



# Town of Manchester

41 Center Street · P.O. Box 191  
Manchester, CT 06045-0191  
[www.manchesterct.gov](http://www.manchesterct.gov)

Dear Prospective Temporary Food Service Operator,

Thank you for your interest in obtaining a Temporary Food Service License in Manchester, CT. Please review the information provided in the [Temporary Food Service Information Packet](#) before completing the application. Enclosed please find the following documents:

1. Application for Temporary Food License.
2. Event Questionnaire Form
3. Temporary Food Service Information Packet
4. Pre-Event Self-Inspection Checklist
5. Qualified Food Operator Training information/Designated Alternate Form

Not all information pertains to every class of Temporary Food Service Establishment. Please contact the Manchester Health Department with any questions you may have at (860) 647-3173.

Sincerely,

Town of Manchester Health Department







# TOWN OF MANCHESTER HEALTH DEPARTMENT

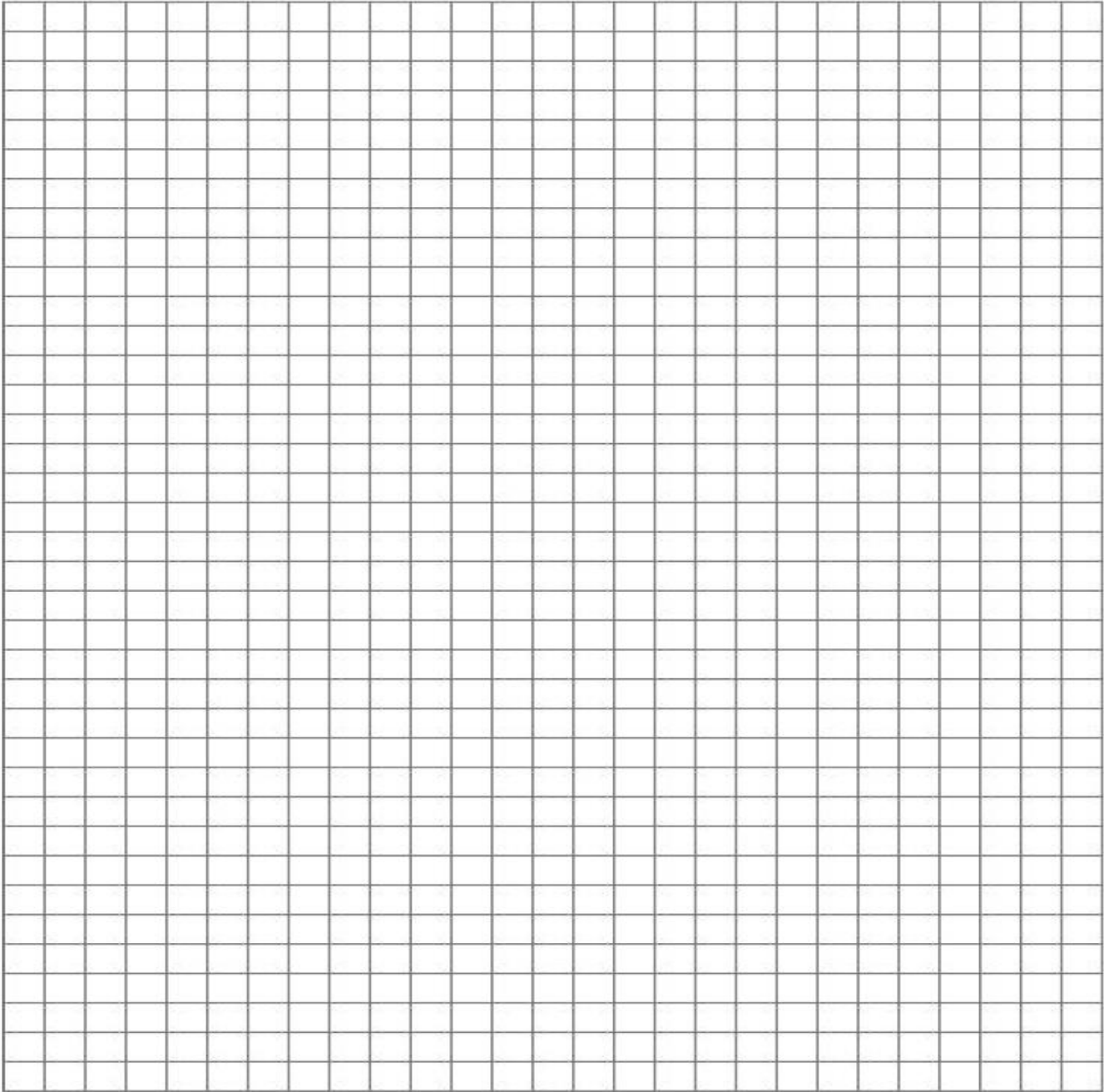
479 Main Street, P.O. Box 191, Manchester, CT 06045-0191  
Phone Number: **(860) 647-3173**, Fax Number: **(860) 647-3188**

