



Elkhart County Health Department

## Environmental Health Services

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### **TEMPORARY FOOD GUIDELINES**

This document will serve as a guideline for temporary food service owners to use when considering the setup, design, and menu of a temporary food service. A temporary food establishment is a retail food establishment that operates for a period of no more than fourteen consecutive days in conjunction with a single event or celebration. A single event or celebration is a gathering associated with an occasional or special but recognized event sanctioned and sponsored by a governmental unit, charity, civic group, or fraternal order. It shall not include an individual or group preparing food items for a limited time when not associated with such recognized events. Temporary licenses cannot be issued for garage sales, weekly ball games, one time only or intermittent food sales in lieu of obtaining a retail food establishment or mobile retail food establishment license.

The following items are highlights from the Indiana State Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24 and the Elkhart County Food Service Ordinance 2005-322 and are intended to be helpful but not all-inclusive.

#### **FOOD/FOOD PROTECTION:**

According to Indiana regulation 410 IAC 7-22, at least one employee at a food establishment must be a certified food protection manager (CFPM). The CFPM requirement does not apply to a food establishment when the food establishment's food handling activities are limited solely to one or more of the following:

1. Heating or serving precooked foods.
2. Preparing or serving a continental breakfast such as rolls, coffee, juice, milk, and cold cereal.
3. Preparing or serving nonalcoholic or alcoholic beverages that are not potentially hazardous or ice.
4. Preparing or serving packaged or unpackaged foods that are not potentially hazardous foods, including elephant ears, funnel cakes, cotton candy, confectionaries, baked goods, popcorn and chips, and grinding coffee beans.
5. Providing prepackaged food in its original package.

All food must be from a licensed/inspected food supplier or grocery store. All foods prepared by the temporary food vendor must be prepared at a licensed facility or on site at the event. **Food prepared at a private residence is not permitted.**

Internal temperatures of all potentially hazardous foods shall be maintained at 135°F or above if hot and 41°F or below if cold, at all times. This includes storage, preparation, display, service, and transportation.

Stab type or probe thermometers accurate to plus or minus 2°F must be provided to accurately monitor the temperature of potentially hazardous food during preparation, storage, and display. Protected ambient thermometers accurate to plus or minus 3°F must be provided in all refrigeration and hot holding units.

Potentially hazardous food shall be thawed only under refrigeration or as a part of the cooking process. Under no condition is it acceptable to thaw food at room or air temperature.

All raw meats must be stored under or away from all non-potentially hazardous products or products that will be served with no further cooking to prevent cross contamination.

All foods are to be covered in storage and must be at least 6 inches above the floor/ground in a clean, dry, and well protected area to prevent contamination.

Provide and use dispensing utensils with handles or food grade gloves to prevent bare hand contact with foods. Bare hand contact with ready-to-eat foods is prohibited.

Ice that will contact food or mouth contact surfaces of a product must be made with potable water from an approved source and treated as a food. All ice must be in a self-draining, cleanable, non-absorbent container. All bulk storage of ice must be at least 6 inches above the ground in a clean, dry, well-protected area. Styrofoam containers are not acceptable for ice storage. Ice used for food storage may not be used as an ingredient in food.

All food areas must have overhead protection. Only high temperature cooking units (i.e. charcoal grills and oil fryers) may be located outside of the unit and then only if they can be protected from contamination, covered and out of reach of the consumer. There must be a hand washing station accessible outside if cooking or prepping will occur outside of the unit.

All food must be protected from customers, pests, and falling/blowing debris during preparation and holding.

## **PERSONNEL**

A conveniently located hand washing station is required in all food preparation areas. Hot or tempered water, soap, and paper towels are required. A large insulated container with warm water may be used in circumstances when water under pressure is not available. The

container must allow for the continuous flow of water. A push button style container is not allowed.

Employees shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, after eating, smoking, drinking, or using the toilet, and as often as necessary to keep them clean.

All employees diagnosed with an illness due to Salmonella, Shigella, Shiga toxin-producing Escherichia coli, Hepatitis A virus, or Norovirus must be excluded from work. Employees must also be excluded from work if they are experiencing diarrhea, vomiting, jaundice, or sore throat with a fever. Employees with less serious illnesses and cuts or burns must have their activities restricted so as not to contaminate or infect food or food contact surfaces.

Employee clothing must be clean and their hair restrained by a hat, hair net, or other device which effectively restrains the hair and reduces or eliminates hand contact.

## **EQUIPMENT AND UTENSILS**

No enamel or porcelain equipment allowed. No enamel roasters.

No bare wood surfaces or contact paper allowed. All food and non-food contact surfaces must be smooth, non-absorbent, durable, easily cleanable, and light in color.

