



## TEMPORARY EVENTS GUIDELINES

### **DEFINITIONS**

**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 approved by the Dubois County Health Department.

**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)** – 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.

**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), the consumer is advised.

**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 Event (TE)** – an approved community event where food is sold or offered to the public.

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

### **COORDINATOR**

The role of the coordinator is to organize the food operation of the event and ensure that all necessary permits and licenses have been obtained from all involved agencies. The coordinator acts as a liaison between the Dubois County Health Department and all vendors participating in the event.

The coordinator application must be submitted to the Dubois County Health Department at least 14 calendar days before the event. All applicable fields of the applications must be completed. Incomplete applications will not be accepted. Vendor applications can be submitted either by the event coordinator or by the vendor. Vendor applications must be submitted 48 hours prior to the beginning of the event. It is **strongly** recommended that the application packet be submitted one month before the event; this provides more time for the coordinator or vendor to resolve any issues that could prevent approval to operate. Permits are not transferrable. All applications will be processed prior to the event and will be billed permit fees (if applicable) whether or not they operate at the event.

**APPLICATIONS SUBMITTED LESS THAN FOURTEEN DAYS PRIOR TO THE EVENT WILL NOT BE ACCEPTED**

## **Coordinator Checklist**

- Submit one Coordinator Application.
- Attach a site map of the event, that includes:
  - Food vendor booths, trailer, truck and cart locations
  - Potable water supply location (if available)
  - Toilets with hand washing facilities (we recommend 1 toilet for every 15 food handlers)
  - Garbage, grease and waste water receptacles for food vendors
  - Location of animals, rides and attractions (if applicable)
- Attach a complete list of food vendors. *All for-profit food establishments must have a valid permit with Dubois County or apply for a Temporary Event Permit.*

## **PERMITS**

Temporary Event Permits are required when food is sold to the public at approved community events. A Temporary Food Permit from the Dubois County Health Department must be secured at least 48 hours prior to the event start date. Food Vendors found operating without a permit will be subject to possible closure and/or penalty.

- [COORDINATOR APPLICATION](#) – required for all Temporary Events with two or more Food Vendors.
- [TEMPORARY FOOD ESTABLISHMENT/VENDOR PERMIT](#) – required for any for-profit person(s), business, or organization offering food to the public at an approved community event. A permit is valid for one single food booth only. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location.

## **PERMIT FEE EXEMPTIONS**

- *Charitable Organization* –submit proof of 501(c)(3) status from the Internal Revenue Service or a letter from a charitable organization clearly stating that 100% of the proceeds are being donated to their organization.

## **TEMPORARY FOOD ESTABLISHMENT**

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

- Food Booth – temporary food booths 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.
- Mobile Food Establishment – an approved mobile food truck, trailer, or cart where food is sold from, e.g., ice cream truck, food truck, hot dog cart , etc.

A vendor application must be submitted through the event coordinator for each Temporary Event.

## **Mobile Food Establishment (MFE)**

If already permitted in Dubois County, the MFE may operate at Temporary Events throughout the county without any additional health permits. If permitted outside of Dubois County, MFE operator

must submit a temporary event permit application for each event at which they will operate. For safety purposes, operators of MFEs that are not permitted in Dubois County are required to secure a Temporary Food Establishment Permit prior to operating. The MFE may be inspected prior to the event date or on the day of the event.

All MFE vendors must be listed on the event vendor list submitted by the event coordinator as part of the application packet. MFEs are restricted to the limitations of the MFE type, as follows:

**Push Cart/Ice Cream Cart** – Prepackaged non-potentially hazardous food only. No food preparation.

**Hot Dog Cart** – Limited Food Preparation, no complex food preparation.

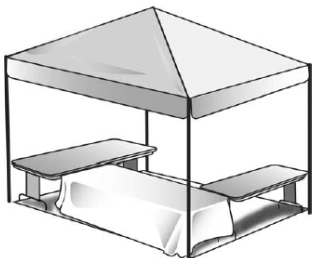
**Food Truck** – Full service, food preparation allowed within the enclosed vehicle. No food preparation is allowed outside the food truck (except for an outdoor air barbeque). A table may be set-up adjacent to the truck to sell beverages and pre-packaged non-potentially hazardous foods.

Minimum requirements listed must be maintained throughout the event, (depending on the MFE type):

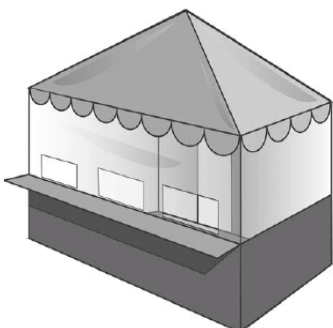
- Water for ware washing (120° F or higher)
- Water for hand washing (100°F or higher)
- Facilities for ware washing and hand washing
- Functional mechanical refrigeration
- Report to approved commissary on a daily basis
- Operator must be knowledgeable in food safety. In permitted MFEs where food is prepared, at least one person must hold a valid food manager certificate.

