



Bureau, Putnam & Marshall County
Health Departments

TEMPORARY FOOD SERVICE EVENT GUIDELINES

15 STEPS TO SERVING SAFE FOOD

*** PLEASE BE ADVISED THAT ALL FOOD MUST BE PREPARED AT THE EVENT. FOOD MAY NOT BE PREPARED AT HOME. ALL INGREDIENTS MUST COME FROM AN APPROVED SOURCE.**

1. OBTAIN THE PROPER PERMIT.

A Temporary event is a special occurrence or celebration that is community wide, such as a fair, carnival, festival, public exhibition, or similar occasion that lasts no more than 14 consecutive days and operates from a fixed location. A temporary event does not include ongoing commercial activities, such as a sale at a retail store, food facility event, or regularly scheduled events such as flea markets or farmer’s markets.

Steps to Obtaining a Temporary Food Permit:

1 & 2-Day Events (Notification Only) NO FEE:

1. Submit notification form to Health Dept. We are here to help!
2. Follow guidelines, consult with Health Dept. if necessary.
3. Receive & display permit in a location that can be easily viewed by the public.

3-14-Day Events (Notification & Inspection):

1. Submit notification at least 1 week prior to event.
2. Pay fees in cash, check or money order (if applicable).
3. Satisfactorily pass food safety inspection.
4. Receive & display permit in a location that can be easily viewed by the public.

*Note: Permits are not transferable from one person to another or to any other location.

Permit Fees

1-2 Day, Same Location.....	FREE
3-14 Consecutive Days, Same Location.....	\$55
Not-For-Profit Organizations	FREE



WHAT ARE OTHER KINDS OF FOOD SERVICE?

There are several different types of food service events and licensing other than Temporary Food Service Events. These types of food service have different requirements. Please contact the Health Department for questions on any of the following:

- ✓ **Annual Food Safety License:**
This is for brick-and-mortar buildings such as restaurants, bars, gas stations, etc.
- ✓ **Farmer’s Market:** A common facility or area where the primary purpose is for farmers to gather to sell fresh fruits and vegetables and other locally produced farm and cottage food products directly to consumers. If any sampling is done, additional requirements apply.
- ✓ **Cottage Food Operation:**
Certain foods can be sold at locations other than licensed retail food stores that were prepared in a home kitchen if requirements are met. These items include Non-Time/Temperature Control for Safety (TCS) Baked Goods, Jams & Jellies.
- ✓ **Home Kitchen Operation (Cupcake Law):** This law only applies in a local jurisdiction that has an ordinance adopting the law.



Keep flying insects away by covering trash and using fans, effective fitting screens or air curtains.



WHAT ARE TCS FOODS?

TCS foods are any foods that require time / temperature control. These include:

1. Foods that contain milk, milk products, eggs, meat, poultry, fish or are in a form capable of supporting growth of micro-organisms.
2. Raw seed sprouts, cut tomatoes, cut leafy greens, cut melons and garlic-oil.

PROPERLY THAW FOODS:



In

mechanical refrigerator



Under potable running water

2. DESIGN YOUR BOOTH WITH FOOD SAFETY IN MIND

- ✓ Place all garbage into a COVERED garbage can.
- ✓ Ensure all openings to the outside are protected from flying insects by effective fitting screens, air curtains or fans.
- ✓ Keep doors closed whenever possible.
- ✓ Design flooring from an approved surface; no dirt floors .
- ✓ Locate your food stand at least 100 feet from where animals are housed or from portable restroom facilities.
- ✓ Limit the number of people in the food preparation area.
- ✓ Animals are not allowed in food stands.

3. CHOOSE A FOOD-SAFE MENU

Keep your menu simple and keep TCS foods to a minimum or take extra precautions for food safety.

- ✓ Only serve food obtained from an approved, licensed source (grocery store).
- ✓ Food must be clean, wholesome and free from adulteration or misbranding.
- ✓ All foods should be prepared onsite or in a licensed kitchen and be transported in sanitary conditions.
- ✓ Keep raw foods and cooked foods separate.

4. PROPERLY STORE AND HANDLE ICE

Ice can become contaminated with bacteria and viruses and cause a foodborne illness just like food can.

- ✓ Use a scoop to dispense ice, never your hands.
- ✓ Only use ice from an approved water source.
- ✓ Never use ice used to cool cans & bottles in cups for beverages.

