

TEMPORARY
Food or Beverage
Booth Guide

Dane County Environmental Health
1202 Northport Drive
Madison, WI 53704
(608) 242-6515

This set of guidelines is created to help you protect yourselves and your customers against food borne illness. Food stands, bake sales, bazaars and other food sales provide opportunities for organizations to raise money, but the food you prepare and offer for sale must be safe for the consumer. Sponsoring organizations are responsible for the safety of the food products they offer to the public. Recently, reports of food borne illness associated with temporary food events have made the headlines. Foods contaminated with microorganisms are the cause of food borne illness. Because contaminated food usually does not taste bad, smell bad or look bad, food stands must be properly equipped and operated to ensure food safety.

Who needs a permit?

By definition, a temporary food establishment operates at a fixed location for a period of no more than 14 days in conjunction with a single event or celebration such as a fair, carnival, circus, public exhibition, anniversary or occasional sales promotion. Licensing requirements apply whether the food is sold or given away if potentially hazardous and/or processed on site. **The booth will need to obtain a permit and pay relevant fees for each event (unless licensed as mobile food facility by Dane County Health or the State DATCP):**

- If operated by a for-profit establishment
- If operated for more than 3 but less than 12 days by a non-profit organization, and members of the public are invited or welcome (no permit needed for first 3 days)

Whether or not a permit is required, a pre-operational inspection is conducted to verify all requirements and protections are implemented to assure food safety. If the booth does not meet requirements, the booth could be shut down until necessary corrections are made. Staff at the booth must demonstrate knowledge of food borne disease prevention as it relates to the booth's specific food processes and general food code requirements.

The permit fee depends on number of days of operation, type of food/beverage served, and type of organization in charge of the booth. An application for a temporary event permit must be completed to determine applicable fees and requirements. A copy of this application (with fees outlined) is included with this guide, and should be submitted 30 days in advance of the event to allow for proper review of food operations and facility requirements.

Temporary Booth Top Ten Issues:

- Source of food, ice and water supply
- Hand washing
- Employee Health and Hygiene
- Temperature Control—Keep it Hot, Keep it Cold
- Keep it Clean (dishwashing, sanitizing)
- Food Preparation
- Food & Ice Protection and Storage
- Equipment & Utensil Protection and Storage
- Pest Control & Chemical Storage
- Location, layout and construction (materials)

Food source

- **Foods prepared or stored at home are not allowed.**
- **All foods, beverages, and ice must be from an approved source, such as a grocery store or bakery.**
- **All items must be prepared and stored in an approved facility.** Operators may be asked to provide documentation as to where food is purchased or prepared.
- **Leftovers are not to be served. Hot held foods must be discarded at the end of the day.**
- Avoid preparing food too far ahead of serving to eliminate the potential of contamination or temperature abuse.
- Menu may be restricted due to availability of water under pressure and available equipment.
- Fruits and vegetables must be washed with potable, safe water.
- On-site food preparation is limited to grilling, cooking, reheating commercially pre-made foods, and assembling products from prepared ingredients.

- Extensive food preparation, such as cutting, slicing, grinding, making soups, salads or similar items from scratch must be done at a licensed facility with water under pressure.

Water Source

- Water must be obtained from an approved public water supply system

- Hoses used to obtain water for the booth must be of food grade quality
- NSF, FDA, USDA approved
- Hose stored 6” off ground
- Provide backflow prevention
- **NO GARDEN HOSES ALLOWED!**
- If public water supply is not available, private well must be tested for safe bacteria and nitrate levels.
- Water under pressure for food preparation, cleaning, sanitizing, hand washing, etc.
- If water under pressure is not available:
 - Use only single-service utensils (disposable silverware, plates, bowls, cups, etc)
 - Menu limited to foods which do not require multi-use utensils (brats, frozen hamburgers, pre-packaged foods, beverages)
 - Water containers must be smooth, easily cleanable, have tight fitting covers, and be used for potable water storage only

HANDWASHING

NUMBER ONE DEFENSE AGAINST FOOD BORNE ILLNESS!