## **CONSTRUCTION OF OUTDOOR FOOD BOOTHS**

A sign with the facility name (at least 3-inches tall), city, state, zip code, and the name of the operator (at least 1-inch tall) shall be legible and clearly visible to patrons, in a contrasting color to the background.



Over-head protection is necessary to prevent contamination of the food. All food is prepackaged, sampling is permitted. No food preparation is allowed.



Full enclosure is required when food is prepared on-site. Cooking equipment may be used outside, directly adjacent to the booth if required by the local building or fire department (provide written proof). All food must be plated and further prepared inside the booth.

Allowable booth materials:

- Sides – canvas, plastic, or fine mesh screening (16 mesh/square inch)
- Floors – concrete, asphalt, tight wood or other similar cleanable material. Grass and dirt floor must be covered with a cleanable surface.

## **DEMONSTRATION OF KNOWLEDGE**

In Temporary Food Establishments where food is prepared, a person-in-charge must always be present. The person-in-charge must be knowledgeable in food safety and train all food handlers as it applies to their specific duties. Acceptable proof:

- Food Manager Certificate

## **FOOD FROM AN APPROVED SOURCE**

Any food prepared prior to the event must be done in an approved commercial kitchen or commissary which is noted on the vendor application. If there is no approved commissary, all food must be purchased the day of and prepared at the event. Daily receipts must be maintained as proof for the inspector.

Foods that are canned, stored, or processed at a non-approved commissary or a residential kitchen are **NOT** allowed at a Temporary Event (unless from a registered or permitted Cottage Food Operation).

## **Home Based Vendors (HBV)**

HBV are allowed to sell their approved products at Temporary Event only when they are issued a Temporary Event Permit. Approved operators prepare and/or package very specific [approved items](#) (mainly non-potentially hazardous foods) in a private residential kitchen.

## **FOOD PROTECTION**

All customer self-service food items and utensils must be stored in such a way to prevent contamination, examples of acceptable equipment include:

- Sneeze-guards
- Hinged covers over food
- Protected dispensers
- Single-serve packets

## **FOOD STORAGE**

All food and food equipment must be stored at least 6 inches off the ground. Raw meats and prepared/ready-to-eat food should be separated and stored in approved storage containers with tight fitting lids to help prevent cross-contamination.

## **LIVE ANIMALS**

Live animals are not allowed inside the food booths. Pets/animals must be kept at least 20 feet away from the food booths. Service animals (dogs) are exempted if the contamination of food, clean equipment, utensils, or single-use utensils cannot result.

## **WATER SUPPLY AND WASTE DISPOSAL**

The Coordinator and Vendors must make arrangements to provide supplies such as electricity, water, and waste disposal.

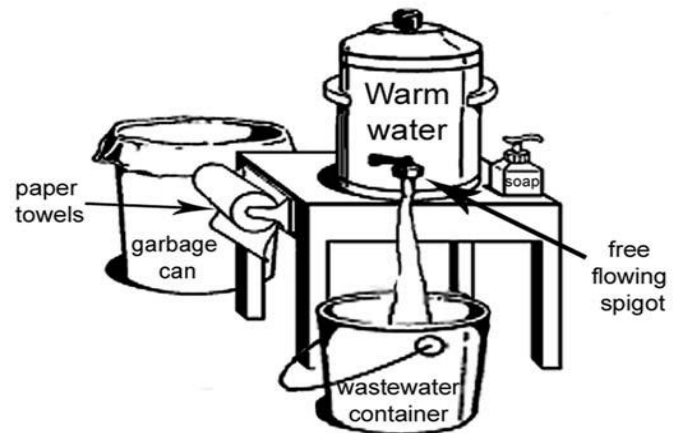
All liquid waste must be disposed of in a plumbed sewer drain or by means approved by the Dubois County Health Department and the local waste water utility department. No waste water may be discharged into the ground or storm drains.

The coordinator must provide sufficient garbage containers for each booth and for the public eating areas. The containers must be kept clean and emptied at the end of each day.

### **ALTERNATE HAND WASH SET-UP**

A hand wash station must be located in booths where food is prepared or samples are distributed. The station must consist of:

- Warm water in an insulated 5 gallon container with a free-flowing water spigot (100°-108°F)
- Liquid hand soap
- Single-use paper towels
- Waste water container
- Garbage can
- Placement in an accessible location

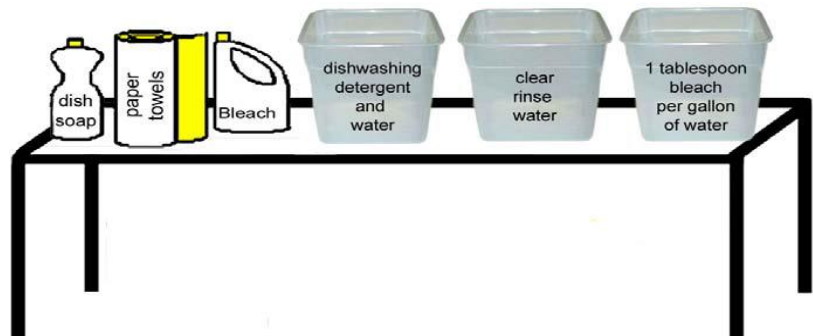


### **ALTERNATE WARE WASH SET-UP**

Required for all food operations lasting more than 4 hours and where no back-up utensils are available.