5. PROPERLY THAW FOODS

To prevent bacteria growth, thaw foods:

- ✓ In a mechanical refrigeration unit.
- ✓ Under potable running water <70 degrees F.
- ✓ In a microwave as part of the cooking process.
- ✓ As part of the cooking process

6. COOK TO THE PROPER TEMPERATURE

Cooking equipment must be capable of rapidly heating TCS foods to proper temperatures.

- ✓ Use a metal stem-type thermometer to check on food temperatures.
- ✓ Steam tables, roasters, crockpots, chafing dishes, etc. are not allowed for cooking foods; they can only be used to hold hot foods if they can maintain food at 135 degrees F or higher.
- ✓ All TCS foods must be cooked to the required internal temperature. (see the chart on right).

7. HOLD FOODS AT THE PROPER TEMPERATURE

To prevent bacterial growth, and keep food safe, it must be held at proper temperatures.

- ✓ All time/temperature control for safety (TCS) foods must be held at an internal temperature of **41 degrees F or colder OR at 135 degrees F or hotter.**
- ✓ **Mechanical refrigeration units** are required for holding foods that must be kept cold.
- ✓ Approval to use coolers to hold cold or frozen foods must be obtained from the health department.

8. TRANSPORT FOOD CAREFULLY

If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls.

- ✓ Used refrigerated trucks or insulated containers to keep cold foods cold (below 41 degrees F) and hot foods hot (above 135 degrees F).
- ✓ Neglecting to consider food safety when transporting food can make foods unsafe.

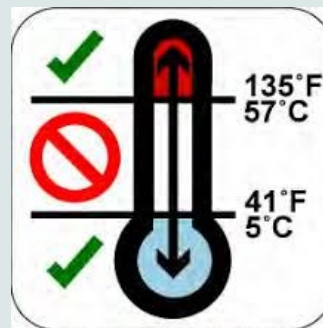
Cooling and reheating of food is NOT allowed at temporary events.
Left-overs must be discarded at the end of the day.

CHECK FOOD TEMPERATURES OFTEN



TEMPERATURES TO REMEMBER:

- ⇒ Hold cold TCS foods <41° F
 - ⇒ Hold hot foods at >135° F
 - ⇒ Cook poultry, stuffed meats
Ground beef/pork/fish to 155° F
 - ⇒ Cook cuts Beef/Pork to 145° F
 - ⇒ Cook fish, eggs to 145° F
- *All cooking temperatures must be met for a minimum of 15 seconds.

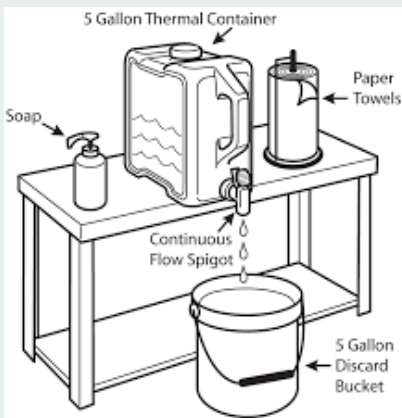
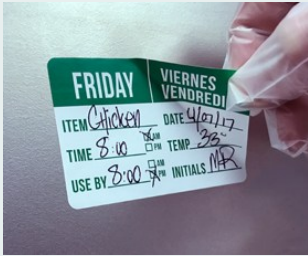


Temperature Danger Zone
(bacteria rapidly grow at this temperature) **41° F-135° F**

COOLING FOODS

REHEATING FOODS

Label all foods not in original containers



Wash your hands frequently:

- ✓ Before starting work
- ✓ Before preparing food
- ✓ After handling raw meat
- ✓ After eating, smoking, coughing, sneezing or using a tissue
- ✓ After handling garbage
- ✓ After using the restroom
- ✓ After touching your face or body

9. STORE & PREPARE FOOD SAFELY

Food and food items must be protected during preparation, storage and display.

- ✓ Cover food and store it elevated at least 6“ above the ground / floor.
- ✓ Wash fruits and vegetables with potable water before being used.
- ✓ All surfaces must be smooth, non-absorbent and easily cleanable.
- ✓ Label food not in its original container .

10. HANDLE FOOD SAFELY

Avoid bare hand contact with ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins, or other tools to handle food. Be sure to wash hands thoroughly to avoid contaminating the outside of the gloves. Gloves used to handle food are for single use only and should never be washed and reused. Gloves should be changed:

- ✓ As soon as they become soiled or torn
- ✓ Before beginning a different task
- ✓ After handling raw meat
- ✓ Before handling cooked or ready-to-eat food

11. PROVIDE PROPER HANDWASHING

If warm water under pressure is not available, a temporary handwashing station that is conveniently accessible to all food handlers is required to be provided and used.

