



CONCESSIONAIRES' GUIDELINES FOR OPERATING A TEMPORARY FOOD BOOTH



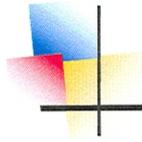
Central Shenandoah Health District

1426 N. Augusta St.

Staunton, VA 24401

Local Health Departments

- Augusta-Staunton (540) 332-7830, Ext. 4
- Bath Co. (540) 839-7246
- Rockingham-Harrisonburg (540) 574-5200
- Highland Co. (540) 468-2270
- Rockbridge-Buena Vista-
Lexington (540) 463-3185
- Waynesboro (540) 949-0137



The information in this booklet has been developed to help concessionaires set up or conduct food operations in a sanitary and healthful manner and to minimize the possibility of foodborne illness.

To avoid inconvenience, concessionaires must contact the Local Health Department as early as possible when planning a food booth.

An Environmental Health Specialist will be pleased to help with your plans and answer questions. They will point out the steps that must be taken to help ensure a sanitary operation that will protect the public from foodborne illness.

Remember...The following are general requirements and recommendations that are essential for protecting the public's health. More specific requirements may be applied to your particular situation.

All food booths are subject to frequent inspection. During an event, the Environmental Health Specialist may impose additional requirements to protect against health hazards relating to the operation of the temporary food service establishment, and may prohibit the sale of some or all potentially hazardous foods.

Your cooperation will be greatly appreciated.

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Definition of a Temporary Food Service

Establishment: *a food establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration, such as...*

- A fair
- Carnival
- Festival
- Public exhibition
- Or similar transitory gathering

Who Needs to Get a Temporary Permit?

Individuals or groups planning to provide food at events that are open to the public MUST have a permit.

The Central Shenandoah Health District requires that a temporary food permit be obtained for each food booth in operation during an event.

Who is Exempt?

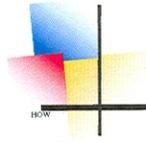
Churches, fraternal, school and social organizations, volunteer fire departments and rescue squads which hold dinners and bazaars and operate on their own property for not more than one time per week and not in excess of two days duration are exempt. The food to be offered for sale to the public must be prepared in homes of members or in the kitchen of the organization to be offered for sale to the public.

Why Is it Necessary to Apply For a Permit?

Temporary food service establishment permits are required by law.

The food regulations of the Board of Health Commonwealth of Virginia, Article 3, 12 VAC 5-421-3660 states: "No person shall own, establish, conduct, maintain, manage, or operate any food establishment in this Commonwealth unless the food establishment is permitted" and "The permit shall be posted in every food establishment in a place where it is readily observable by the public transacting business with the establishment".

Many outbreaks of foodborne illness have been traced back to food improperly handled at temporary events.



HOW DO YOU OBTAIN THE PERMIT APPLICATION?

HOW DO YOU OBTAIN THE PERMIT APPLICATION?

The application, with appropriate fees, should be completed in full and received at the local health department at least two (2) weeks before the event. This allows time for the health department staff to adequately review the application, and to require the vendor to make any changes necessary well in advance of the event.

Applications may be obtained from any of the Local Health Departments listed on the front page of this booklet.

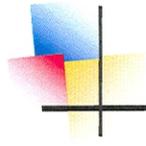
Review of Permit Application—

Individuals must apply for a permit in order for the health department to review the proposed food service operation.

The Local Health Department's Environmental Health Specialist will work with you to review the following steps:

- The type of foods to be prepared
- How they will be prepared
- The methods used to keep foods hot and cold

They may also suggest methods that will enable your booth to operate more efficiently and safely.



WHEN CAN THE FOOD BOOTH BE OPEN FOR BUSINESS?

No temporary restaurant shall be open for business until a field inspection has been completed and a permit issued, unless otherwise authorized by the Environmental Health Specialist.

The operator shall retain a copy of each inspection report posted in the facility during the event. The number and frequency of inspections of temporary restaurants are determined by the health department Director or Environmental Health Specialist.

A temporary restaurant shall immediately cease food service operations when an inspection reveals the presence of substantial or imminent health hazards, including, but not limited to, inadequate facilities to maintain required temperatures for food, no hand washing facilities, no thermometer(s), ill employees, or continuing/flagrant sanitary violations.

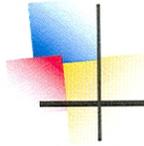
FOOD HANDLING REQUIREMENT DEFINITIONS

Potentially Hazardous Food— Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, shell-fish, edible crustacean, or other material or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. Examples are hamburgers, Bar-B-Q, custard pies, hot dogs, spaghetti, chicken, green beans, and chili.



Cooked rice, potatoes, all cut melons and cut tomatoes are also considered to be potentially hazardous because they will support rapid bacterial growth.





Non-Potentially Hazardous Food– Means foods such as fruit pies, dry goods and cereals, dehydrated foods and most baked goods.

Examples are cookies, funnel cakes, breads, cakes, potato chips, popcorn, cotton candy, and candy bars.