A three-compartment sink must be provided, regardless of the duration of the event, for the proper washing, rinsing, and sanitizing of table and kitchenware. Three tubs may be used as a substitute for a three compartment sink. The tubs must be large enough to accommodate your largest piece of equipment.

Warm water, detergent, and an approved sanitizer must be provided for the washing, rinsing, and sanitizing procedure. Acceptable levels of chlorine (bleach) sanitizer are 50 to 100 parts per million. The acceptable level of for a commercial Quaternary Ammonia sanitizer is 200 parts per million. This is not the same as household ammonia. A test kit for the type of sanitizer being used shall be provided to monitor these levels.

All kitchenware must be air-dried after being washed, rinsed, and sanitized. Towel drying is not acceptable.

Wiping cloths must be clean, rinsed frequently in clear water, and stored in a labeled container of sanitizing solution between uses. Do not add soap to sanitizing solution.

All equipment must be cleaned and sanitized between uses. Clean equipment is to be stored in an inverted position, in a clean and dry area, and in a manner that protects from contamination.

During use, all utensils to be used with potentially hazardous foods must be stored in one of the following ways:

1. In the product with handles extended up, above the top of the food and container and maintained at correct hot or cold holding temperature.
2. In a container of water maintained clean and at a temperature of 135°F or above.
3. Washed, rinsed and sanitized every four hours.

### **SINGLE SERVICE ITEMS**

All single service items and paper goods must be stored at least 6 inches above the floor/ground and the packaging of bulk supplies kept closed. Only single service utensils may be provided for customer use.

Single service items are to be presented to the customer from a dispensing container that makes the handle only, and not the mouth or food contact surfaces, available to the customer. Cups are to be kept in their protective sleeve and opened so that the bottom, not the mouth contact portion, is exposed. Where possible, all single service cups are to be dispensed from a dispensing tube fitted with a proper cover.

### **WATER SUPPLY**

A suitable water supply shall be available to meet all of the needs and uses of the temporary food service and shall include water necessary for product, hand, and utensil washing.

All water must be from an approved supply. Water is to be under pressure with no cross connections and suitable back flow and back siphonage devices in place between the unit and the water supply. When there is a shut off down stream of the water supply, ***a continuous pressure backflow prevention device (pictured below) is required. (Watts 9-D or similar dual check valve with intermediate vent construction)***



Where water under pressure is not available, sanitary water supply holding tanks must be provided.

Water supplied to the unit is to be through water grade piping or a single food grade hose. A garden hose, or a food grade hose that had been used for a purpose other than supplying

potable water, such a waste disposal, may not be used. Where it is necessary to join an additional water hose that connection must be elevated not less than 6 inches above the ground surface and protected from contamination.

### **WASTE WATER DISPOSAL**

All liquid waste must be captured in a closed holding tank and held for disposal in a sanitary sewage system, or discharged directly to an approved sewage system through an indirect connection. There may be no discharge of liquid waste directly on to the ground. Clear water waste, such as the clear water discharge from ice melt, may be discharged to the ground so long as nuisance conditions are not created.

Wastewater holding tanks must be at least 15 percent larger than the potable water supply tanks.

### **INSECT AND RODENT CONTROL**

All outer doors must be self-closing and kept closed. If ventilation is required, then all such doors must be fitted with self-closing screens.

All service windows or openings are to be protected from the entrance of flies or other insects through the use of screens or air curtains that cover the entire opening. All service windows or screens are to be self-closing and are to be kept closed when not in continuous use. In some limited operations, fans may be acceptable to prevent the entrance of insects but must be approved prior to the event and will not be acceptable in all cases.

All food prep areas must either be in an enclosed space or have fans blowing across food contact surfaces and open food to help protect against contamination by pests.

All trash receptacles and exterior trash or refuse containers are to be emptied frequently or kept covered between uses to help prevent the attraction of pests.

### **STRUCTURE**

A tent set-up must be on concrete. If the unit is to be set up on grass or dirt, a covering that is smooth, durable, non-absorbent, and easy to clean must be laid down throughout the unit, such as a tarp. Bare wood may not be used.

Structures such as walls, floors, ceilings or tent canopies must be smooth, durable, non-absorbent, and easy to clean, and in good repair.

All areas must be provided with an adequate amount of protected lighting to facilitate the thorough cleaning of the unit and all interior surfaces.

The unit must be provided with adequate ventilation to remove excessive heat, steam, smoke or grease. All fat fryers must be properly vented to the outside of the unit.

## **TOXIC MATERIALS**

All toxic materials and cleaning supplies must be stored separate and below all food and single service/use items. All containers must be labeled to identify the contents. Any insecticide used in a temporary food establishment must be labeled and have instructions for use in food facilities.

As a reminder, this document is intended to only highlight certain items from the Indiana State Food Code and the Elkhart County Food Ordinance, and is not all inclusive.