Water used for handwashing must be potable and from an approved source.

The handwashing station must be set up prior to any food preparation and include:

- ✓ A container with a spigot that allows hands-free flowing water (no push button).
- ✓ A wastewater bucket placed underneath to catch wastewater
- ✓ Pump-type soap dispenser
- ✓ Single use/disposable paper towels.
- ✓ A covered garbage can easily be reached for paper towel waste.

Frequent and thorough hand washing is the first line of defense in preventing foodborne illness. Gloves are no substitute for hand washing!

12. BE A SAFE FOOD HANDLER

Only healthy workers should prepare and serve food.

- ✓ Any workers who show symptoms of a disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who have open sores or infected cuts on the hands or arms should not be allowed in the food booth.
- ✓ Keep fingernails short and clean
- ✓ Workers must wear effective hair restraints, such as a hat, hairnet or visor, and remove jewelry before preparing or serving food.
- ✓ Workers must not smoke or eat in the booth.
- ✓ Keep beverages stored in a way as to not contaminate food and food-contact surfaces
- ✓ Workers must wear clean outer garments.

13. CAREFULLY CLEAN & SANITIZE ALL EQUIPMENT

Cleaning is simply removing debris from a surface. Sanitizing is actually reducing the number of disease-causing microorganisms on a surface. Food-contact surfaces need to be kept clean and sanitary to prevent contamination and foodborne illness.

Here are some things to remember for a Temporary Food Service Event:

- ✓ If there are no permanent sinks at the Temporary Food Service Event, a WASH, RINSE, & SANITIZE setup must be provided and used. There must be enough space for dishes to completely air dry, TOWEL-DRYING IS PROHIBITED.
- ✓ Equipment & utensils shall be sanitized whenever they become potentially contaminated and at least every 4 hours.
- ✓ Dish soap, an approved sanitizer, and test strips for that sanitizer must be provided and used. Dishes shall be submerged in the sanitizer bucket for 30-60 seconds.
- ✓ Test strips to check sanitizer concentration are required.

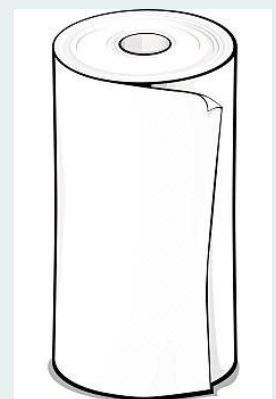
Bleach Sanitizer: 50-100ppm Quaternary Sanitizer: Follow directions on label.

A WASH, RINSE & SANITIZE setup must be provided onsite for temporary events (cover basins when not in use)



Wiping buckets & cloth towels are NOT ALLOWED at temporary events.

- ✓ A labeled spray bottle of sanitizing solution (bleach solution 100-200 ppm) & disposable towels must be used for cleaning food contact surfaces.
- ✓ Use proper test strips to make sure sanitizer concentrations are correct



14. ONLY USE SAFE WATER

Only use clean, potable (drinkable) water at a Temporary Food Service Event for drinking, cooking handwashing, cleaning and sanitizing. Water must come from an approved source, such as:

- ⇒ Public Water
- ⇒ Commercially Bottled Water
- ⇒ Well water that has been approved by the health department and has a satisfactory water test from an approved laboratory.

TO PROTECT WATER SUPPLIES:

- ✓ Provide a back flow / back siphonage prevention device constructed in accordance with the Illinois State Plumbing Code to protect the water supply.
- ✓ Only use FDA approved food-grade water hoses for potable water that will be used for cooking, preparing food or drinking.

15. PROPERLY DISPOSE OF WASTEWATER

Dispose of all wastewater properly into the public sewer system or approved location sites.

- ✓ Mobile units **MUST** provide a tank for holding wastewater
- ✓ **DISCHARGING WASTEWATER TO THE GROUND SURFACE IS PROHIBITED!**



WE ARE HERE TO HELP

Our Environmental Health Staff are always willing to help! Call for a consultation or if you have a question about food safety or setting up your food stand.

ONLY USE WATER FROM AN APPROVED SOURCE!

Example of back siphonage



prevention device

Before using **well water** at a temporary event notify the

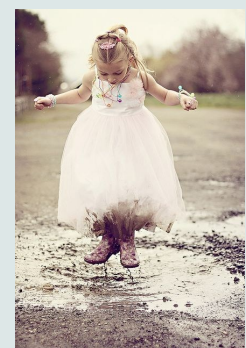


health department. The well water must be tested and have a satisfactory water test prior to the event.