PHYSICAL FACILITIES

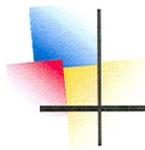
Overhead protection such as a roof, tent, canopy or other effective covering is required over all food/beverage operations. If any equipment cannot be placed under the overhead protection, it must have its own protective covering.

Facilities shall be located and designed to prevent contamination by dust, insects, etc. Sneeze shielding shall be provided, where necessary and any foods must be stored at least 6" off the ground.

All food cooking and preparation areas, especially cooking equipment, grills, etc. must be protected from direct contact with customers. Separate by use of counters, shields, tables or ropes.

Lighting, when necessary, shall be shielded over the food preparation area.

Chemicals for cleaning and maintenance shall be labeled and stored separate from food and food utensils.



PHYSICAL FACILITIES—CONT'D

Water— Shall be obtained from an approved source (i.e. municipal water supply, not private home wells). When water is dispensed from water trailers, they shall be provided with attached fountains and disposable cups. All filling parts or drain cocks must be equipped with locks such that no contamination can be introduced to the drinking water supply. Hoses must be "food grade" and have back-flow prevention devices.

Sewage Disposal— An approved method of wastewater and sewage disposal shall be provided.

Solid Waste Disposal— Facilities shall be provided for all solid wastes to be collected and stored in leak-proof, non absorbent containers and removed at least daily. Separate covered containers shall be provided for waste grease disposal.

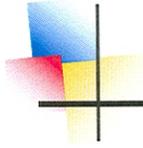
Proper Temperatures



Cooking—All parts of potentially hazardous foods requiring cooking shall be cooked on site or in approved kitchen (no food will be home-prepared) with no interruption in the cooking process to the minimum internal temperatures as show below:

1. Poultry..... 165° F for a minimum of 15 seconds.
2. Hamburger, sausage and restructured/mixed meat or fish products..... 155° F for a minimum of 15 seconds.
3. Eggs, fish pork, lamb, commercially raised game animals..... 145° F for a minimum of 15 seconds.
4. Whole beef roasts, corned beef roasts, pork roasts, ham..... 145° F for a minimum of 3 minutes.
5. Cooked fruits and vegetables..... 140° F.

All microwaved foods cooked to 165° F and allowed to stand covered for a 2 minute minimum.



Reheating— All potentially hazardous foods that have been cooked and then refrigerated shall be rapidly reheated to 165° F or more throughout within 30 minutes before being served or placed in a hot food storage facility.

Thawing— Foods are to be thawed in refrigerated or cooler units at temperatures not to exceed 41° F, under cold running water, in the microwave oven, during the cooking process, or by other methods approved by the Health District. Not on countertops.

Holding— Potentially hazardous foods must be stored at temperatures below 41° F (under refrigeration or coolers with ice) or above 140° F (hot holding) at all times, except when undergoing necessary preparation. Room temperature storage of potentially hazardous foods is not allowed. Products not found at the above temperatures are subject to embargo/destruction.

IMPORTANT POINTS TO REMEMBER

Improper cooling, inadequate initial cook temp, reheating, hot holding and excessive food handling are the major causes of foodborne illness outbreaks. In order to reduce the potential of foodborne illness,

YOU MUST...

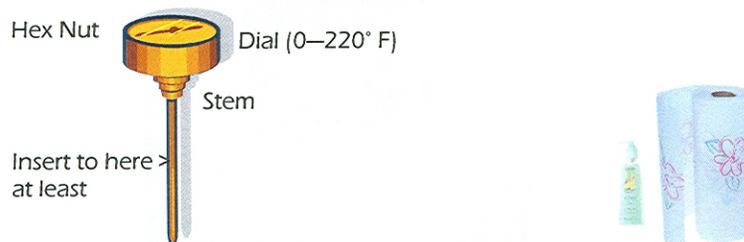
- **AVOID COOLING & REHEATING FOODS** For example, use commercially prepared precooked foods such as canned chili instead of trying to prepare fresh chili; prepare taco meat just before serving rather than cooking ahead, cooling and reheating; use canned refried beans instead of making beans from scratch.
- **AVOID HOT HOLDING OF FOODS** For example, make tacos and burritos to order rather than keeping them hot; cook raw shishkabob to order instead of cooking ahead of time and hot holding.
- **MINIMIZE FOOD HANDLING** In order to minimize the possibility of foodborne illness, simplify food handling methods. For example, commercial products, such as store-bought potato, macaroni, or pasta salads, are easy to use and handle. We recommend that these type products be used. Do not try to prepare salads ahead of time; they may not be prepared in the booth. These foods may be prepared in an approved kitchen. AVOID "bare handing" food. Use gloves, tongs, etc. when possible when handling foods.
- **FOOD SOURCE** All foods must be approved by the Health Department. The only home prepared foods allowed are cookies, candies, cakes and similar baked products. Home prepared and home canned or preserved foods are prohibited.