## TEMPORARY FOOD SERVICE LICENSE APPLICATION

**\*\*\*Must be submitted 2 weeks prior to event\*\*\***

EVENT INFORMATION							
Event Name:							
Event Date(s):			Event Time:				
Event Location:							
PERSON IN CHARGE INFORMATION							
Last Name:		First:		M.I.:	Date:		
Street Address:				Apartment/Unit #:			
City:		State:		Zip:			
Phone & Cell Phone:		E-mail Address:					
BUSINESS OR ORGANIZATION YOU ARE REPRESENTING (IF ANY)							
Business or Organization Name:							
Street Address:				Apartment/Unit #:			
City:		State:		Zip:			
Phone:		E-mail Address:					
QUALIFIED FOOD OPERATOR							
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NON-PROFIT							
Name:							
Certificate#:				Date:			
ADDITIONAL INFORMATION							
Water Supply:		YES	NO	Wastewater Disposal		YES	NO
Electrical:		YES	NO	If other, please explain:			
MENU							
<b>** (PLEASE <u>LIST ALL MENU ITEMS</u> IN AS MUCH DETAIL AS POSSIBLE) **</b>							
<b>***PLEASE DRAW A DETAILED DIAGRAM OF YOUR PROPOSED FOOD BOOTH ON THE GRAPH PICTURE ON THE BACK OF THIS APPLICATION***</b>							

AGREEMENT AND SIGNATURE	
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that any false statements or other misrepresentations made on this application may result in immediate shutdown or revocation of my Temporary Food Service License with the Town of Manchester. <b>Please submit this complete registration form with a check, if applicable, payable to: <i>Town of Manchester</i>.</b> A Temporary Food Service License will only be issued after the Health Inspector has completed his inspection.	
Applicant Name (Please Print):	
Applicant Signature:	Date:



**OFFICE USE ONLY**

Inspector Name:  
(Please Print):

Inspector  
Signature:

Date:

Food Class: **1**  **2**  **3**  **4**

Fee: **\$50.00**

Fee Paid  Not Applicable  Non-Profit

Temporary Food License#:

Expiration Date:

Check#:

Date Received:

Cash:

Receipt#:



# **Event Questionnaire Form**

(Please complete all questions and return to the Health Department with your application)

**1. What is the source of the food to be served/dispensed? (Please include name and address of the source)**

Foods must be from an approved source. Meat and dairy products must come from a government-inspected source. If it is necessary to bring in foods that are prepared at a licensed facility other than the temporary site, you must indicate the name and address of the licensed facility, how the food is protected during transport, and how it is kept hot or cold as needed.

**2. How will the food items be kept cold/frozen?**

Ice must be from an approved, potable source. Frozen foods cannot be thawed at room temperature. Proper thawing can be done in a refrigerator, under cool, running water, or as part of the cooking process. A sanitized, NSF approved food-grade thermometer must be available to maintain Potentially Hazardous Foods at 41° F, or less.