A three container set-up is required, consisting of:

1. Dishwashing detergent and water
2. Clean rinse water
3. Sanitizer rinse



### ***Required Sanitizer Concentrations for Ware Washing and Wiping Cloth Storage Buckets***

Chlorine Bleach: 100 ppm, 1 tablespoon of bleach per one gallon of water.

Quaternary Ammonia: 200 ppm

(For other types of chlorine sanitizer and quaternary ammonia, follow manufacturer's mixing instructions. Provide test strips to verify sanitizer concentration.)

### ***Single-Use Utensils***

Food vendors shall provide only single-use utensils for use by consumers. Washing of multi-service plates, beverage cups, cutlery, etc. that are used by consumers is not allowed.




*Exception – Beer and wine booths may pour into and refill glassware if employees are properly trained to handle glassware from the base or stem only. If the booth operators and employees are unable to follow safe refilling procedures on the day of the event, the inspector may require that all refills are distributed in single-use cups for the remainder of the event.*

- Remove clean glasses from the box so that the rim of the glass is not touched (turn the box upside-down).
- When refilling glasses, do not touch the rim of the glass with the wine bottle, the beer dispensing equipment or hands.
- Wash hands frequently.

## **SAFE FOOD HANDLING REQUIREMENTS**

### ***Cooking Temperatures***

Use an accurate probe thermometer to check the internal cooking temperature of foods. Minimum cooking temperatures:

	<p>165°F for 15 seconds – Poultry; comminuted poultry; stuffed meat, fish, and poultry.</p>
	<p>155°F for 15 seconds – Ground beef, other comminuted meat, and eggs.</p>
	<p>145°F for 15 seconds – Fish; single pieces of meat including beef, veal, lamb, pork and game animals.</p>

*Food that is less than thoroughly cooked may be sold only if specifically requested by a consumer or if the food facility operator clearly notifies the consumer verbally or in writing at the time of ordering that the food is raw or less than thoroughly cooked.*

### ***Hot and Cold Holding Temperatures***

A Potentially Hazardous Food (PHF) is a food that requires a time or temperature control to limit pathogenic micro-organism growth or toxin formation. In other words, foods that if left out of temperature, can grow organisms that cause food-borne illness.

Hot Holding: 135° F or higher

- Equipment – steam table, chafing dishes with “sterno” or other heating element.

Cold Holding: 41° F or below

- Equipment – refrigerators or by fully submerging food in ice.

*Hot food held at or above 135° F, or cold food held between 41° F must be discarded at the end of the day.*

### **Thawing**

Food must be thawed in the refrigerator, under cold running water, in the microwave or during the cooking process. Never thaw food at room temperature.

### **Reheating**

Food that is cooked, cooled and reheated for hot-holding shall be reheated to 165° F for at least 15 seconds. Commercially processed or hermetically sealed food shall be reheated to at least 135° for hot holding. Reheating must be done rapidly.

### **Cooling**

Cool food rapidly from 135° F to 70° F within 2 hours, then place in the refrigerator and continue to cool from 70° F to 41° F within 4 hours (total = 6 hours) Stir food frequently, do not cover until completely cooled. Use approved methods to facilitate the cooling process, examples:



Ice Wand



Ice Bath



Shallow or Smaller containers

### **Limiting Bare Hand Contact with Ready-to-Eat Foods**

Employees must limit bare hand contact with ready-to-eat foods (e.g., salad ingredients, sandwiches, burritos, chips, etc.) by using a barrier such as:



•Single use gloves



•Tongs



•Spoon/Fork

## **EMPLOYEE HEALTH AND HYGIENE**

Employees experiencing acute gastrointestinal illness or infected with a communicable disease that is transmissible through food shall be excluded or restricted from the food operation to prevent the spread of food-borne illness.

Employees experiencing persistent sneezing, coughing, or runny nose that cannot be controlled by medication shall not work with exposed food, clean equipment, or unwrapped single-use utensils.

### **Hand Washing**

Employees must wash hands in the restroom and once again in the food booth, prior to handling food or clean equipment. Employees must wash hands before touching any food or clean equipment, between tasks, and after any chance of contamination.

*Proper hand washing procedure: Wash hands with warm water and liquid hand soap for at least 20 seconds. Pay particular attention to the areas underneath the fingernails and between the fingers. Rinse with clean running water and dry with single-use paper towels.*



### **ADDITIONAL TRAINING AND RESOURCES**

If you would like additional training or resources on the information provided, please contact the Dubois County Health Department at (812) 481-7055.

***Please note:*** *as laws and regulations change, the information provided in this document will be updated without notice. Contact Dubois County Health Department for the most current information.*