- **HAND WASHING:** One of the best ways to prevent foodborne issues is for all food service workers to wash hands completely and often.
- **FOOD WORKER HEALTH:** Food workers having the following symptoms shall not prepare and serve food:
 - * Sore throat and fever
 - * Vomiting
 - * Diarrhea
 - * Jaundice
 - * Fever

WHAT ARE THE REQUIREMENTS TO OPERATE?

1. **Fill out an application** and ensure that it is received at the Local Health Department 2 weeks prior to the event.
2. **Have available receipts**, etc. for verification that food, water, ice are from approved source.
3. **A metal-stem thermometer** must be available and used to check internal food temperatures. Thermometers may be purchased from restaurant supply companies or from large department stores. It must be able to measure from 0 to 220 ° F and marked in units of 2° F or less. Take the temperature of hot foods by inserting into the thickest portion of the food, while avoiding touching bones. Do not use a thermometer which cannot indicate cold temps. All refrigerators, cold holding units, and hot holding units must have an accurate, visible thermometer.



4. **Handwashing facilities** shall consist of at least: warm running water, soap, individual paper towels, and a bucket to collect the dirty water. For example an insulated container, with a free flow spigot, filled with warm water is an acceptable method of obtaining running water. Proper hand washing takes at least 20 seconds.





5. **Wiping cloths**—A separate bucket of sanitizer must be present for rinsing/storing wiping cloths to be used on table tops, counters, and so forth. For example, one teaspoon liquid bleach added to one gallon of water will be acceptable. This should be changed frequently during the day.
6. **Dishwashing facilities**—equipment and utensils must be washed in three compartment sinks. This process includes washing the utensils/equipment in hot soapy water, rinsing in hot water, sanitizing for 60 seconds, and air drying. Dishwashing may be set up with 3 large tubs, plus a drying rack.

hot water / hot water / cold water



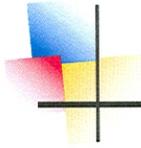
air

wash / rinse / sanitize

7. If the vendor only requires the use of spatulas, tongs, etc., then extra utensils may be substituted, instead of setting up 3-compartment sink. Utensils must be taken home for washing.
8. **All food preparation must be done in the booth or in an approved kitchen facility** (e.g., the kitchen is permitted by the Health District) to minimize the potential for foodborne illness. Home preparation of foods is prohibited.
9. Smoking, eating or drinking and gum chewing in booths while working is prohibited. All non-working, unauthorized persons are to be excluded from the booth.



10. **Steam tables or other hot holding devices are not to be used** as a means for heating up foods; they are to be used only for hot holding. Foods must be reheated **rapidly** in a microwave or on the grill or propane stove to bring the food temperature to proper temperatures (see page 9).
11. **Cooling of leftovers in food booths is generally prohibited.** Refrigeration and space limitations are, in general, inadequate to meet the time and temperature requirements of potentially hazardous foods. Discard leftover hot foods.



12. **Leftovers may not be used** . No leftovers are to be served or sold. Hot held foods which have not been used by the end of the day must be discarded.
13. **All critical violations, those directly related to foodborne illnesses, must be corrected immediately**. All violations related to sanitation, design and maintenance of the food booth must be corrected within the time frame determined by the Environmental Health Specialist.
14. **No person who is infected with a communicable disease**, such as a cold, flu, or who has open sores or infected cuts on his/her hands, or who has been vomiting or had diarrhea in the last 2 days shall work in any temporary food establishment.
15. **Chemicals such as liquid bleach, detergents**, etc. must be stored in a separate area, away from food preparation and display areas.
16. **Liquid waste** should not be dumped into streets, storm drains, or onto the ground. Use the containers to collect the dirty water and discard in a sanitary manner (e.g., public restrooms).
17. **Equipment containing flammable materials**, such as deep-fat fryers must be on stable surfaces and shielded from the public (Fire Marshal requirement). Fire extinguishers are required.

RECOMMENDATIONS—

- For refrigeration, mechanical refrigeration is requested. However, due to past events during which electrical problems occurred, an ice chest with ice from an approved source (e.g., store-bought, bagged ice) may be better than a poorly operating refrigerator on a hot day. Do not use trash bags to store or transport ice.
- For hot holding, electrical or propane equipment is requested. Due to past events during which electrical problems occurred, propane stoves or grills capable of holding food at 135° F or above may be used and/or should be available for backup.

KEEP IT HOT,
KEEP IT COLD,
OR DON'T KEEP IT!



NOTE: The popularity of outdoor events is a cornerstone of the economy of Virginia, as evidenced by the thousands of residents and tourists attending hundreds of these functions across the state each year. Under the conditions of thousands of attendees using non-permanent sewage disposal facilities, mass feeding, and potable water supplies, the potential for disease transmission is present. It is therefore essential that strict public health controls be exercised over these events to protect the health and safety of the citizens and guests of the Commonwealth.



Central Shenandoah Health District
Environmental Health Food Section
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