**3. How will the food items be cooked, and/or held hot?**

A sanitized, NSF approved Food-Grade thermometer must be available to ensure proper cooking and hot holding temperatures.

**4. Please describe the type of hand washing facility, that will be utilized by all event staff and volunteers.**

**5. How will the food be protected?**

Food must be protected during storage, preparation, display, service and transportation. Cooking-to-order will lessen the potential for bacterial growth, which can occur prior to service.

**6. How will all utensils and food contact surfaces be washed, rinsed, and sanitized?**

It is recommended that extra sets of sanitized utensils be provided and put into service as needed.

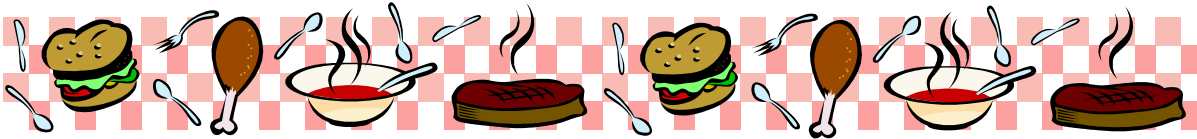
**7. Where will excess food (potentially hazardous and non-potentially hazardous foods), dry goods, and single service items be stored?**

**8. Where will warewash detergents and sanitizers be stored?**

**9. How will condiments and single service items (cups, plates, disposable utensils, etc.) be dispensed?**

## 10. What method of garbage disposal will be used?

Garbage should be insect and vermin proof, and emptied regularly to prevent sanitary issues.



### Additional Information

- Contact the local **Fire Marshal and Building Inspector** to ensure compliance with the Fire Code and Building Code.
- Wastewater must be disposed of in a sanitary sewer or other approved sewage disposal system.
- Equipment and tables must be clean, smooth, washable, durable, non-absorbent and in good repair.
- Dust must be controlled (i.e. dry fields) by watering down.
- The food service set-up; including equipment, utensils, work tables, etc., must be clean and sanitized.
- All workers at the food booth must sign a log sheet indicating the date, their name, address and telephone number and the hours that they worked.** Please retain the log sheet after the event.
- If gloves are used, they must be a food grade quality glove and must be used for only one task (such as working with ready-to-eat foods or with raw animal food and used for no other purpose). You must wash your hands after removing the gloves and prior to putting on a new pair of gloves. Gloves must be discarded when damaged or soiled, or when interruptions to use occur.
- Food employees may not wear nail polish or artificial nails unless wearing intact gloves in good repair.





# **Temporary Food Service Information**

## **APPROVED SOURCE**

Food shall be from sources approved and considered satisfactory by the local director of health based on a determination of conformity with principle, practices, and generally recognized standards that protect public health, and in compliance with applicable state and local laws and regulations. Food from such sources shall be clean, wholesome, free from spoilage, free from adulteration and misbranding and safe for human consumption. Food shall be protected during transit and shall be transported at required temperatures.

Home-prepared or home-canned foods may not be sold or used for food preparation, unless it is a food product exempted from regulatory inspection such as jams, jellies, preserves, and maple syrup. These exempted items may be sold directly to consumers at farmers' markets, per Connecticut General Statutes (CGS) Section 21a-24b, "...if made from products grown on the farm and labeled in 10-point type, "not prepared in a government inspected kitchen"....

All potentially hazardous food which is pre-cooked and cooled for service at the temporary food service event must be prepared at a permanently established, approved food service facility

Ice shall be made from a potable water supply. Ice previously used for cooling cannot subsequently be used for consumption.

All fluid milk and milk products used in a foodservice operation must be pasteurized. Retail raw milk, properly labeled to include the required advisory statement "Raw milk is not pasteurized. Pasteurization destroys organisms that may be harmful to human health", approved by the Connecticut Department of Agriculture, may be sold directly to consumers in retail stores and at farmers' markets, in accordance with applicable regulations. Raw milk and products made from raw milk (except for properly licensed, aged raw-milk cheeses) cannot be served at a temporary event, used as an ingredient in foods, or provided as samples to the public during the temporary event.