- **With water under pressure, use single compartment hand wash sink with hot & cold running water with liquid soap, paper towels and hand wash sign.**
- **If running water is not available,**
- **Provide and maintain:**
 - **Warm water in 5-gallon insulated container or coffee urn with turn spout**
 - **Liquid soap**
 - **Paper towels**
 - **5-gallon catch bucket**
 - **Covered garbage can**
 - **Hand wash sign**
 - **Catch bucket**

Garbage

Hands must be washed:

- **Before starting work**
- **Before touching food or equipment**
- **After handling raw meat, poultry, fish, eggs, etc.**
- **After using the restroom**
- **After smoking**
- **After drinking or eating**
- **After handling money**
- **Anytime hands become soiled**

- **Healthy Hand washing**

Use liquid soap and warm running water

Rub hands together for 20 seconds

(try singing ABCs to yourself)

Wash backs of hands, forearms, wrists, between fingers and under fingernails

Rinse well under running water

Dry hands with clean paper towel

(Turn off faucet with paper towel)

Staff Health & Hygiene

- Any person with symptoms or infected with a communicable disease (cold, flu, fever, E.coli, hepatitis A, salmonella, shigella, etc, and/or vomiting, diarrhea, jaundice) or with open sores or infected cuts on the hands are not allowed in the booth
- Food handlers must wear clean clothes—no long sleeves
- Food handlers must wear hair restraints, caps, scarves, bandana, etc.
- No excessive or dangling jewelry (smooth wedding band only)
- Short fingernails

**Hand sanitizers and disposable gloves are not substitutes for hand washing.
You need soap & water to scrub away germs!**

Avoid the Danger Zone: 135°F ↔ 41°F

Menu may be limited to available cook, reheat, hot and cold holding capabilities

COOK

135°F hot holding

135°F Fruits & vegetables (rice, potatoes)

145°F Fish, seafood, steaks

155°F Ground beef, pork, ribs

165°F Poultry

165°F REHEAT

- Meat, poultry, eggs, etc. must be thoroughly cooked to be safe—
No undercooked foods allowed!
- Don't "cook by the clock"—Use a **thermometer** in thickest portion.
- Approved for cooking & reheating
- Grills, ovens, stove, microwave
- Do not attempt to heat foods in crock pots, steam tables, hot holding equipment, or over sterno

Approved for hot holding

Nescos, pizza ovens, steam table, grill, oven, heated cabinets, hot boxes, or NSF approved for hot hold

- **NO STERNOS!**
- Roasters must have removable inserts
- Reheating must be done rapidly—aim for 30 minutes or less (2 hour maximum)
- **NO LEFTOVERS!** Hot held foods must be tossed at the end of the day.
- **PROVIDE THERMOMETER FOR COOK, HOT AND COLD TEMPERATURES.**
 - All refrigerators & freezers must have an accurate visible thermometer inside.

TEMPERATURES & EQUIPMENT

KEEP IT COLD!
KEEP IT HOT!

Any potentially hazardous food found at improper temperatures will not be served.

CHILL

41°F COLD holding

0°F FREEZER

- Approved for cold holding
- **Mechanical refrigeration, freezers, refrigerated/freezer trucks!**
- If approved in advance by inspector, ice may be used for short periods of cold holding for condiments.
 - Ice must completely surround sides (even with food level) and bottom of container
 - Ice must not come into direct contact with food
 - Ice container must be insulated and be self-draining.
 - Ice used for cold holding must not be used as drink ice
 - Ice must not be used for permanent cold holding of potentially hazardous foods during the event.

- **Thawing**
- Mechanical refrigeration
- Under cold potable running water
- Microwave (if cooked immediately)
- Part of continuous cooking
- **NO THAWING AT ROOM TEMPERATURE!**

For transport, keep food in well-covered food grade containers, keep cold foods cold, and keep hot foods hot. Use refrigerated trucks and insulated containers. Before use, vehicle must be thoroughly cleaned if used to carry pets, trash, chemicals, fertilizers, pesticides, etc. Food and animals must not be transported at the same time. Once at site, place immediately in functioning mechanical hot or cold holding units

Bleach

Keep it Clean!

- Must provide dishwashing and sanitizing facilities.
 - With hot & cold running water, three-compartment sink with drain boards is required (sized to immerse half of the largest utensil to be cleaned).
 - Must protect water supply from cross connections and provide approved water line (plumbing or food grade hose).
 - When utensils used are limited (tongs, spatulas, etc.) three tubs of adequate size may be used.

