

Chesprocott Health District
Serving Cheshire, Prospect and Wolcott
1247 Highland Avenue Cheshire, CT
Phone: (203) 272-2761 Fax: (203) 250-9412
www.chesprocott.org

Temporary Food Event General Information

The Health District provides guidance regarding public health requirements which must be followed when offering food or drink to the public. This guide provides basic food safety information for temporary food booth workers who operate in Cheshire, Prospect or Wolcott. This guide will ensure that consumers are protected from food borne illness and focuses on factors which have been implicated in 80% of food borne disease outbreaks. This guide will assist temporary food vendors in managing critical areas of food handling.

Who Needs a Temporary Food Service License?

Any event offering food to the public at a fixed location for no more than 14 consecutive days, such as carnivals, festivals, fairs, public exhibition, and public gatherings need to obtain a license from the Health Department. A license must be obtained for all temporary events which offer food or beverages to the public, regardless whether there is a charge or not.



How to Obtain a License

- ✓ **You must obtain a Temporary Food Service application from the Chesprocott Health District (CHD). Available at 1247 Highland Ave., Cheshire, CT.**
- ✓ **CHD will review the application with the person in charge of the event by phone or in the office. This review must take place before approval of the application. The application should be submitted two weeks prior to the event. An inspection of your food booth *may be required* by CHD.**
- ✓ **All food and beverages (including ice) must come from an approved source. Food must be purchased or donated from an approved wholesale or retail store or prepared in a licensed establishment.**
- ✓ **All heating, cooling, and hot-holding equipment must be approved by CHD.**
- ✓ **You must maintain a list of names, addresses, and phone numbers of all volunteers working at the temporary booth, including time-in, time-out, job duties and dates worked.**

Foodborne illness is a serious problem in the United States. Many foodborne outbreaks have been traced to improperly handling food at temporary events. According to the Center for Disease Control and Prevention (CDC), an estimated 300,000 Americans are hospitalized each year with foodborne illness. *The elderly, the very young and people with compromised immune systems are at greater risk for foodborne illness.*

Ill workers are a significant cause of foodborne illness and therefore must *never* be allowed to work in a food booth. These workers can easily transmit disease-causing organisms to food, drink and utensils that patrons use. Any person recently experiencing nausea, vomiting, diarrhea, fever with a sore throat, jaundice, cuts or burns on hands should not be allowed to work in a food booth.

There are many types of microorganisms that can cause foodborne illness. You cannot see, smell or taste them. They are invisible to the naked eye. The following are examples of some common organisms that cause foodborne illness:

- **E.Coli:0157 H7: found in undercooked beef, unpasteurized apple juices and cider or contaminated water.**
- **Salmonella: found in poultry and raw eggs.**
- **Hepatitis A virus: found in food handled by ill food workers preparing food with bare hands.**
- **Shigella: found in food contaminated by infected persons.**
- **Campylobacter jejuni: found in dairy and poultry products.**
- **Cryptosporidium: found in contaminated water.**
- **Noro Virus: transmitted by infected persons touching food with bare hands.**
- **Bacillus cereus: Found in foods improperly held at incorrect temperatures or preparing food several hours before serving.**

Managing Critical Areas of Food Handling

Managing risks associated with contracting foodborne illness is the responsibility of the Temporary Food Booth coordinator. This next section will focus on the following:

- Food/water/ice from an approved source
- How to maintain proper temperatures
- Food and utensil storage and handling
- Proper Handwashing
- How to set up a cleaning and sanitizing station

You can help ensure a healthy, safe and successful event for all to enjoy by following the guidelines in this booklet.



Food from an Approved Source

The public assumes that the food they purchase at a special event is safe to eat.

- All food and drinks offered to the public ***must*** be prepared in a licensed, commercial kitchen or at the food booth the day of the event.
- Under no circumstances can food be prepared in a private residence and then offered to the public. Chesprocott does not inspect private home kitchens and cannot verify that proper food handling procedures were followed or conditions were sanitary.
- All food shall be obtained from an approved source that complies with all State and Federal laws and regulations.
- All food shall be wholesome, free from adulteration and properly labeled.