Those serving only prepackaged products or doing very little preparation may not require as much equipment as those with more hazardous products. If there are any questions as to what you require to operate, please call the Elkhart County Health Department Environmental Division at 574-971-4600. Field staff are generally available to answer your questions between the hours of 8 am and 10 am, Monday through Friday. If no one is available, please leave a voicemail and we will return your call.

All temporary food service units shall be inspected and licensed ONSITE prior to preparation or serving. Elkhart County Ordinance requires the unit to be completely in compliance prior to licensing or operation. Licensing fees are graduated in a three (3) tiered scale: 1) 1-2 days, 2) 3-7 days, and 3) 8-14 days at a single location in conjunction with a single event or celebration. Please refer to the Elkhart County Fee Ordinance for the current fee amounts. License fees are collected on site after a satisfactory licensing inspection at the time the license is issued. **DO NOT** submit license fees through the mail before the event. The temporary food service license must be posted and clearly visible to the public at all times. Any organization that is Not-for-Profit may be exempted from the fee and inspection under Indiana Law by providing a copy of their gross income tax exempt certificate to the health department prior licensing. Failure to prove Not-for-Profit status will require payment of the temporary food service license fee and compliance with all other applicable laws.

Pre-inspection of your unit can be arranged on a case by case basis prior to the event to facilitate operations on the day of the event.

Please be aware that it is required to notify our office of the event at least 30 days prior to the event to ensure an inspector is available at the requested date and time. Failure to provide a 30 day notice may result in the inability of our office to inspect and license the event, thus prohibiting the operation of the unit for the event.

**When scheduling inspections please consider that Elkhart County is located in the Eastern Time Zone and observes Daylight Savings Time.**

# HOW TO BUILD A TEMPORARY HAND WASHING STATION



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If a water source is not provided at the event site, you must bring enough water for your operations for the day. Hand washing and dish washing requires **a lot** (multiple 5 gallon jugs) of water.



**Approved spout**



**No push-button spout**

The water dispenser must have a lever type spigot so that it stays open. This makes it possible to place both hands under the flowing water to rub them together while washing and rinsing.



# HOW TO BUILD A TEMPORARY HAND WASHING STATION



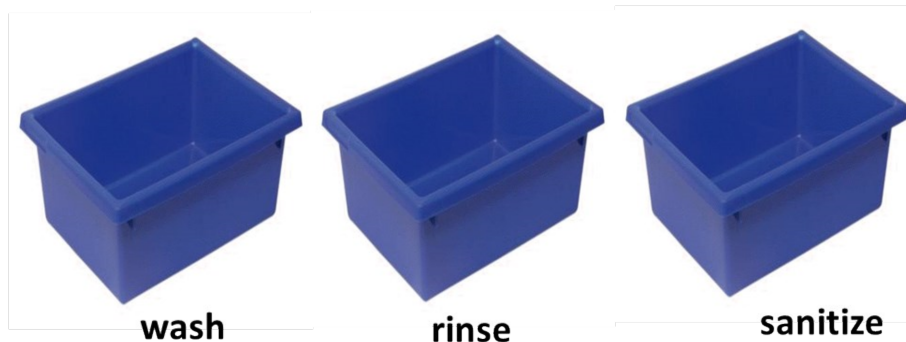
Hand washing water must be warm. At least 100°F is required. You must have a heat source to provide warm water if a hot water tap is not available at the site. A large coffee urn will work if electricity is provided. Various cooking appliances can be used to heat a stockpot of water to fill the dispenser and blend with cold water as needed. Hand washing water is wastewater and must be collected and disposed into an approved drain, either city sewer or a private septic system. It cannot drain onto the ground. The catch bucket must be large enough and elevated high enough to catch the splashing that occurs when washing hands.

# Warewashing

Equipment and utensil washing in a food service has three steps and is done in a three compartment sink

1. Washing with detergent
2. Rinsing with clean, clear water
3. Sanitizing by completely submerging in sanitizer solution