The standards, facilities, production, labeling to identify raw milk as an ingredient, and sale of retail raw milk cheese shall comply with applicable State and Federal regulations. Retail raw milk cheese shall be aged a minimum of 60 days in accordance with applicable law. Raw milk cheeses that have not been aged for the 60-day minimum are not considered to be from an approved source.

Based on CGS section 22-6r, farm products (as defined in the statute) may be approved for sale to both consumers and food service establishments at farmers' markets if in conformance with the applicable regulations of Connecticut state agencies. The food service establishment shall request and obtain an invoice from the farmer or person selling such farm products. The farmer or person selling the approved farm products shall provide to the food service establishment an invoice that indicates the source and date of purchase of the farm products at the time of sale.

Molluscan shellfish must be from a source approved by the state shellfish authority, be properly tagged and labeled, and be received in equipment that maintains an ambient temperature of 45oF or less. Temporary foodservice establishments serving shellfish or using shellfish in food preparation must keep tags for 90 days.

All meat and poultry products shall be properly packaged and labeled and must originate from USDA approved sources.

Shell eggs shall come from a commercial, regulated source, be clean, graded, and received and stored at 45oF or less. Shell eggs from producers with 3000 or fewer hens may be sold directly to consumers at farmers' markets without USDA inspection, provided they are maintained at 45oF or less and are in compliance with Department of Agriculture (DOAG) and Department of Consumer Protection (DCP) regulations including proper labeling. Eggs not graded and inspected by a regulatory agency having jurisdiction over eggs would not be considered an approved source for food service establishments.

Wild game or other exotic species not processed under the control of an official regulatory program are not considered to be from an approved source.

Honey must originate from a source acceptable to the Connecticut DCP.

Finfish must be commercially and legally caught or harvested.

Pasteurized egg products may be required by the director of health for egg dishes that will not be thoroughly cooked to 145oF or higher for 15 seconds.

\*Public Health Code Regulations 19-13-B42 (a)(7), (g), (m)(1), (n), (q)(1);

\*C.G.S. Sections 21a-24b, 22-6r

## **WATER SOURCE:** adequate, safe

An adequate supply of potable water must be available for cooking and drinking purposes, for cleaning and sanitizing equipment, utensils, food-contact surfaces, and for handwashing, if handwashing sinks are required.

Potable water must originate from an approved public water supply or an approved well water supply.

The water supply must be connected so as to preclude the backflow of any contaminants into the potable water supply.

If a permanent potable water supply cannot be provided, the local director of health may approve an alternate temporary potable water supply, or require that approved commercially bottled drinking water be used.

The water supply system and hoses distributing the water from the faucet to the temporary foodservice establishment must be constructed with approved food-safe materials.

\*Public Health Code 19-13-B39; 19-13-B42 (g), (i)

## **TEMPERATURE CONTROL**

All potentially hazardous foods (PHFs) shall be maintained >140oF for hot foods and <45oF for cold foods during transportation, storage, preparation, display, and service. Properly cooked whole beef and pork roasts may be held at 130oF or higher.

PHFs that are not cooked to the required cooking time and temperature must meet the consumer advisory requirement with both a disclosure and reminder. Pork and poultry must always be cooked to the required cooking temperatures/time.

Adequate facilities shall be provided to maintain hot and cold foods at required temperatures.

Back-up power sources and equipment in case of equipment or power failures should be considered.

An accurate and suitable thermometer shall be visible in all refrigeration equipment and shall be located in the warmest part of each unit.

PHFs shall be defrosted only under continuously running potable water at 70oF or less, in a refrigeration unit, as part of the cooking process, or by another method acceptable to the Director of Health

All cooking devices used for a temporary event must be able to provide a consistent, controllable non-toxic heat source and maintain PHFs at required temperatures. Commercial charcoal and untreated wood as fuel sources are not recommended, but may be approved by the Director of Health.