When the event menu consists of potentially hazardous food (a food containing whole or in part, milk, milk product, eggs, meat, fish, shellfish, or any food capable of supporting the rapid growth of bacteria, virus, or parasites that cause food borne illness), the event coordinator must demonstrate to Chesprocott that the potentially hazardous food will be prepared, packaged, stored, displayed and transported under conditions and in facilities that meet the Public Health Code of the State of Connecticut.

How to Maintain Proper Temperatures

- Food and beverages must be transported in coolers with adequate ice or hot in a hot box to its destination.
- Food must be kept either cold (maximum 41°) or hot (minimum 135°). Never in between!
- Food may be out at room temperature only during absolutely necessary times of preparation.
- You may not leave potentially hazardous food out for display at any time.
- You ***must*** have a properly calibrated probe thermometer to take temperatures and alcohol wipes or sanitizer to sanitize the thermometer before testing food temperatures.
- To verify food temperatures, you must place the probe thermometer into the thickest part of the food product.
- The following foods must be cooked to an internal temperature specified below without interruption and must maintain that temperature for the prescribed amount of time to be considered safe to consume:

| | Internal Temp | Time - minimum |
|---------------------------|----------------------|-----------------------|
| Whole roasts | 145°F | 3 minutes |
| Poultry, ground poultry | 165°F | 15 seconds |
| Pork | 145°F | 15 seconds |
| Ground Beef/pork | 155°F | 15 seconds |
| Stuffed foods or stuffing | 165°F | 15 seconds |

Cold Storage

- Adequate refrigeration must keep potentially hazardous food at 41°F or lower during the duration of the event
- Ice may be used as a coolant, but shall not be used as an ingredient in food items.
- Ice to be consumed must be from an approved commercial source (not from a home)
- Ice must be kept in a cooler that is cleanable (Styrofoam is not allowed).
- All food must be kept 12 inches off the ground, including coolers.
- For mechanical refrigeration, units must be clean, in good repair, maintain a maximum 41°F at all times and have a thermometer located inside.

Hot Holding

- Adequate hot holding units are required to maintain foods to a minimum temperature of 135°F during the event.
- A shallow chafing dish/sterno is allowed if temperatures can be maintained.
- Steam tables and chafing dishes keep food hot, they are not intended to cook or reheat foods.



Food and Utensil Storage and Handling

- Food, beverages, and other related items (napkins, cups, and ice) cannot be stored on the ground because of insect, vermin and other contamination. Tables or other approved devices (not wood) that elevate these items 12 inches off the ground must be used. Nothing should be on the ground at your booth.
- Protect and keep all food and beverages covered during the handling, storage and service from flies and dust.
- Use only single service disposal utensils and paper products for public use. Protect single service items from contamination during storage by storing or dispensing handles up.
- Minimize food handling with the use of clean utensils, disposable gloves and deli paper.
- Use paper towels to wipe counters. Use bleach/water solution to sanitize (50 to 100 PPM chlorine) in a labeled spray bottle. Store this and any other chemicals in separate covered containers. No using sponges.
- Avoid cross contamination of ready to eat food with raw, potentially hazardous foods. For example, do not slice tomatoes on the same cutting board that was just used for slicing raw meat.
- No not re-use marinades. Never pour marinade from a raw meat over a cooked product.

Proper Hand Washing and Personnel Hygienic Practices

Frequent hand washing is an important method of preventing foodborne illness.

