**Thomas Jefferson Health District**

**Guidelines and Regulations for a Temporary Food Establishment**

A temporary food establishment will comply with all requirements of the Virginia Food Regulations. If violations are found, the operator must take corrective action immediately or as otherwise specified by the Health Department. Failure to comply with these provisions may result in a delay in issuing the permit or the closure of the operation until the violations are corrected and a re-inspection is made. Noncompliance may also affect issuance of a permit at future events. The operator shall be advised that continuing or flagrant violations are ground for suspension or revocation of the permit and immediate cessation of operations.

* Permits are not transferable to another party or event and are valid only for the date, time and location specified.
* All food preparation must be done on site or properly transported from an approved permitted food facility.
* No temporary restaurant shall open for business until a field inspection has been completed, a permit issued, or exempt status has been approved.
* The temporary event permit must be posted in public view.

**I. Equipment and facility requirements for operating a temporary food establishment:**

1. Overhead protection, such as a roof, tent, canopy or other effective covering, is required over all food/beverage operations. Exception: Cooking equipment such as grills and BBQ cookers that sit outside the confines of a tent of mobile unit shall be lidded to protect food from possible contamination while foods are cooking. Walls and ceilings are to be constructed of materials that protect the interior from the weather and windblown dust and debris. Web tents are not approved.
2. A floor may be concrete (if graded to drain), machine laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud.
3. Adequate counters, storage shelves, etc., are to be provided for preparation, display, service and storage of food related items. Placing of foods or food containers on floor or ground is prohibited.
4. Ice dispensing facilities shall include easily cleanable self-draining containers and scoops.
5. All food equipment and utensils must be of food-contact approved materials, easily cleanable construction and kept in good repair. Equipment must be located and installed in a way that facilitates cleaning and protects against food contamination.
6. Use only food grade water hoses, when applicable.
7. Adequate artificial light must be provided if night-time operations are conducted. Light bulbs must be shielded, coated, or otherwise shatter-resistant.
8. Appropriate and adequate wastewater disposal must be provided. Disposal facilities and procedures are to ensure that all wastewater from sinks, hand washing, ice storage facilities, equipment drains, or other sources are disposed of in an appropriate manner. Disposal of wastewater onto the ground is prohibited.
9. A hand washing station with running water, soap and paper towels or water cooler with spot, catch basin, soap, and paper towels must be provided. This must be set up prior to handling food.
10. A station for washing/rinsing/sanitizing dishes and utensils must be provided. A properly plumbed three basin sink with hot and cold running water or three containers of adequate size can be used. Each basin is to be large enough to accommodate the largest item that will need cleaning.

* Wash – Soap and Water
* Rinse – Water
* Sanitize – Can be 50-100 ppm chlorine bleach (approximately 1 tsp of bleach per gallon of water)

Test strips should be available to ensure the appropriate concentration of sanitizer. Test strips can be purchased at any restaurant supply company. Offsite cleaning and sanitizing of equipment at a central facility maybe approved on an individual basis. Adjacent permit holders may share three compartment set ups. Also, permit holders may provide multiple sets of utensils to offset the need to wash and sanitize dirty utensils.

1. All equipment for cold or hot holding of food including refrigerators, coolers, and steam tables must have a thermometer located inside the unit to verify temperatures.

**II. Water and Food Sources**

1. Water and ice must be from approved sources. If well water is being used, submit a current year water sample test results with nitrate and coliform results.
2. All food must be obtained from approved sources. A receipt for verification of sources may be required. All food preparation must be done on site or properly transported from an approved permitted food facility. Foods may not be prepared in a home kitchen.

**II. Food Temperatures**

1. Cold foods that require temperature control for safety must be maintained at 41F or below at all times.
2. Hot foods that require temperature control for safety must be maintained at 135F or above at all times.
3. Cook foods to at least the following internal temperatures:

Poultry – 165F Ground Beef – 155F Pork – 145F

1. Reheat previously cooked and cooled foods to 165F or higher within 2 hours.

**III. Personal Hygiene**

1. No sick person experiencing vomiting, diarrhea, jaundice, or sore throat with fever within the last 48 hours is allowed to be a food handler.
2. All food service personnel must wear clean outer garments and effective hair restraints (hair nets, caps, sun visors, etc.).
3. Eating, drinking, and tobacco use is prohibited in food preparation and service areas. Food handlers that use tobacco, eat, or drink must wash their hands before returning to work.
4. While preparing food, food handlers may not wear jewelry (other than plain wedding band) on their arms or hands.
5. Hands must be washed frequently including when initiating food preparation or service, switching task, and after returning to work from breaks.
6. Bare hand contact with ready to eat food (those food items not going through a cook step) is prohibited.Use gloves, tongs, or deli paper.

