



www.newtown-ct.gov/health-district

Temporary Food Establishment Guide

To ensure safe and sanitary service of food product to the public, the following guide provides technical assistance in regards to public health code requirements for Temporary Food Service Establishments, (or Temporary Food Establishment).

“A temporary food service establishment serving food or drink shall comply with all provisions of PHC 19-13-B42 which are applicable to its operation. The local director of health may augment such requirements when needed to assure the service of safe food, may prohibit the sale of potentially hazardous food or drink consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or may modify specific requirements for physical facilities when in their opinion no health hazard will result”. Public Health Code Regulations 19-13-B42 (s).

A Temporary Food Service License is required for any person(s), business, or organization offering food to the public at an approved community event. A license is valid for one single food establishment or booth only, at a fixed location. If a vendor is operating more than one booth at an event, a license must be obtained for each booth location. A license is valid for a period of time not to exceed 14 consecutive days.

APPLICATIONS MUST BE SUBMITTED 14 CALENDAR DAYS PRIOR TO THE EVENT.
Applications submitted less than 14 calendar days, may not be accepted.

Types of Temporary Food Establishments and Vendors permitted to operate at a fixed location for the duration of an approved community event include:

- Food Booth – temporary food booth(s) set up indoors or outdoors.
- Kitchen – a commercial kitchen is used for the food preparation. Food is served indoors and a temporary food booth is not necessary for the operation, e.g., church or recreation center kitchens.
- Itinerant Vendor or Mobile Food Establishment – an approved mobile food cart or truck where food is sold from, e.g., hot dog cart, ice cream truck, food truck, etc.

Itinerant Vendor or Mobile Food Establishment: full service, food preparation allowed within the enclosed vehicle. No food preparation is allowed outside the food truck unless permitted by the Health District. A table may be set-up adjacent to the truck to sell beverages and pre-packaged non-potentially hazardous foods (non-TCS foods).

- **Please reference the Itinerant Food Vendor Guide for additional requirements.**

Cottage Food Operations: registered and licensed Cottage Food Operators are allowed to sell their approved products at temporary events with a valid Temporary Food Service License. Approved operators prepare and/or package very specific approved items (mainly non-potentially hazardous foods) in a private residential kitchen.

- **Please reference the List of Acceptable Cottage Foods.**

PERSONNEL

PERSON-IN-CHARGE (PIC): A designated person must be on site during all hours of operations of the temporary food establishment. The PIC is responsible for ensuring compliance with health code requirements.

CERTIFIED FOOD PROTECTION MANAGER (CFPM): *At least one employee* that has supervisory and management responsibility and authority to direct and control food preparation and service shall be a Certified Food Protection Manager (formerly Qualified Food Operator) for those temporary food establishments required by the Health District.

EMPLOYEE HEALTH: Employees with communicable diseases which can be transmitted through food shall be excluded and/or restricted from food activities.

Interventions must be used to prevent the transmission of foodborne illness. These interventions include (a) restricting or excluding ill food employees from working with food; (b) using proper handwashing procedures; and (c) eliminating bare hand contact with foods that are ready-to-eat (RTE).

Ensure that food employees do not work when they are ill. Symptoms that the person in charge (PIC) should be concerned with include: vomiting, diarrhea, jaundice (yellow skin or eyes), sore throat with fever, infected cuts and burns with pus on hands and wrists.

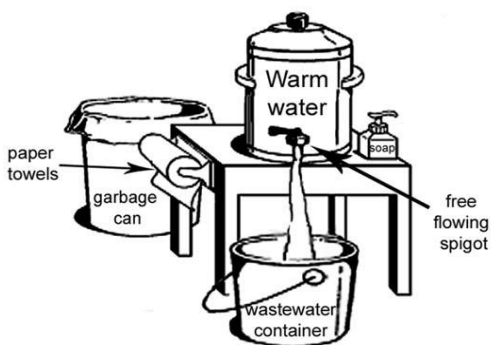
- **Please see attached Food Worker Log Sheet.**



HANDWASHING

Food employees shall wash their hands upon entering the TFE or food preparation and service areas, immediately before engaging in food preparation, after using the toilet room, and as often as necessary to remove soil and contamination and to prevent cross contamination.