Proper Dish wash Setup

WASH—Hot water & soap

RINSE—Clear water

SANITIZE—100 ppm bleach + cool water (2 minutes)

Air Dry—no towel drying allowed

- **Do not mix soap and bleach**
- Soap binds or inactivates bleach
- *Use cool water for bleach mix*—hot water makes bleach evaporate faster
- Utensils to be washed after each use or at least every 2 hours.
- **Provide test strips to check sanitizer strength.**
- If enough utensils are provided and properly stored, dishwashing may not be necessary on-site (need pre-approval or to verify dishwashing to be done in licensed kitchen).

SANITIZING SOLUTION

(Required whenever booth is open)

- 100 ppm Bleach (*1 capful bleach to 1 gallon of cool water*)
- In bucket or spray bottle (*labeled*)
- Check sanitizer strength with test strip—Change solution often.
- Well-sanitized surfaces prevent cross contamination and discourage flies!

Use for wiping cloth storage and to clean all surfaces often.

o

Food Preparation

- **Prevent Cross-Contamination —follow hand washing and hygiene guidelines**
 - o **Clean Hands, wear & Change Gloves, hair restraints, clean clothing, no smoking etc.**

No Bare Hand Contact with Ready to Eat Foods!

Use gloves, tissues, tongs, dispensers, etc.

- o **Follow Temperature Guidelines**
- o **Keep it hot, keep it cold**
- o **Use Thermometer**
- o **Wash, rinse & Sanitize between uses**
- o **Follow cleaning guidelines**
- o **Keep it clean & sanitized**
- o Do not use the same utensils or dishes for raw foods and cooked foods or foods that will not be cooked before serving
- o Store raw foods (meats, eggs, etc.) below or separated from foods that will not be cooked before serving.
- o Use separate cutting boards for meats, poultry, raw fruits & vegetables.
- o Rinse/scrub exterior surfaces of raw fruits and vegetables.
- o Do not re-use marinade (on cooked meats/poultry) without boiling first!

- o **Raw—Cooked—Ready to eat**
- o **STOP! WASH Hands & Utensils**

Protection and Storage **FOOD** Prerequisites:

Clean Hands, Equipment and Utensils

Proper temperature control

- Store food products at least 6 inches off the ground or floor surface
- Cover, provide individual packages, provide sneeze guards, dispensers, display cases or containers with self-closing lids for self-service foods (customers serve themselves)
- Cover all foods during storage
- Use containers designed for food storage (smooth, nonabsorbent, easily cleanable)
- **No re-using chemical containers**
- **No Styrofoam**
- **No plastic garbage bags**
- Label all food containers (if not original container)
- Date mark any refrigerated items kept in refrigerator more than 24 hours (once opened or prepared)
- Use within 7 days
- Discard if not properly date marked.

ICE

- Stored 6 inches off floor of freezer or in self-draining commercial equipment with backflow prevention (air gap)
- Food may not be stored in direct contact with undrained ice.
- Ice used to cool displayed or self-service foods may not be used as drink ice.
- Keep ice containers covered when not in use. Use food grade containers—**no styrofoam**.
- Use scoop and store handle out of ice, in cleanable container or on clean surface.

All food, ice, equipment and utensils must be protected from potential contamination due to handling, customers, dust, insects, etc.

Equipment

Prerequisites: commercial grade

- Smooth
- Nonabsorbent
- Clean & easily cleanable
- In good repair
- Approved material
- Approved cooking devices
- Propane stove or grill
- BBQ grills, if allowed with pre-approval, must have adequate cover for cooking, hot holding or for use in rain or adverse weather conditions.
- *If intended for cooking or holding temperature, must meet temperature requirements.*

Utensils

- **Required for food and ice handling**
- **Must be properly cleaned and stored between uses.**
 - May include use of properly functioning dipper well for ice cream stands
 - Store & use utensil to prevent contamination from hands, dirt, etc.
- **USE Single service items** (plastic silverware, paper plates, cups, etc) **for serving customers**
 - Keep at least 6 inches off ground
 - Keep covered
 - Dispense all the same way, with food end or lip protected and away from customer
 - Recommend pre-wrapped silverware, straws, etc)
- **No Re-Use of Single Service Items!**

Pest Control

(Including garbage & waste removal)

Flies and insects are carriers of food borne diseases.

