running water from container with spout or spigot
- ❖ Hand soap and paper towels
- ❖ Catch basin for waste water



Wastewater Disposal Must Include:

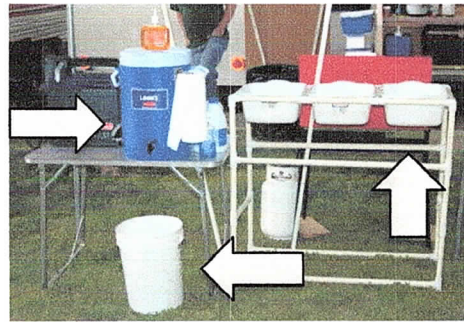
- ❖ A container for catching waste water
- ❖ A plan to dispose of waste water into a sanitary sewer, approved dump station, restroom or temporary toilet

Waste water cannot be discharged onto the surface of the ground, into a waterway, or into a storm drain.



Warewashing Stations Must Include:

- ❖ Supply of warm water
- ❖ Three basins to wash, rinse, sanitize
- ❖ Dish detergent
- ❖ Sanitizer (chlorine or quaternary ammonium)
- ❖ Test strips



Complete hand washing and ware washing stations

Please remember, if you are using a hose to connect to an approved water supply, it must be a potable (food grade) water hose. The water supply must be from a municipal source or from a water source that has been tested, meets the Pennsylvania Safe Drinking Water Standards, and approved by the Department.

Erie County Department of Health
606 West Second Street
Erie, PA 16507
Telephone: 814/451-6700; Fax: 814/451-6775
www.ecdh.org