Don't drain water onto the ground! Use a wastewater



holding tank



CHECKLIST FOR OPENING A TEMPORARY FOOD STAND

At least 1 week before event:

- Notify health department of event
- Application and Fee (if applicable)
- Consult with health department on flooring, water supply, stand location and cooler use, if needed
- Tape for hanging food permit in food stand

Design:

- Covered garbage can and liners
- Screens or fans

Food-Safe Menu:

- Food from licensed source (grocery store)

Proper Storage & Use of Ice

- Cleaned & sanitized cooler
- Ice scoop & ice from approved source

Cooking:

- Metal stem thermometer for checking food temperatures
- Alcohol wipes for cleaning thermometer
- Stove, grill or cooking unit able to heat foods to 145 degrees F—155 degrees F
- Roasters, crockpots ONLY for holding foods at 135 degrees F or higher, NOT for cooking foods.

Holding Cold Foods:

- Mechanical cooler for holding cold foods (ice coolers are only allowed to hold foods with approval);
- Accurate thermometer in each unit

Transporting Foods:

- Insulated bag, covers, to transport food safely

Storing & Preparing Food:

- Storage at least 6 inches off the floor/ground

- Containers and labels for storing food
- Smooth, easily cleanable surfaces for counters, chopping boards, etc.
- Single service articles to be used by customers

Handling Food Safely:

- Approved food-grade gloves

Handwashing:

- Handwashing sink or temporary handwashing setup:
 1. Container for warm water, with free-flowing valve
 2. Bucket to catch wastewater
 3. Paper towels
 4. Hand soap in a dispenser

Safe Food Handler

- Clean outer garments
- Short, clean fingernails
- Hat, hairnet or visor to restrain hair

Cleaning & Sanitizing Equipment:

- A 3-bay sink or tubs with lids to wash, rinse and sanitize dishes/utensils/equipment
- Dish soap
- Approved Sanitizer such as chlorine bleach
- Clear spray bottle labeled with approved sanitizer
- Test strips to measure sanitizer concentration (Chlorine bleach should be 50-100 ppm)

Safe Water:

- Water from a approved source
- FDA food grade hoses & back siphonage device

Wastewater

- Wastewater holding tank, if applicable

Bureau County Health Dept.

526 Bureau Valley Pkwy
Princeton, IL 61356
Phone: 815-872-5091
Fax: 815-872-5092

Putnam County Health Dept.

220 E. High St., Suite 102
Hennepin, IL 61327
Phone: 815-925-7326
Fax: 815-925-7001

Marshall County Health Dept.

319 6th St.
Lacon, IL 61540
Phone: 309-246-8074
Fax: 309-246-37874



Staff Use: Paid _____ Date _____

Received By: _____

Permit# Issued _____

TEMPORARY FOOD STAND EVENT NOTIFICATION

Event Name, Date & Hours : _____

Location of Event: _____

Name of food stand/organization: _____

Contact Person: _____ Phone # _____ E-mail _____

Mailing Address: _____

Type of Food and beverages typically served:

1-2 Day Event _____ 3-14 Day Event _____ Electrical site? Yes _____ No _____ Public water on site? Yes _____ No _____

Steps to Obtaining a Temporary Food Permit:

***Note:** We want your event to be successful and help you provide a safe event for the public. Our staff is available for consultation or assistance in one of our three offices or on-site. Please call us!

1-2 Day Events

(Notification Only) NO FEE:

1. Submit notification form to Health Dept.
2. Follow guidelines, consult with Dept. if necessary.
3. Receive and display permit in location easily viewed by the public.

(Notification & Inspection):

1. Submit notification at least 1 week prior to event.
2. Pay fees in cash, check or money order (if applicable).
3. Satisfactorily pass food safety inspection.
4. Receive and display permit in location easily viewed by the public.

3-14 Day Events

Permit Fees

1-2 DAY, SAME LOCATION.....FREE

3-14 CONSECUTIVE DAYS, SAME LOCATION.....\$55

FUNDRAISERS, CHURCHES & NON-PROFITS.....FREE

Bureau CHD, 526 Bureau Valley Pkwy, Princeton, IL 61356, 815-872-5091

Putnam CHD, 220 E. High St., Hennepin, IL 61327, 815-925-7326

Marshall CHD, 319 6th St., Lacon, IL 61540, 309-246-8074