- **Keep food covered**
- **Keep food off ground**
Screening required if menu involves:
- **Extensive preparation (mixing, cutting, etc)**
- **Two or more perishable foods on a plate**
- **No bug spray allowed in food preparation or storage areas**
- **Use waste receptacles for garbage, recyclables, etc. with plastic liners.**
- **Tight fitting lids on nonabsorbent containers (durable, washable)**
- **Emptied often during event and at end of the day**
- **Dispose of waste water in a sewer, public toilet, or other location approved by local official**
- **Do not dump onto ground or into streets or storm drains**

Bleach

Chemical control

- **Toxic materials must be stored in separate area away from food, equipment, utensils and single-service items (to prevent contamination)**
- **Containers must be labeled and used according to manufacturer's label.**

Location, Layout & CONSTRUCTION

- **Must be at least 100 feet from animal barns or other sources of odors or flies.**
- **Toilet facilities must be available within 400 feet (with properly equipped hand washing facilities available)**
- **Roof and sidewalls must be made from approved materials (tented canopy) to protect from splash, dust and inclement weather.**
- **Floors shall be maintained in sanitary condition to prevent splash and dust (dirt, gravel and sawdust are unacceptable)**
 - **Can cover with tar paper, rubber mats, wood racks, etc)**
- **Fly screening or side canvas flaps may be required in food preparation, storage, and dishwashing areas depending on food preparation and menu (gray area)**
- **Cooking and grilling areas must be at the back and separated from public access (fence/rope) to prevent burns or grease**
- **Provide adequate, shatterproof lighting**
- **Counters, shelves and food contact surfaces must be smooth, nonabsorbent and easily cleanable. All other surfaces must be easily cleanable.**
- **Provide shelves, bread racks or milk crates to keep everything off the ground.**

Grill
Hot Hold
Unit(s)
Cash
Condiments
Cold Hold Unit(s)
Hand-wash
Dishwasher & Sanitizer
Dry Storage

Event Checklist

1st step: Contact Dane County Health at (608) 242-6515

- Safe water source (with food-grade piping or hoses with backflow prevention)

Keep it Clean! Keep it Covered! Keep it off the ground!

- Safe food source (from store or licensed kitchen—no home baked goods!)
- Provide and properly use hand washing facilities with warm water, liquid soap, paper towels, sign, and wastewater receptacle (drain, catch bucket,)
- No ill employees or staff with open or infected sores in booth
- No unauthorized personnel in booth (if not working, not allowed in booth)
- No smoking, eating or drinking while working
- Food preparation personnel must wear clean clothes and hair covering
- Adequate and approved cooking, thawing, hot and cold holding equipment (mechanical—commercial grade) at booth and for transportation
- Determine electrical needs for holding, cooking, lighting, etc,
- Provide food and holding equipment thermometers for checking temperatures (sanitize between uses)
- Keep hot foods hot (135 F+) and cold foods cold (41 F or below) and cooked properly
- Provide approved dishwashing (licensed kitchen, 3-bay sink or 3 labeled bins—WASH (Soap), RINSE, SANITIZE (Bleach)
- Provide sanitize solution in labeled bucket or spray bottle (100 ppm bleach) for sanitizing surfaces and wiping cloth storage
- Provide sanitizer test strips

KEEP IT HOT!

• Food-grade equipment and utensils properly cleaned between uses and in good condition
Wash Hands Often! Use gloves, tissues, tongs, scoops etc.!

- Use separate equipment and utensils for raw and ready to eat foods
- Don't forget to wash your hands after touching raw foods and handling money before resuming food preparation
- No bare hand contact with ready to eat foods—use gloves, tissues, tongs, etc.
- Food, ice, equipment, and utensils must be covered, at least six inches above ground and properly stored at all times (labeled or date marked as needed)
- Provide sufficient number of clean and properly stored utensils
- Do not store food or containers in drink ice—use scoop for drink ice
- Self-service items must be sneeze guarded, in dispensers, prepackaged, or in self-closing containers and under temperature control
- Provide properly stored, dispensed and handled single-service items for customers
- Screening required for extensive food preparation or if two or more potentially hazardous foods on a plate
- Keep chemicals away from food, equipment and utensils
- Provide proper wastewater, grease and waste disposal
- Provide lined, nonabsorbent garbage containers with lids and empty often
- Overhead protection and side canopy
- No animals within 100 feet. Bathrooms must be within 400 feet.
- Grill, cooking, and grease splash areas roped or fenced off from public (back of booth)
- Provide floor covering if needed to prevent dust or splash

KEEP IT COLD!

- Shatterproof lighting over food (shielding with end caps, cover or shatterproof bulbs)