A properly designed food temperature-measuring device, appropriate for the foods being prepared, shall be available at each booth preparing or selling PHFs. The thermometer shall have a minimum range of 0oF to 220oF and be accurate +/- 2oF.

Thermometers and thermocouples used for taking internal temperatures of foods must be cleaned and sanitized before and after use. Sterile alcohol wipes may be used.

All PHF shall be cooled from 140oF to 70oF within 2 hours and from 70oF to 45oF or less within an additional 4 hours.

PHF that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach at least 165oF for 15 seconds within 2 hours.

Un sliced remaining portions of roast beef, reheated for hot holding, shall be reheated to 145oF for 3 minutes within 2 hours. Whole roasts, corned beef, and pork roasts shall be cooked to heat all parts of the food to 140oF for 12 minutes or 145oF for 3 minutes.

Ready-to-eat foods taken from a commercially processed, hermetically sealed container shall be heated to 140oF or greater for hot holding.

Shell eggs, fish, meat and pork (other than whole roasts) shall be thoroughly cooked to heat all parts of the meat to at least 145oF for 15 seconds.

All poultry and poultry products, including ground or comminuted poultry, stuffed fish, stuffed meats, stuffed pasta, or stuffing containing potentially hazardous ingredients shall be thoroughly cooked to heat all parts of the meat to at least 165oF for 15 seconds.

Ground or comminuted meat and fish products shall be thoroughly cooked to heat all parts of the meat to at least 158oF.

\*Public Health Code 19-13-B42 (a)(10), (m)(1), (m)(2), (m)(3), (m)(4)

## **PERSONAL HYGIENE**

Employees and other food workers with communicable diseases that can be transmitted through food shall be excluded from all food handling activities. Employees and other food workers with boils, infected wounds, or acute respiratory infections shall not work in any areas of the foodservice facility in which there is a likelihood of disease transmission to patrons or fellow employees, either through direct contact or through the contamination of food or food-contact surfaces.

Food workers shall be instructed by the person in charge to report any symptoms of vomiting, diarrhea, or other illness transmissible through food and to remain away from food handling until cleared by the local Director of Health.

The person in charge of the temporary foodservice establishment must notify the local health department immediately if any of the food workers are, or have been ill with vomiting and/or diarrhea or other illness transmissible through food.

Cuts on hands or other exposed areas must be covered with a sanitary, watertight covering and a single-use glove.

Smoking and eating while preparing, handling, or serving food is prohibited in the food booth.

Food workers must have an effective hair restraint such as a hair net, hat, etc. All hair must be effectively contained. Outer clothing of food workers must be reasonably clean.

Food worker's fingernails must be clean and neatly trimmed.

\*Public Health Code 19-13-B42 (p)(1), ®

## **HANDWASHING FACILITIES**

Hand washing stations (Appendix A) shall be located in all food booths where there is direct handling, dispensing, warewashing, and/or preparation of food. Potable, running, warm water, soap, paper towels, a waste bucket for water, and a trash receptacle must be included.

Hand washing stations are not required if the only foods offered to the public are commercially pre-packaged food, dispensed in their original containers

(i.e. candy bars)

Hand washing facilities must be convenient and accessible for use by employees and food workers in all food preparation, food dispensing, and warewashing areas and within or immediately adjacent to toilet rooms.

Food workers shall wash their hands thoroughly with warm water and soap for at least 20 seconds.

Instant hand sanitizer shall not be used in place of proper hand washing in booths where food preparation or other activities requiring handwashing are occurring.

Employees shall wash their hands thoroughly in an approved handwashing facility before starting work.

Food employees shall clean their hands and exposed portions of their arms as often as may be required to remove soil and contamination, including but not limited to:

- after touching bare human body parts
- after using the toilet room
- after caring for assistance animals
- after coughing, sneezing, using a handkerchief or disposable tissue
- after using tobacco, eating, or drinking
- after handling soiled equipment or utensils
- when changing gloves
- after handling money
- immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles
- during food preparation as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks
- when switching between working with raw foods and ready-to-eat foods
- after engaging in other activities that contaminate the hands.