**II. Operating Practices**

1. All cooked or prepared foods are to be served on single-service paper or plastic utensils. Spoons, forks, etc. shall be in single-service paper or plastic or otherwise properly protected and discarded after use.
2. All condiments are to be in individual packets, squeeze or pump bottles, or added by employees. Open bowls, jars, or bottles are prohibited.
3. Nondairy creamer and sugar shall be in individual packets or shaken from enclosed dispensing containers. Individual sterilized milk or non-dairy creamer products requiring refrigeration are discouraged, and, if used, must be refrigerated at 41F or less.
4. All packaged foods shall be stored so as to be protected from flies, rodents, dust, and other forms of contamination.
5. Adequate waste receptacles shall be provided for all trash and food waste. Plastic liners shall be provided for all containers to reduce odors and fly breeding. Daily trash pick-up should be provided. A minimum of two exterior trash receptacles are recommended immediately outside of the operation.
6. Wiping clothes used for wiping food spills are to be used for no other purpose and stored in sanitizer at all times unless disposable towels and spray bottle of sanitizer are used.
7. A Person-In-Charge (PIC) will need to be available at all times.
8. Food must be protected from cross contamination by (1) Separating raw animal foods during storage, preparation, holding, and display from ready to eat food and (2) Except when combined as ingredients, separating different types of raw animal foods from each other such as beef, fish, lamb, and poultry during storage, preparation, holding, and display by using separate equipment for each type of food and preparing each type of food at different times or in separate areas.
9. Clean and sanitize equipment and utensils:
   1. at least once every 4 hours during use
   2. before each use with a different type of raw animal food
   3. each time changing from working with raw to working with ready to eat foods
   4. between uses with raw fruits and vegetables and with potentially hazardous food
   5. before using or storing a food thermometer
   6. at any time during operation when contamination may have occurred.
10. Commercially prepackaged foods, canned foods, and bottled containers may be stored on drained ice. Beverage containers are not to be submerged. Packaged food (such as sandwiches) may not be stored in direct contact with ice or water if food is subject to entry of water because of the nature of its packaging, wrapping or container or its positioning in the ice or water. Potentially hazardous food cannot be stored in un-drained ice (cooler drains must be open and drip pans provided to collect wastewater).
11. Vegetables must be washed prior to preparation and service. Lettuce, cabbage, sprouts, and other hard to clean vegetables should be purchased from an approved source pre-washed. Once cut, leafy greens must be kept at 41F or below or discarded after 4 hours if temperature control is not used.
12. A sneeze guard or a separation of at least thirty (30) inches between any food and the public must be provided.
13. Thawing foods that require time or temperature for control at room temperature or ambient air temperature is prohibited. Approved methods are:
    * 1. Under refrigeration below 41F
      2. In the cooking process
      3. Under running water in a sink plumbed to an approved sewage system.
14. Working containers holding unidentifiable foods must be labeled with common name.
15. Foods that are contaminated, outside of the allowed temperature ranges, or adulterated in any way are subject to immediate condemnation. When these foods become contaminated by employees or consumers, unsafe or adulterated, they must be discarded or rendered unusable.

Thomas Jefferson Health District

1138 Rose Hill Drive

Charlottesville, V. 22906

434-972-6259/ Fax 434-072-6221

**TEMPORARY FOOD ESTABLISHMENT SELF INSPECTION FORM**

**Do Not Return this to the Health Department**. Items should be reviewed by person in charge of food service establishment to ensure all elements are in place prior to inspection by health department or start of food service operation.

