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Temporary Food Service Application Packet

Frequently Asked Questions

What is a temporary food service operation?

- A temporary food service operation is defined as any place that prepares and/or serves food, for a charge or required donation, for a period of not longer than 14 consecutive days.

When do I need a temporary food service operation license?

- If you sell food in Greenup County you are required by Kentucky law to apply for and obtain a license from Greenup County Health Department.
- A temporary license is required for any place, location, site, or separate area where food is prepared or served.

How much does a temporary license cost?

- 1-3 Days \$50
- 4-7 Days \$75
- 8-14 Days \$100

When do I have to submit the application and fee?

- **The application, supporting documents, and the license fee must be received by our office at least 7 days before the event takes place.** This allows Greenup County HD time to review applications, prepare licenses, and schedule inspections for the date(s) of the temporary food service operation. *If we do not receive the application and fee at least 7 days prior to the event, your application fee will be doubled.*

Do I have to read this entire application packet each time I apply?

- We strongly recommend that you do. This packet is periodically revised and information is often added and/or removed (note the revision date at the bottom left corner of the packet). Anyone working at your temporary food service operation should read this entire packet.

Temporary Food Service Operation Application Packet

- 1) Read this entire packet.
- 2) Complete the license application form. It is **very important** that you correctly write your operation start and end times!
- 3) Complete the license application, drawing (on the back of the license application), and all questionnaire forms.
- 4) Submit (above) items 2 and 3 with the appropriate license fee at least 7 days prior to your event. We suggest that you make copies of your application questionnaire forms and drawing for use at your event.
- 5) Greenup County Health Department will either approve the application or contact you with questions, comments, recommendations, or concerns.
- 6) A Health Department representative will perform an inspection of the temporary food service operation during the hours of operation of your event.* If your food service is not set up during the operation start and end times that you write on the application form, you may be subject to a re-inspection fee.
- 7) Upon successful completion of the inspection you will be issued the temporary food service operation license. The license must be posted in plain-view for customers.



* Note: Greenup County Health Department will attempt to inspect the operation near the beginning of the operational period; however, this is not always possible due to the number of inspections that we perform. You are **not** required to wait for the inspection before you begin to prepare and serve food.

This packet is designed to be a guide highlighting many important issues when conducting a temporary food service operation. However, the information contained within this packet does not contain all of the applicable rules for food service operations.

Food Safety Requirements

Person-In-Charge Responsibility

- ▶ The Person-In-Charge (PIC) is directly responsible for the safe and sanitary operation of the temporary food service operation to protect public health. You are responsible for complying with all applicable food service codes and training your support staff/volunteers.
- ▶ The inspecting health official will “test” your knowledge of food safety, focusing on items in this packet. As the PIC, you should be capable of answering questions about the rules, requirements, and temperatures in this packet. If the health official determines during the inspection that the PIC is not knowledgeable of the food safety rules or presents a danger to public health, the license may be suspended or revoked.

Hand Washing

- ▶ A temporary hand washing station must be provided.
- ▶ Flowing warm water must be provided. There are no exceptions. We suggest that you use a coffee urn to heat water. Once heated, pour the hot water from the coffee urn into a large Igloo-type cooler and add cool water to achieve warm water near 100°F.
- ▶ As soon as food workers enter the booth they **must** wash their hands **before** preparing food.
- ▶ Hand soap and paper towels must be provided at the hand wash station. You may not use cloth towels for hand drying.
- ▶ Hand sanitizer is not a substitute for hand washing.
- ▶ The hand wash station should be labeled “Hand Wash Only.”
- ▶ The hand washing station must be set-up as shown below:



Hand washing must be done throughout the day, especially:

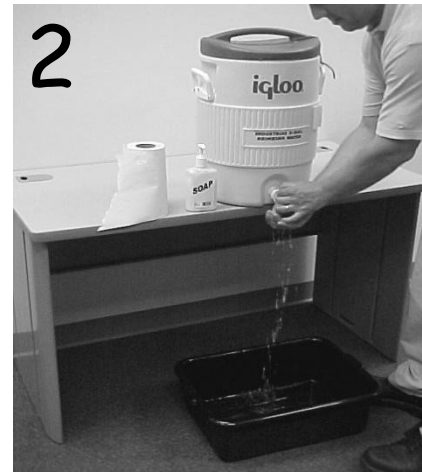
After...	Using the restroom Coughing or sneezing Smoking Handling money Eating or drinking Handling raw foods Touching trash
Before...	Starting to prep food Putting on gloves Touching clean items