HANDWASHING FACILITIES: Handwashing facilities shall be located to allow convenient use by food employees in food preparation, food dispensing and warewashing areas. Handwashing sinks are to only be used for handwashing.



HYGIENE: Food employees/ volunteers shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods.

- Food employees shall have clean outer garments, aprons and effective hair restraints.
- Food employees are not allowed to smoke or eat (including chewing gum) in the food preparation and service areas.
 - ❖ A food employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands; the container; and exposed food, clean equipment, utensils and single-service/single-use articles.
- All non-working, unauthorized persons shall be restricted from food preparation and service areas.



NO BARE HAND CONTACT: Employees preparing food shall not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.

FOOD SOURCE

SOURCE: All food shall be obtained from sources that comply with law. All meat and poultry shall come from USDA or other acceptable government regulated approved sources.

- **Home canned foods are not allowed nor shall there be any home cooked or prepared foods offered at temporary food events.**
 - Ice for use as a food or a cooling medium shall be made from potable water.
 - All Potentially Hazardous Food (Time/Temperature Control for Safety Food) (PHF/TCS) which is pre-cooked and pre-cooled off site for service at the temporary food establishment shall be prepared at an approved, permanent food establishment.
- See the enclosed Menu item sheet.

TRANSPORTATION: Food shall be transported in a manner that protects the food from contamination and a PHF/TCS food item shall be maintained at 135°F or above or 41°F or below.

FOOD PREPARATION

FOOD CONTAMINATION: All cooking and serving areas shall be protected from contamination. Consumers shall be prevented from accessing areas of the TFE where food, food-contact surfaces, and equipment are located.

CROSS CONTAMINATION:

- Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods and separating types of raw animal foods from each other during storage, preparation, holding, and display.
- Equipment and utensils (including knives, cutting boards, and food storage containers) shall be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

HOLDING OF PHF/TCS FOOD: Potentially Hazardous Food (Time/Temperature Control for Safety Food) shall be maintained at 135°F or higher or 41°F or below.

COOKING: Food shall be cooked to the minimum temperatures and times specified below**:

- **165°F instantaneous-** poultry; wild game animals; stuffing containing fish, meat, poultry or; stuffed fish, meat, pasta, or poultry.
- **155°F for 17 seconds-** mechanically tenderized and injected meats; the following if they are comminuted: fish, meat (hamburgers), game animals commercially raised for food; pooled raw eggs; ratites.
- **145°F for 15 seconds-** raw eggs that are broken and prepared in response to a consumer's order and for immediate service; fish.

**TFE operators should consult with the local regulatory authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) or if serving or selling undercooked foods to ensure compliance.

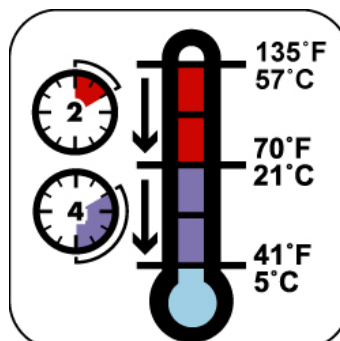
THAWING: PHF/TCS food shall be thawed either under refrigeration that maintains the food temperature at 41°F or less, or as part of a cooking process.

REHEATING FOR HOT HOLDING:

- PHF/TCS food that is cooked and cooled at a permanent food establishment prior to delivery to the temporary food establishment shall be reheated so that all parts of the food reach a temperature of at least **165°F for 15 seconds if hot held.**
- Reheating shall be done rapidly so that the food is between 41°F and 165°F for no more than 2 hours.
- Cooked and refrigerated food that is prepared in response to an individual consumer order may be served at any temperature.

COOLING:

- Cooked PHF/TCS food shall be cooled within 2 hours from 135°F to 70°F and within a total of 6 hours from 135°F to 41°F or less.
- PHF/TCS food prepared from ingredients at ambient temperature shall be cooled within 4 hours to 41°F or less.