\*Public Health Code 19-13-B42 (f),(h),(p)(1)

### **FOOD CONTACT**

Food workers shall minimize bare hand contact with foods that are not in the RTE state

Food workers shall not handle RTE foods with bare hands

Food workers shall use a handled scoop, deli paper, single-use food gloves, or other suitable implements to avoid direct contact with foods

\*Public Health Code 19-13-B42 (o)(1)

### **RECORD KEEPING**

Although record keeping is not required by the CT Public Health Code, it is highly recommended that local health departments require employee logs due to the possibility of multiple and sometimes inexperienced food handlers working in the food booths.

All food booth workers and food handlers must sign in on a log sheet upon entering the booth for the first time. Workers must provide their full name, address, telephone number, date and length of time worked in the food booth, job description, as well as written verification that they are not experiencing any gastrointestinal symptoms or other illnesses that could result in contamination of food or food-contact surfaces. This must be completed for every shift that is worked.

The designated site coordinator must be on-site and accessible during all hours of operation of the temporary food event.

A designated person in charge of the food booth must be indicated on the log sheet. This must be done for each shift.

\*Public Health Code 19-13-B42 (r),(s)(4)

### **GENERAL FOOD PROTECTION**

Foods requiring extensive preparation and excessive handling shall be discouraged.

All food shall be protected from customer handling, coughing, sneezing, or other contamination by wrapping, the use of sneeze guards, or other effective barriers. Open or uncovered containers of food shall not be allowed except when those containers are being used for active food preparation activities by foodservice personnel.

Condiments must be dispensed in single-service type packaging, pump-type dispensers, or in protected squeeze bottles, shakers, or similar devices to prevent contamination of the food items by food handlers, patrons, insects, and other sources of contamination.

The local director of health may augment the PHC to require that all PHFs, which have been cooked and/or held hot at the event and not served during the event, shall be discarded daily or at the end of the event, whichever comes first.

Unauthorized persons are restricted from the food preparation, dispensing and warewashing areas.

Patrons must be prevented from accessing areas of the food booths where food, food contact surfaces, food storage, and equipment are located. Separation may be made by using sneeze-guards, shields, tables, or other effective barriers to create a separating distance between the food, contact surfaces, and the public.

Food and single-service containers coming into contact with food must be stored off the ground and protected from elements that may lead to contamination of the food.

All bottles and cans of drink that are stored in ice for cooling must be stored so that the lip of the bottle/can does not become immersed in melting ice. Ice must be able to drain out of the storage container as it melts, but not directly onto the ground.

Lighting used in a booth over exposed food and equipment must be adequately shielded or otherwise protected.

Any potentially hazardous or unwrapped food product that leaves the booth cannot be returned to the food booth and re-served to another individual.

Any raw fruits and vegetables used in food preparation in the booth must be thoroughly washed in clean, potable, running water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, or served. Uncut raw fruit and produce does not need to be washed prior to sale.

No live birds or other animals shall be allowed in any area of the food booth including preparation, storage, public dining, and warewashing areas. Guide dogs or other assistance dogs accompanying blind, deaf, or mobility impaired persons and dogs accompanying persons training such dogs, as defined pursuant to the Connecticut General Statutes Sections 46a-42 and 46a-44, may be permitted in dining areas.

\*Public Health Code 19-13-B42 (k), (o)(1), (o)(2), (q)(1)

### **TOILET FACILITIES**

Food service workers must be provided with adequate toilet facilities with accompanying properly equipped hand washing facilities, preferably permanently established, which are conveniently located to the food preparation areas (within 500 feet of the food preparation areas).

Portable, non-permanent toilets (i.e. port-a-potties) must be pumped out as frequently as necessary to assure their sanitary operation and condition.

Toilet facilities must be continuously monitored to assure sanitary conditions during their operation.