- 1 Flowing warm water cooler
- 2 Soap (liquid or bar)
- 3 Paper towels
- 4 Catch basin for waste water
- 5 Table

Hand Washing Station Example



Setup



Wet hands



Use soap



Wash for 20 seconds



Rinse hands

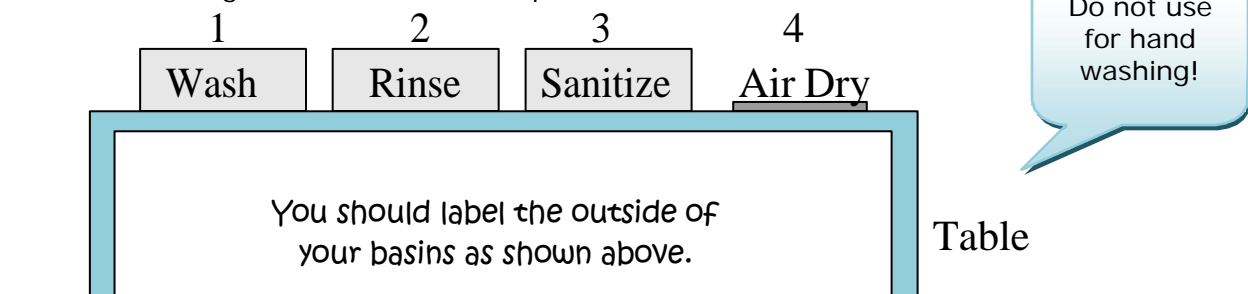


Dry with paper towels

Food Safety Requirements

Dish washing

- ▶ A temporary dish washing station must be provided.
- ▶ All dishes and utensils must be washed, rinsed, sanitized, and air-dried before use, during the day when they become unclean, and at least every 4 hours.
- ▶ Dish washing must be done using a three-compartment basin setup. We suggest that you use 3 plastic basins, large enough to immerse your largest dish/utensil.
- ▶ **You may not wash dishes at your hand wash station, nor hand wash at the dish wash station.**
- ▶ Warm water and dish soap must be provided for washing.
- ▶ An approved sanitizer must be used. The most common sanitizer is unscented household bleach (chlorine). Test strips should be available to test the proper concentration. Chlorine 50-100 ppm, Quaternary Ammonia 200 ppm.
- ▶ The dish washing station must be set-up as shown below:



Clean Water

- ▶ All water used in the temporary food service operation must be obtained from an approved source. An approved source is considered a public/municipal/city water supply or commercially bottled water from an approved source. **Do NOT use water from a private water well.**
- ▶ Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011. You can usually find this type of approved backflow device in the hardware section of many stores.
- ▶ Water hoses, if used, must be food-quality or drinking water quality hoses (NOT green garden hoses). Approved hoses can be clear – or – white with a blue stripe.

Waste Water and Solid Waste

- ▶ You should collect and dispose of waste water (gray water) from your hand wash station, dish wash station, fruit/vegetable rinse station, and any other place where water is used.
- ▶ Waste water must be collected and disposed of into an established and approved sewer system or community collection basin.
- ▶ Waste water may not be disposed of into a storm sewer drain. Storm drains convey water to our local waterways such as rivers, streams, and creeks.
- ▶ Waste water may not be dumped onto the ground or into other unapproved drainage ways.
- ▶ Trash must be disposed of in trash cans and transported to an approved waste disposal area.

Food Safety Requirements

Food Preparation

- ▶ All food preparation must occur **at the site** of the licensed temporary food service operation.
- ▶ **You may NOT prepare food at home or another unlicensed location and then transport it to the event.**
- ▶ Raw fruits and vegetables must be thoroughly rinsed with clean water prior to preparation or use. You must provide flowing water to properly rinse all fruits and vegetables. If you are using fruits or vegetables, you must provide a similar setup to the hand wash station – flowing water with a catch basin. You may not use your hand wash station as your fruit and vegetable rinse station.
- ▶ All food preparation must be done on cleanable surfaces such as cutting boards.