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THERMOMETERS: A thermocouple or metal stem thermometer shall be provided to check the internal temperatures of PHF/TCS hot and cold food items. Food temperature measuring only in Fahrenheit shall be accurate to $\pm 2^{\circ}\text{F}$ in the intended use of range. Temperature measuring devices shall be equipped with a small diameter probe if thin foods are served.



COUNTERS/SHELVES: All food contact surfaces shall be non-toxic, smooth, easily cleanable, durable, nonabsorbent, and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable.

FOOD AND UTENSIL STORAGE

DRY STORAGE: All food, equipment, utensils, and single service items shall be stored at least 6 inches off the ground or floor on pallets, tables, or shelving. Food shall be protected from contamination and shall have effective overhead protection.

FOOD DISPLAY: All food and food contact surfaces shall be protected from consumer handling, coughing, sneezing or other contamination.

- Use sneeze guards or other effective barriers for food on display.
- Keep food covered, except for working containers of food.
- Condiments shall be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food employees, patrons, insects, or other sources.
- Knives, forks, and spoons that are not pre-wrapped shall be presented so that only the handles are touched.

IN-USE UTENSILS: Food dispensing utensils shall be stored in the food with their handles above the top of the food and container; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135°F and the utensil and container is cleaned as necessary to preclude accumulation of soil residues.

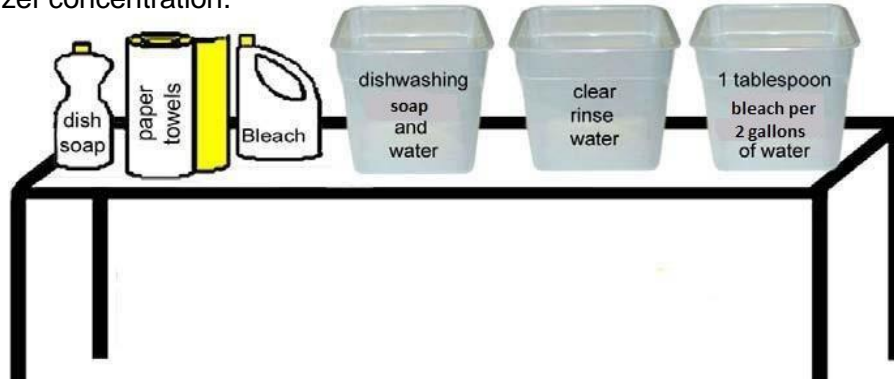
CLEANING AND SANITIZING

Equipment food-contact surfaces and utensils shall be cleaned and sanitized when changing from working with raw foods to working with ready-to-eat foods; between uses with raw fruits and vegetables and with PHF/TCS food; before using or storing a food temperature measuring device; and if used with PHF/TCS food shall be **cleaned throughout the day at least every 4 hours**; and at any time during the operation when contamination may have occurred.

WAREWASHING: A commercial dishwasher or manual warewashing method should be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with food.

SANITIZING: Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers shall be used in accordance with the EPA-registered label use instructions. ***Test strips shall be available to accurately measure and verify the concentration of sanitizing solutions.***

WIPING CLOTHS: Wiping cloths that are in use for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean sanitizing solution at the approved sanitizer concentration.



WATER SUPPLY AND WASTEWATER DISPOSAL

WATER: An adequate supply of potable water shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing.

- Water shall come from an approved public water supply or an approved well water supply. The water supply system and hoses carrying water shall be constructed with approved food contact materials (NO garden hoses).
- The water supply shall be protected with backflow devices to preclude the backflow of contaminants into the potable water supply.
- All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground.
- A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the regulatory authority.

WASTEWATER DISPOSAL: Wastewater shall be disposed in an approved waste water disposal system. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains; but shall be collected and disposed through an approved sewage disposal system.

PREMISES

FLOORS: If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.

WALLS AND CEILINGS: The TFE shall be covered with a canopy or other type of overhead protection, unless the food items offered are commercially prepackaged food items and dispensed in their original containers.

- Walls and ceilings, when required, are to be of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
- Window and door openings shall be protected from insects and rodents by 16 mesh

to 1 inch screen, properly designed air curtain, or other effective means.

