

**TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS
FOR
PORTSMOUTH HEALTH DEPARTMENT**

Please read these requirements carefully and complete/submit the required Application for a Temporary Food Establishment Permit. For additional information, please call (757) 393-8585, ext. 8585.

Permit

1. Persons responsible for the preparation and/or serving of food (for sale, distribution, or as a gift to the public) are required to obtain a Health Department permit for Temporary Establishments.
2. A certified food manager certificate is required for temporary food establishments.
3. Applications for the permit must be received at least **ten (10) days** prior to events.
4. Health Department permits are not transferable to another party.
5. Only food items listed in the application can be served unless changes are approved by the Health Department in advance.

Source

1. **NO HOME PREPARED FOODS.** All food product including beverages, ice, and water must come from a Health Department approved source (i.e. restaurant, grocery or wholesale).
2. All shellfish (oysters, clams, and mussels) must have approved shellfish shipper's tags. These tags must be maintained for ninety (90) days from the date of service. Documentation of service dates should be on tag.

Transportation

1. Food must be transported in a sanitary manner that will ensure that the product will not become contaminated.
2. Those food items that are TCS (time and temperature control for food safety) must be kept refrigerated at or below 41° Fahrenheit or held hot at or above 135° Fahrenheit during transportation.
3. When removing food from temperature control and providing food to location, temperatures must be taken and documented to ensure food is properly handled.

Storage

1. All food products, food equipment, and single service items (plates, cups, and tableware) must be stored six (6) inches off the ground. Plastic bread pallets and empty boxes may be used for this purpose.
2. No food or drink items may be stored in direct contact with undrained ice. Beverage containers (canned or bottled) may be stored in drained ice provided the drainage creates no nuisance and the mouth contact surfaces extend above the ice.
3. Blue ice packets may be used instead of ice as a coolant if there is enough to keep the food below 41° Fahrenheit.
4. Storage of food products or equipment in garbage bags is prohibited. Only clear food grade plastic is acceptable.
5. Electric refrigeration/freezer or refrigerated truck is preferred.
6. Ensure there is sufficient number of cold holding facilities (i.e. coolers, refrigerators) to provide capacity for all TCS foods brought on site.

Preparation

1. Preparation of food items on site is to be kept to a minimum.
2. Disposable gloves must be worn whenever handling ready-to-eat food.
3. Any fruits and vegetables used as part of the menu must be washed before use.
4. Preparation of potentially hazardous foods must be done quickly, so that the product does not remain in the temperature danger zone (41° – 135° Fahrenheit) for too long a period.
5. Precautions must be taken to minimize flies or other sources of contamination during the handling process.

Cooking and Serving

1. A digital or analog metal stem food thermometer must be provided for those vendors who will be selling TCS foods. The thermometer shall be properly sanitized prior to each use and periodically calibrated.
2. Those responsible for cooking potentially hazardous foods must have knowledge of the proper cooking temperatures of their particular products. Note:
 - ◆ Poultry and stuffed products must be cooked to 165° Fahrenheit
 - ◆ Ground beef and other ground meats cooked to 155° Fahrenheit
 - ◆ Seafood and other meat products cooked to 145° Fahrenheit
 - ◆ Reheating for hot holding 165° Fahrenheit within two (2) hours
3. Precautions are to be taken to minimize contamination of food by patrons during the preparation/cooking/display process.
4. Food on display must be wrapped or have sneeze-shield protection or otherwise be adequately protected.
5. Food held in warming units or display units for serving must be held at a temperature of 135° Fahrenheit or greater.
6. Leftovers should be kept to minimum. Proper cooling procedures must be followed or food will be discarded. Food must be cooled within four (4) hours from 135° to 41° Fahrenheit. Ice baths are recommended for passing the food quickly through the danger zone.