- Hands should be washed whenever they become contaminated.
- Hands must be washed in warm water with soap for at least 20 seconds and dried with a paper towel. See diagram of hand washing station.
- Hands should always be washed:
 - ✓ Before starting work
 - ✓ After using the bathroom
 - ✓ After coughing or sneezing
 - ✓ After touching areas of the body such as ears, mouth, nose, hair or scratching anywhere
 - ✓ After smoking
 - ✓ After touching raw protein food (chicken, eggs, meat and dairy products)
 - ✓ When changing job functions such as collecting money and then cooking hamburgers
 - ✓ Whenever hands become contaminated or soiled

Miscellaneous items

- **Maintain a log book showing name, address, phone number and job duties of all food handlers working the event (see attachment).**
- **No pets allowed in the booth.**
- **No smoking. The use of tobacco in any form is prohibited in the food booth.**
- **No persons with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection shall work with food or within the food preparation area.**
- **Effective hair restraints are required.**
- **No non-food personnel/children allowed in the food booth or food prep area.**

Cleaning and Sanitizing Station

Adequate facilities must be set up for cleaning and sanitizing food contact surfaces such as cooking utensils, equipment and cutting boards. If you are serving potentially hazardous food, you are required to clean and sanitize utensils, equipment and all workstations using the three-step process listed below:

- ❖ **WASH** **Wash all utensils in the 1st basin containing soap and water.**
- ❖ **RINSE** **Rinse the utensils in the 2nd basin containing clean water**
- ❖ **SANITIZE** **Sanitize the utensils in the 3rd basin containing water and chlorine at 50-100 ppm. Approximately ½ tablespoon of bleach to 1 gallon of water. Test the 3rd basin with chlorine test strips. Test strips can be purchased from a restaurant supply store. If the test strip reads 200 ppm, the sanitizer is too high and is considered toxic.**

All basins shall be labeled WASH, RINSE, SANITIZE. Remember to change the water frequently throughout the event. Clean, 5 gallon buckets may be substituted provided that an adequate potable water supply is available. Buckets must not have been previously used for chemicals or cleaning compounds.

Premises

WATER SUPPLY: An adequate supply of potable water shall be on site and must be obtained from an approved source. Ask the Health Department if your site is approved or not.

SEWAGE DISPOSAL: All liquid waste shall be disposed of in an approved manner that will not create a health hazard or a public nuisance. Wastewater cannot be dumped into storm drains.

TOILET FACILITIES: Approved toilet facilities that are conveniently located within 500 feet from the food preparation area shall be provided.

LIGHTING: Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non-breakable or shielded.

GARBAGE DISPOSAL: Adequate trash receptacles are to be at each booth with covers or other means to control insects, pests and windblown trash. Provisions must be made for trash disposal during the event.

OVERHEAD PROTECTION: All booths shall have overhead protection so constructed to minimize the entrance of flies, dust and insects.

TEMPORARY LICENSE POSTED: The license holder of the temporary event shall keep the license posted in a conspicuous place within the food booth.

Questions?

If you have any questions or need clarification on any part of this guide, please contact Chesprocott Health District (203) 272-2761.

Hand washing Set-up Station

A hand washing station must include:

1. Potable warm water
2. Liquid soap in a dispenser
3. Paper towels
4. Container for waste water

Proper Hand Wash Station



The water container must be clean and have a valve or spigot that remains open to allow for adequate hand washing.

Checklist for Temporary Event Operators

- Probe thermometer or thermocouple with alcohol wipes or sanitizer
- Hand washing station (see diagram)
- Sanitizing solution with test strips
- Water is from an approved source
- All food is from an approved source, including ice
- Paper towels
- Spray bottle for sanitizer (must be labeled)
- Utensils/equipment washing station or location of
 - Wash
 - Rinse
 - Sanitize
- Adequate hot holding and cold holding units
 - Coolers, refrigeration with proper thermometers
 - Chafing dishes with sternos, oven
 - Steam table (to keep hot only)
- Adequate supply of utensils, cutting boards, and equipment based on proposed menu and anticipated attendance
- Volunteer sign-up
 - Persons who are ill cannot work in the food booth
- Effective hair restraints
- Check temperatures of food being held cold (41°F or below)
- Check temperatures of food being held hot (135°F or above)
- Food being reheated to 165°F
- Storage containers off the ground at least 12 inches
- Flooring. Asphalt & cement is preferred. If on dirt or grass needs plywood flooring.
- Separate storage for toxic chemicals
- Overhead protection including light shields
- Rules and Temperature Sheet Posted
- Log Sheet Completed

*** The Temporary Food Event License is issued by the Chesprocott Health District. Event coordinators need to verify with Zoning, Fire Marshall and Building Official for their approvals.