Food Protection

- ▶ All areas of the temporary food service operation must be protected from the weather and environment using a tent, covering, or building. Protection must be extended to (at least) the food preparation areas, service areas, the hand wash station, and the dish wash station.
- ▶ Food must be kept covered and away from areas of contamination.
- ▶ Food must be kept away from the hand wash and dish wash stations.
- ▶ Food preparation areas must be set-up near the back of the food operation, away from the public.
- ▶ All food, drink, and service utensils must be kept at least 6 inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.
- ▶ Workers may not smoke or eat anywhere inside the food booth.
- ▶ All food should be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized food workers – not to the general public.



Food Handling

- ▶ Food workers/volunteers may not touch exposed, ready-to-eat foods with their bare hands. Ready-to-eat foods are foods that will not be cooked before serving or have been cooked. Examples of ready-to-eat foods are sandwich buns, cheese, fruits, vegetables, etc.
- ▶ Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves to handle ready-to-eat foods.
- ▶ Single-use gloves are not a substitute for hand washing. Food handlers must continue to wash their hands throughout the day even though they may be using single-use gloves. Food handlers must wash their hands frequently - especially after changing gloves, after touching money, and before beginning food preparation.
- ▶ All food workers must be healthy and **not experiencing stomach-flu-like symptoms within the last week.**
- ▶ All food handlers working around exposed food and/or drink must restrain their hair by wearing hair nets, hats, visors, bandannas, etc.



Food Safety Requirements

Cooking and Heating Foods

- ▶ All food must come from an approved, licensed source. If you have a question about a source, please contact Greenup County Health Department.
- ▶ You must provide at least one metal-stem thermometer for checking temperatures.
- ▶ The metal-stem of the thermometer must be washed, rinsed, and sanitized before and after placing it into a food to check the cooking or heating temperature.
- ▶ Foods not meeting the proper cooking or heating temperatures must be discarded.
- ▶ Pre-cooked foods that are pre-packaged from a commercial manufacturer (such as Gordon Food Supply) should be heated to at least 135°F. The best example of this is hot dogs.



**COOK to
165°F**

**HOLD at
135°F or 41°F**

Thawing

- ▶ Food may not be thawed by setting the food out at room temperature. Food found thawing out at room temperature must be discarded.
- ▶ If necessary, thawing must be done by:
 - 1) Refrigeration. This is the best way to thaw foods. Move the frozen food from a freezer to a refrigerator that is holding 41°F or lower. However, this may take several days.
 - 2) Cooking. Food may be thawed as part of the cooking process as long as the food reaches the minimum internal cooking temperature of 165°F.
 - 3) Microwave. If the food is cooked immediately, it may be thawed in a microwave.

Keeping Food Hot and Cold

- ▶ Holding temperatures, both hot and cold, must be monitored with a metal-stem thermometer. Your thermometer should be capable of checking both hot and cold temperatures.
- ▶ Cold foods must be held at or below 41°F.
- ▶ After being cooked or heated, hot foods must be held at or above 135°F.
- ▶ Store all raw cold foods in a separate cooler (for example, store raw hamburger patties on ice in one cooler and store lettuce and cheese on ice in a separate cooler).
- ▶ Foods not meeting the proper holding temperatures must be discarded.



Sample Drawing

As per Fire Department, grill may be outside of tent/covering

Tent or Building Covering Entire Area



Temporary Food Service Operation Pre-operational Checklist

Use this checklist to make sure that you are ready to operate your food service **BEFORE** you begin serving food!

- ▶ Hand wash station setup correctly – warm water, soap, paper towels, and catch basin.
- ▶ Workers/volunteers are frequently using the hand wash station.
- ▶ Hot holding temperatures at or above 135°F.
- ▶ Cold holding temperatures at or below 41°F.
- ▶ Gloves, utensils, etc. used – no bare-hand contact with food.
- ▶ Hair-restraints for workers handling or working around food.
- ▶ Good hygienic practices in place.
- ▶ All workers/volunteers are healthy and have not been experiencing any stomach-flu-like symptoms within the last week.
- ▶ Dish wash station (for utensils) setup correctly – warm wash, rinse, sanitize, & air dry.
- ▶ Sufficient sanitizer levels.
- ▶ All food and utensils at least 6 inches off the ground/floor.
- ▶ Metal-stem thermometers available to monitor temperatures.
- ▶ Tent or building covering the entire food service operation area.
- ▶ Gray/waste water disposed of properly.
- ▶ Person-In-Charge knowledgeable of food safety rules.