\*Public Health Code 19-13-B42 (f); 19-13-B103f, 19-13-B106

### **DISPOSAL OF SEWAGE, WASTEWATER, GARBAGE, AND GREASE**

Sewage and other wastewater must be disposed of in an approved manner and at an approved frequency.

Wastewater must not be dumped onto the ground surface, into waterways, or into storm drains but shall be collected and dumped into a sink or a toilet directly connected to a sanitary sewer or septic system.

Each food booth must have an adequate number of non-absorbent, easily cleanable garbage containers equipped with fly-tight covers. Cardboard boxes are not appropriate for use as garbage containers.

Adequate facilities must be made available for the disposal for garbage wastes both inside and outside of each food booth.

Dumpsters must be covered, rodent-proof, and non-absorbent.

Grease must be disposed of properly. Grease shall not be dumped onto the ground surface or into dumpsters containing trash for a landfill.

\*Public Health Code 19-13-B42 (f), (l), (m)(2)

### **CLEANING AND SANITIZING**

Dishwashing facilities approved by the local Director of Health shall be provided for all booths using multi-use utensils or other multi-use food equipment to contact food. A commercial dish machine or a 3-compartment sink shall be utilized to properly wash, rinse, and sanitize equipment and surfaces, which come into contact with food.

The local director of health may approve the use of a centrally located utensil washing area for use by multiple vendors.

A dishwashing station consisting of 3 clean, properly constructed compartments, potable hot water supply, and an adequate waste disposal system may be used in the temporary foodservice establishment (Appendix A).

All multi-use eating and drinking utensils shall be washed, rinsed, and sanitized after each use.

All kitchenware and food-contact surfaces of equipment that have been used in the preparation or serving of food or drink and all multi-use food storage utensils must be washed, rinsed, and sanitized between use on raw and RTE foods, after exposure to sources of contamination, and at least every 4 hours during the event.

When manual dishwashing is performed, and chemicals are used for sanitization, the cleaned equipment shall be sanitized by immersion in an approved food-contact surface sanitizing solution equal to 50-100 ppm of available chlorine at >750F, for 1 minute, by immersion for 1 minute in a solution at least 12.5 ppm of available iodine having a pH not higher than 5.0 at a temperature >750F, or any other approved food-contact surface chemical-sanitizing agent that provides the same bactericidal effect, is non-toxic under use conditions, has a field test for verification, and is found to be acceptable to the local Director of Health.

A test kit for determining the concentration of chemical sanitizer shall be located within each food booth, if such sanitizers are present within the booth.

Sinks used for the preparation of food shall be washed, rinsed, and sanitized before and after using the sink for food preparation.

After cleaning and sanitizing, all utensils, equipment, and food contact surfaces must be allowed to air-dry before being stored or used again.

Moist wiping cloths shall be stored in a container with clean, approved, food-contact surface sanitizing solution equivalent to 50-100 ppm available chlorine, or another equivalent and approved chemical-sanitizing agent deemed acceptable to the local Director of Health.

\*Public Health Code 19-13-B42 (j)(2), (j)(3), (j)(4), (k)

## **STORAGE**

Utensils, single-service items, and other equipment shall be stored in a protective manner so that the food-contact surfaces are protected from splash, dust, and other contamination.

In-use utensils used for dispensing hard ice cream shall be stored in a dipper well between use with continuously running water or in the ice cream with the handles extending above the food container and out of the food, or in a manner approved by the director of health.

In-use food dispensing utensils shall be stored on a clean, dry food-contact surface (e.g. plate), in a running water dipper well, in 140oF clean, potable water or in the food with handles extended out of food product container and food.

Clothing and all other personal items shall be stored in a designated area outside of any food preparation, service, or storage areas.

All food storage trucks or containers stored away from the booth, such as in the parking area, shall be considered an extension of the temporary food establishment and shall be subject to the same regulations pertaining to the food booth itself.

All chemicals shall be stored separate from food products.

Any container that previously stored toxic chemicals shall not be used to store, transport, or dispense food. Only food-grade containers shall be used to store, transport, and dispense foods.

All containers of toxic materials shall be prominently and distinctively marked with identification of contents.