Physical Facilities

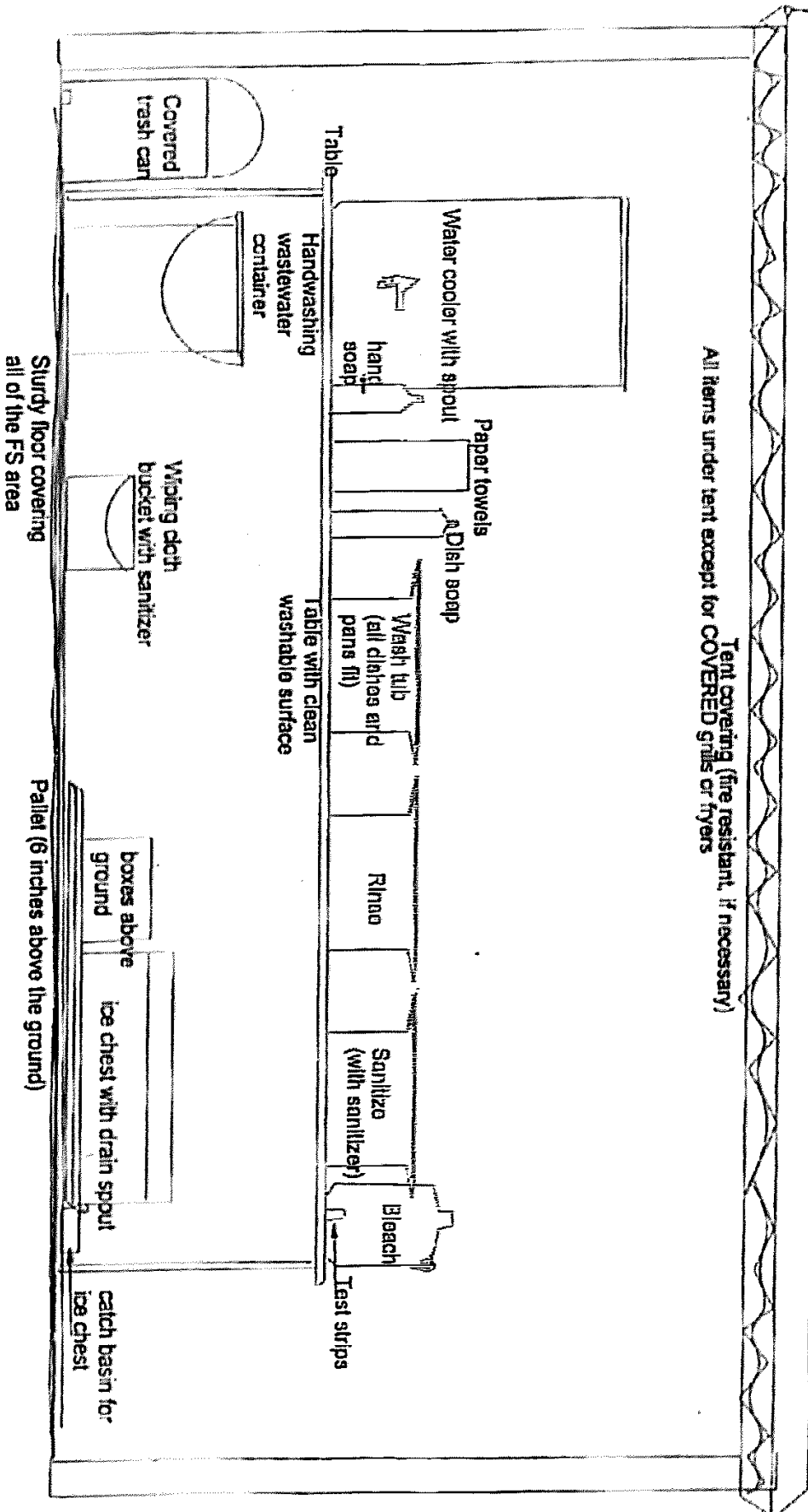
1. Food grade hoses for potable water use are required and must be labeled to indicate that they are EPA or NSF approved, if applicable. Also, backflow prevention devices must be provided.
2. Overhead protection is required for all food and beverage operations (i.e. tent, awning or umbrella). Based on type of operation, the overhead protection may need to be fire retardant.
3. Flooring or hard surface (i.e. concrete, asphalt) is required to minimize dust and to aid in clean-up.
4. Toilet facilities must be provided and conveniently located.
5. A portable three (3) compartment sink set-up is required for washing, rinsing, and sanitizing equipment. A sanitizing chemical (bleach or Quats) must be provided with the appropriate test strips. A bucket of sanitizing solution for wiping clothes is also required. A good guide for measuring bleach is: one (1) teaspoon per gallon (Note: bleach must be regular, unscented bleach).
6. Garbage, trash and refuse must be containerized and properly disposed of during and after the event. Any liquid waste or grease must be disposed of in approved containers. If the event coordinator does not provide containers, then they must be transported away from the site and emptied in approved sewage system.

Personal Hygiene

1. A means of hand washing must be provided. The container used for the water source must have a free flowing spout. A portable hand washing station with soap, water and towels is required for all types of menus.
2. Gloves may be used but for one (1) task only. Handwashing is required before re-gloving.
3. Effective hair restraints shall be worn.
4. There shall be no eating, drinking, or smoking while handling foods. These tasks must be performed outside of food preparation area.

PROPER TEMPORARY FOOD SERVICE SET-UP

All items under tent except for COVERED grills or fryers
Tent covering (fire resistant, if necessary)



Table

Water cooler with spout

Paper towels

Dish soap

Wash tub
(all dishes and
pans fit)

Rinso

Sanitizer
(with sanitizer)

Bleach

Test strips

Handwashing
wastewater
container

Wiping cloth
bucket with sanitizer

Covered
trash can

Table with clean
washable surface

Sturdy floor covering
all of the FS area

Pallet (6 inches above the ground)

boxes above
ground

ice chest with drain spout

catch basin for
ice chest