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| **Item** | **Area of Concern** | **Complete** |
| 1 | Review Temporary Food Establishment Guidelines |  |
| 2 | Proper food handling and employee hygiene reviewed with workers |  |
| 3 | Food Source: approved, in sound condition, no spoilage |  |
| 4 | Time/temperature controlled for safety(TCS) foods maintained at proper temperature during transportation, storage, preparation, cooking, holding and serving |  |
| 5 | Food protected from contamination: wrapped, sneeze guards/shields/barrier, stored 6”+ off the ground. |  |
| 6 | Adequate facilities available to maintain proper food temperatures (refrigerator, freezer, drained coolers with ice, etc.) Cold food maintained at 41 0F or less. Hot foods maintained at 1350 F or higher |  |
| 7 | Thermometers provided: Metal stem or digital food measuring 0-2200 F. Thermometers for each cooler or refrigerator |  |
| 8 | Ice stored in self-draining cooler with catch basin, scoop stored in ice with handle pointing up, in clean container or on clean surface |  |
| 9 | Review and observe good employee hygiene, frequent handwashing at designated handsink with hot water using proper procedure, appropriate use of gloves, no illness, clean clothing, proper hair restraints, no hand jewelry other than plain wedding band and unless wearing gloves no nail polish or artificial nails. |  |
| 10 | Ensure hand and ware washing stations with hot water in container with free flowing spout, liquid hand soap, disposable towels, and covered catch basin are set up prior to beginning operations |  |
| 11 | Equipment thoroughly cleaned prior to the event, kept clean, stored properly |  |
| 12 | Proper facilities to wash, rinse, and sanitize equipment and utensils having three basins large enough to accommodate the largest piece of equipment to be cleaned, with hot soapy water, clear rinse water, sanitize basin |  |
| 13 | Sanitizer test strips available for sanitizer being used such as chlorine with chlorine test strips or quaternary ammonium with quat test strips |  |
| 14 | Water from approved source, hot and cold water available, food grade hoses are used if applicable |  |
| 15 | Single service items stored and dispensed individually wrapped or in dispenser with handles up |  |
| 16 | Adequate approved disposal of sewage, all waste water, grease, and garbage |  |
| 17 | Overhead protection (tent, umbrella, etc.) to cover entire food operation. |  |
| 18 | Lighting shielded if applicable |  |
| 19 | All grills used are lidded |  |
| 20 | Access to cook area, storage area, and serving area are restricted from public or non-employees |  |
| 21 | Wiping cloths are clean and stored in sanitizer. Paper towels and spray bottle of sanitizer may be used in place of wiping cloths |  |
| 22 | All toxins are labeled and stored away from food and single service items |  |
| 23 | Ground cover for entire food processing area available if ground is dusty, muddy. or gravel it must be covered with mats, removable platforms, duckboards, or other suitable approved materials |  |
| 24. | Person-In-Charge (PIC) knowledgeable in food safety is available during all hours of operation. |  |

EXAMPLE OF SET-UP FOR HANDWASH STATION

**AND UTENSIL WASHING STATION**

* Every concession shall have a functional handwash station. All set-ups shall be provided with a water container with a spout that can be opened to obtain a free flowing stream of warm water for handwashing purposes.
* The number of handwash stations to be provided will depend upon the layout of the concession. A handwash station shall be available to workers in all food preparation and handling areas, as well as the utensil washing station area.
* Liquid soap and paper towels shall be supplied at each handwash station.
* An approved sanitizing agent shall be provided, and the concession shall have access to test papers for monitoring concentrations.

(Chlorine: 50-100 ppm; Quaternary ammonium: 200 ppm)

* The operator of the concession shall have a way to create warm water for handwashing and utensil/container washing purposes.
* Covered buckets with handles shall be provided for handwashing and dishwashing areas as a means to collect wastewater. These containers will also be used to transport wastewater to the bulk containers provided by the coordinators of the event.
* All hoses for connection to water spigots shall be constructed of food-grade materials and used for no other purpose.

Water Paper Towels Sanitizing

Jug Agent

Wash Rinse Sanitize

Liquid Wiping

Soap Cloths

Free Flow Disposable Plastic Gloves Test papers

Water Spout

# Covered Wastewater Bucket

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**Washable Floor**

**Cartons stored off ground on pallet or shelf, etc.**