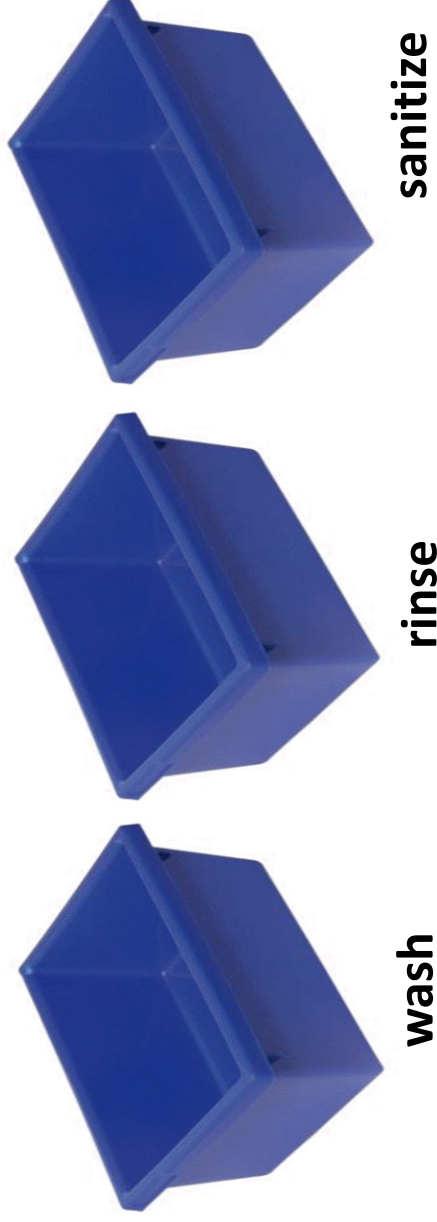
This can be done in temporary food services with dish pans, bus tubs, or other containers large enough to wash the largest piece of equipment used in the operation.



# APPROVED TEMPORARY DISHWASHING STATION

## 3 basins or sink compartments set-up

- **First** basin/sink compartment (left-most) for washing - must have dishwashing soap.
- **Second/middle** basin or sink compartment for rinsing - must use clean water.
- **Third** basin/sink compartment (right-most) for sanitizing; e.g., a mixture of water & **50 ppm** minimum to **100 ppm** maximum Chlorine bleach.
- Basins must be large enough to submerge your largest utensils, cutting boards, or other equipment completely in sanitizer solution



Test strips

## Wastewater

Hand washing water and dishwashing water are wastewater (sewage) and must be disposed of properly. It cannot be dumped on the ground, in storm sewers, or parking lot storm drains. If event organizers do not provide a wastewater collection or dump site, you must take your wastewater with you and dispose of it in an approved sewer or septic system. This will require holding tanks or covered containers.



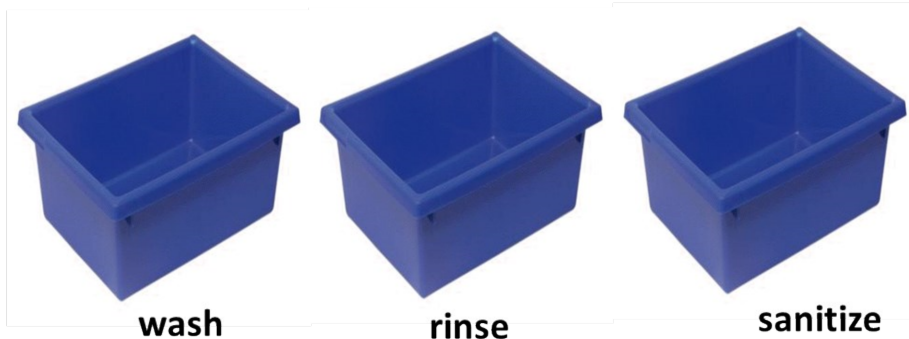


# SANITIZER

Sanitizer is required for dishwashing and for wiping and sanitizing surfaces. Wet wiping cloths must be stored in sanitizer between uses. The two most common sanitizers are chlorine and quaternary ammonia. Chlorine sanitizer can be plain, unscented bleach, a concentrated liquid chlorine, or powder that is dissolved in water. Quaternary ammonia can be a ready to use or concentrated liquid, or tablets that are dissolved in water. A test kit is required to measure and verify the correct concentration is used. Chlorine and quat do not use the same test kit. The correct kit must be provided for the sanitizer used.



An approved sanitizer must be used at the correct concentration in the sanitizing step of dishwashing and in wiping cloth/sanitizer buckets.



Wiping cloth  
bucket

# Thermometers

Thermometers are required inside all coolers and freezers to monitor air temperatures and verify they are functioning properly.



Probe thermometers are required to measure the internal temperature of hot and cold foods. They can be digital or dial type. They must be accurate to  $\pm 2^{\circ}\text{F}$  and have a range that can measure cold and hot temperatures. Meat thermometers are **NOT** acceptable.



## Overhead Protection, Walls, and Floors

All food preparation and service areas must have overhead protection over the entire area including open cooking equipment such as fryers, griddles, and grills.

Screened walls and/or solid walls may be required dependent upon the season. Food, equipment, and food prep surfaces must be protected from insects, wind blown debris, and precipitation.

Temporary food establishments must have non-absorbent flooring. Concrete or asphalt is acceptable. If tents are set up on dirt, gravel, or grass, flooring must be provided to control dust and mud. Rubber mats, tarps, and vinyl flooring are acceptable options.