LIGHTING: Adequate lighting by natural or artificial means shall be provided. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles.

REFUSE: An adequate number of non-absorbent, easily cleanable refuse containers shall be provided both inside and outside of each TFE site. Refuse containers shall be removed at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents. Dumpsters shall be covered, rodent-proof, and non-absorbent. Grease and waste water shall be disposed of properly and shall not be dumped onto the ground surface, into waterways or into storm drains.

TOILET FACILITIES: An adequate number of approved toilet and handwashing facilities shall be provided for food employees at each event. The toilet facilities, preferably permanently established, should be conveniently located to the food preparation areas (within 500 feet of the food preparation areas) and be supplied with toilet tissue. An adequate number of toilet and handwashing facilities shall be provided for patrons at gatherings lasting longer than 2-3 hours. Toilets may consist of properly designed, operated, and maintained portable toilets.

RECYCLING

In support of local, state and national initiatives to “reduce, reuse, recycle and recover”, NHD strongly recommends the use of recycling bins to prevent unnecessary waste at large events or even small.



CLOTHING STORAGE

Personal clothing and belongings should be stored at a designated place in the TFE away from food preparation, food service and warewashing areas.

TOXIC MATERIALS

Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation shall be provided.

PESTS

The TFE shall be maintained free of insects, rodents, and other pests.



DEFINITIONS

Approved Source – food purchased or obtained from commercial supplies under regulatory control, sources that comply with law.

Community Event – an event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events.

Coordinator – person from the sponsoring organization coordinating the food operation of a community event.

Food Vendor – operator providing food to the public (for free or for a charge).

Potentially Hazardous Food (PHF) or Time Temperature Controlled for Safety (TCS) Food – food that requires time or temperature control to limit pathogenic microorganism growth or toxin formation. In other words: food that, if left out of temperature, can grow organisms that cause food-borne illness (Example: soup, cut fruit, deli sandwiches, cooked burgers, milk, cheese, prepared cold salads).

Ready-to-Eat Foods – food that is in a form that is edible without additional preparation or cooking. If raw or partially cooked food of animal origin (meat/fish), is offered a consumer advisory is provided.

Single-Use Utensils – a food contact implement or container designed and constructed for one time, one person use, after which they are intended for discard.

Temporary Food Establishment (TFE) – a food facility that operates at a fixed location for the duration of an approved community event.

Food Worker Log Sheet

Name of Event: _____

Food Establishment Name: _____

***ILL FOOD WORKERS ARE NOT ALLOWED TO WORK AT EVENT**

Date	Name	Contact Info (phone/email)	Task Assigned	Time In	Time Out

*Operator/Coordinator must maintain this log for 90 days following the event

MENU

All foods served must be from an approved source and prepared in a licensed commercial establishment.

- ❖ NO HOME COOKING OR PREPARATION ALLOWED.
- ❖ NO HOME CANNED FOODS ALLOWED.
- ❖ NO WILD GAME OR FIN FISH FROM NON-COMMERCIAL SOURCES IS ALLOWED.
- ❖ ALL MEATS AND POULTRY MUST BE USDA INSPECTED.
- ❖ ONLY SHELLFISH FROM APPROVED SOURCES MAY BE SERVED. *ALL TAGS MUST BE SAVED FOR 90 DAYS.*
- ❖ ALL RECEIPTS AND BILLS OF SALE MUST BE RETAINED AND MADE AVAILABLE TO THE SANITARIAN UPON REQUEST.
- ❖ AN ADEQUATE SUPPLY OF POTABLE WATER SHALL BE ON SITE AND MUST BE OBTAINED FROM AN APPROVED SOURCE. IF WELL WATER IS BEING USE, YOU MUST SUBMIT THE RESULTS OF THE MOST RECENT WATER TEST. IF A HOSE IS BEING USED IT MUST BE MADE OF A FOOD GRADE MATERIAL AND HAVE APPROPRIATE BACKFLOW PREVENTER. GARDEN HOSES ARE PROHIBITED.