Only chemicals necessary to maintain the food booth in a sanitary condition and for sanitization of equipment shall be present in the food booth.

\*Public Health Code 19-13-B42 (k), (o)(4), (q)(2)

## **STRUCTURAL REQUIREMENTS OF FOOD BOOTHS**

Unless otherwise approved by the local Director of Health, outdoor food booths shall be located on concrete, asphalt, non-absorbent matting, tight-wood, removable platforms, or duckboards acceptable to the local Director of Health.

The floor area of the booth must be graded to drain water away from the food booth.

The food booth must be covered with a canopy or other type of overhead protection, unless the food items offered for sale are commercially pre-packaged food items dispensed in their original container. Fire Codes do not alleviate a food booth from providing adequate overhead protection. If necessary, a food booth may be required to provide flame/combustion resistant overhead protection.

Walls may be required if the food and equipment located within the booth need to be protected from weather, wind-blown dust, or other sources of contamination.

Screening for food booths may be required if:

- Insects or birds pose a problem with exposed foods
- Night lighting will create insect attraction at the booth
- Wind or other weather conditions can cause dust and debris to be blown onto food
- If food cannot be adequately protected by means of cover or enclosure

All food equipment and food contact surfaces shall be smooth, easily cleanable, and durable with no seams or cracks. Food contact surfaces must be easily cleanable, non-toxic, corrosion-resistant, and relatively non-absorbent.

Adequate lighting shall be provided in the booth.

\*Public Health Code 19-13-B42 (b), (c), (d), (e), (i), (o)(1)

## **FOOD DEFENSE ISSUES**

It is important to remember food defense as well as safety when inspecting temporary foodservice events. A gathering of this type, with a large number of people coming and going is an ideal target for intentional contamination of food. Foodservice vendors should be reminded of the following points dealing with food defense:

- Keep all food stored away from the food booth securely locked
- Make sure booth is secure overnight if event lasts more than one day
- Know who is working in their booths, especially those preparing foods
- Be sure the log-in sheet is completed by everyone, each day with all necessary information
- Know what food items are in their possession. Report any missing or extra foods not brought by the vendor to security
- Be aware of suspicious individuals hanging around the food booth. Report to security if necessary
- Do not allow any unauthorized personnel into the food booth areas
- Complaints of illnesses by customers and employees may be an early warning sign that tampering with food has occurred. Gastrointestinal symptoms, skin rash or other employee illnesses must be reported to the local health department



# **Pre-Event Self-Inspection Checklist**

Prior to your event, take a moment to go through this checklist. The checklist should be completed for each temporary food site.

## **FACILITY**

- Storage of dry goods (shelves and/or crates for off the ground/floor storage)
- Cold storage (refrigerators/coolers) at 40 degrees F. or below.
- Hand wash station that includes warm potable water, soap and paper towels
- Potable water supply (hot and cold)
- Food preparation area
- Lighting
- Wet and dry garbage disposal
- Dishwashing facility
- Area to clean and sanitize utensils
- Ice and ice storage (freezers/coolers)
- Facility free of pests and rodents
- Method of wastewater disposal

## **EQUIPMENT AND SUPPLIES**

- Calibrated metal-probe thermometer (0-220 degree F range)
- Plastic wrap
- Extra utensils including tongs, spatula, spoons, etc.
- Plastic disposable gloves
- Bleach for sanitizing
- Clean wiping cloths and containers for sanitizing solution
- Food-grade storage containers
- Hair restraints
- Log Book
- Garbage containers/plastic bags

## **FOOD SUPPLIES**

- Shellfish tags must be kept for 90 days after purchase.
- No home-prepared or home-canned foods can be used in the preparation of any item.
- All meats and poultry must be USDA-inspected and come from an approved source.
- All preparation must be done onsite or in a licensed commissary or kitchen.
- Check temperatures of foodstuffs when they arrive at the site.  
Meat, eggs, poultry, fish, shellfish, and milk should be at 40 degrees F or below.