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APPLICATION TO CONDUCT A TEMPORARY (check only one)

- Food Service Operation
- Retail Food Establishment

INSTRUCTIONS:

- 1) Complete the applicable sections.
- 2) Sign and date the application.
- 3) You may pay by check, cash, or credit card.
Checks should be payable to: **Greenup County Health Dept.**
- 4) Return payment, application, and supporting forms to: **Greenup County Health Department
P.O. Box 377
Greenup, KY 41144**

GRE-ENV 002 (Rev. 6-14)

APPLICATION FOR A PERMIT TO OPERATE A

TEMPORARY FEE EXEMPT FARMER'S MARKET

TEMPORARY FOOD SERVICE ESTABLISHMENT AS REQUIRED BY KRS 217.005 TO 217.992

COPY OF CERTIFICATE OF TRAINING ATTACHED

Temporary Permit Fee: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit/Debit
--

County: Greenup _____

Date of Application: _____

Late Fee Charged

Temporary Dates of Operation: _____

Location of Event: _____

Operation Start Time: _____ End Time: _____

Name: _____

Owner: _____

Address: _____

City State Zip Code

Phone: _____ email: _____

FEE EXEMPT: If changes since last application indicate: Previous Name: _____ Previous Owner: _____ Previous Address: _____ _____ <i>City State Zip Code</i>
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The applicant hereby grants the right of inspection for Cabinet for Health Services Representative during normal working hours.

Signature of Applicant: _____

Local Permit Number: _____

Date Received: _____

Date Approved: _____

Approved By: _____

Signature and Title

Application Drawing

Use this page to create your drawing/layout.

A sample drawing is included with this Packet.

Minimum Drawing Requirements

- 1) Hand washing station
- 2) Dish washing station
- 3) Food preparation areas
- 4) Cooking/heating equipment
- 5) Hot and cold holding equipment
- 6) Waste containers
- 7) Fruit/vegetable rinse station (if applicable)
- 8) Customer service area
- 9) Overhead protection (tent, building)

APPLICATION WORKSHEET

Please fully answer each question. If a question does not apply to you, please write "n/a."

- 1) Describe your hand washing station set-up. _____

- 2) Describe your 3 compartment dish washing station. _____

- 3) What type of sanitizer will you use in the third compartment? _____
- 4) From where will you obtain all of your clean water? _____
- 5) How will you prevent the backflow of water if you are connecting a food quality hose to a community spigot? _____
- 6) Where will you dispose of all waste/gray water generated by your hand washing station, dish washing station, and food preparation activities? _____

- 7) Where will you dispose of all trash generated by the food service operation? _____

- 8) Where will all food, drinks, and ingredients be purchased? _____

- 9) What kind of equipment will you use to transport cold foods from the source to the temporary food service operation site? How will these foods stay cold? _____

- 10) Will **any** food be prepared at a private home or somewhere other than the temporary food service operation? If yes, where? _____
- 11) Will you be using any raw fruits or vegetables? If so, how will you rinse them with water?

12) How will you protect your food preparation areas, service areas, the hand wash station, and the dish wash station from contamination, rain, dust, etc? _____

13) What will you use to keep all food, drink, and utensils at least six (6) inches off the ground/floor? _____

14) What will you use to prevent bare-hand contact with ready-to-eat foods? _____

15) If any foods will be thawed, what approved thawing method will you use? _____

16) What cooking equipment will you use to cook or heat foods to the required temperatures? _____

17) What heating equipment will you use to keep all hot foods at or above 135°F after cooking? _____

18) What cooling equipment will you use to keep all cold foods at or below 41°F? _____

19) How will you monitor cooking temperatures and hot and cold holding temperatures? _____

20) If cooked hot food drops below the 135°F holding temperature, or if cold food rises above the 41°F holding temperature, what will you do with the food? _____

21) Will you be cooking and then refrigerating food – to be reheated at a later time? _____

22) How will you ensure that all of your food is secure? Will it be locked in a car, building, etc? _____