Chesprocott Health District
Temporary Food Event
Log of Worker Registry

Please sign in each time you work. All workers must sign in.

| DATE | NAME | PHONE | ASSIGNED TASK | TIME-IN | TIME-OUT |
|------|------|-------|---------------|---------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

** You **cannot** work if you are sick. This includes diarrhea, vomiting, open sores, boils, fever, or respiratory ailments such as coughing or difficulty breathing.

The event coordinator shall send the completed form to Chesprocott after the event is held.

**BASIC FOOD BOOTH REQUIREMENTS
FOR TEMPORARY EVENTS**

1. KEEP FOODS AT SAFE TEMPERATURES
COLD FOODS BELOW 41°F
HOT FOODS OVER 135°F
REHEAT FOODS TO 165°F
2. WASH HANDS FREQUENTLY
3. SANITIZE UTENSILS AND CUTTING BOARDS (USE BLEACH SOLUTION)
4. DO NOT CROSS CONTAMINATE (SEPARATE RAW & COOKED FOODS)
5. NO SMOKING!
6. USE UTENSILS – NOT YOUR HANDS
7. KEEP FOOD COVERED
8. DO NOT EAT WHILE WORKING
9. WEAR HAIR RESTRAINTS
10. DO NOT WORK IF YOU ARE ILL

SEPARATE THIS PAGE

These requirements *must* be posted in the booth and read by all food handlers/volunteers

Chesprocott Health District
1247 Highland Ave
Cheshire, CT 06410
Phone (203) 272-2761 Fax (203) 250-9412

APPLICATION FOR TEMPORARY EVENT FOOD BOOTH

EVENT NAME: _____

DATE & TIME OF EVENT: _____

LOCATION OF EVENT: _____

NAME OF FOOD BOOTH: _____

CONTACT PERSON NAME: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

ARE YOU LICENSED BY A LOCAL HEALTH DEPARTMENT? ____ YES ____ NO

IF YES, PLEASE PROVIDE A COPY OF CURRENT LICENSE AND LATEST INSPECTION FORM

LIST OF ALL FOOD ITEMS ON MENU (Include drinks and condiments): _____

WHERE WILL BE FOOD STORED *PRIOR* TO EVENT? _____

IS FOOD GOING TO BE PREPED ON SITE? YES NO

IF NO, NAME OF ESTABLISHMENT WHO IS PREPARING FOOD: _____

ADDRESS: _____ TOWN _____

WHEN WILL FOOD BE DELIVERED?: _____

HOW WILL IT BE DELIVERED? (ex. coolers w/ice or refrigerated truck) _____

HOW WILL COLD FOOD BE KEPT COLD? (ex. Coolers w/ice or refrigerators) _____

HOW WILL HOT FOOD BE KEPT HOT? (ex. Cook to order, oven, sternos) _____

HOW IS HANDWASHING STATIONS BEING PROVIDED? (ex. Like diagram, commercial HWS) _____

HOW ARE UTENSILS, CUTTING BOARDS AND OTHER EQUIPMENT BEING SANITIZED? (EX. On site with 3-bay set up)____

LOCATIONS OF TOILETS: _____

DRAW A LAYOUT OF YOUR FOOD BOOTH

(Label all grills, stoves, refrigerators, coolers, steam tables, sternos, tables, handwash stations, garbage cans, food storage area, cleaning product storage, toilets ect)



CHD ONLY:

Application Received: _____ Reviewed by: _____ Date: _____

Comments: _____

Approved/Not Approved on Date: _____ License Fee: _____

Non-profit { Tax Exempt Number: _____ }