

This guide is intended as an informational guide for temporary food establishment operators. This guide contains rules and guidelines on operating a temporary food establishment.

What Is A Temporary Food Establishment?

A temporary food establishment is a place where food is prepared or handled and operates from the same location at a single event or celebration (i.e. fair, carnival, festival, etc.) for no more than 14 consecutive days.

Is A Permit Required To Operate A Temporary Food Establishment?

Yes! In St. Louis County, each food stand that serves to the public must be permitted by the St. Louis County Health Department.

Is there a permit fee? A \$35.00 fee is required per each temporary event. If participating in more than one event, submit tentative schedule of events in which you will be participating along with appropriate number of application(s). No refunds will be given to vendor for failure to participate at each scheduled event.

What If I Am A Non For Profit Organization?

Non Profit Organizations are exempted from paying fees as long as they provide a copy of their State Tax Exempt Letter along with their application. However, they are required to comply with all applicable provisions of the St. Louis County Food Code by obtaining a permit and following the rules and regulations as set forth by the food code.

Why Is A Temporary Food Permit Needed?

A permit acknowledges the vendor has met requirements designed to ensure food is being handled safely and is prepared under sanitary conditions. The St. Louis County Food Code requires a temporary food permit.

Who Do I Contact To Obtain A Temporary Food Permit?

Contact St. Louis County Department of Health: www.stlouisco.com

<u>Central Office</u>	<u>North Office</u>	<u>South Office</u>	<u>West Office</u>
111 South Meramec Clayton, MO 63105 Phone: 314-615-8900 Fax:314-615-8951	21 Village Square Hazelwood, MO 63042 Phone: 314-615-7469 Fax: 314-615-7439	4562 Lemay Ferry Rd St. Louis, Missouri 63129 Phone: 314-615-4027 Fax: 314-615-4008	74 Clarkson Wilson Center Chesterfield, MO 63017 Phone: 314-615-0929 Fax: 314-615-0925

How Soon Should I Start Planning?

Begin preparations early. The Health Department must receive the application(s) and proper fees at least **10 DAYS PRIOR TO THE EVENT** to allow for review and processing. Personal checks, money orders, certified cashier's checks or cash are acceptable forms of payment for the permit fee. No payments will be accepted at the event.

A Special Event Permit (from Public Works) is required prior to obtaining a Temporary Food Permit. Contact the Zoning Division (314-615-7866) in the Department of Public Works and the Licensing Division (314-615-5107) in the Department of Revenue for more information.

You will receive a permit prior to the event opening. The permit must be available review. All events are subject to inspection by this department. A final inspection may be required at the event site prior to opening.

Construction/Layout

- **Ground cover** shall cover those areas inside the booth where food is prepared, stored and displayed. Prepackaged, unopened food may be stored outside the booth on pallets or similar equipment six (6) inches off the ground.
- **Temporary food establishment's booths** shall be located on hard surfaces such as concrete, asphalt that are not subject to wet conditions. The public shall be kept out of booth space by appropriate means of separation. Ground cover options: roll roofing or tar paper, indoor/outdoor carpets, rubber mats, or tarp (poly vinyl)
- **Temporary food establishment's booths** should have overhead covers, such as tents or canopies, to protect food from poor weather conditions.

- **Temporary food establishment's booths** shall be located 50 feet or more from livestock, garbage areas, restroom facilities and petting zoos.
- **Grilling** shall take place outside the booth and will need covering in case Provisions shall be made to protect the public from hot equipment.

Sample Booth Layout

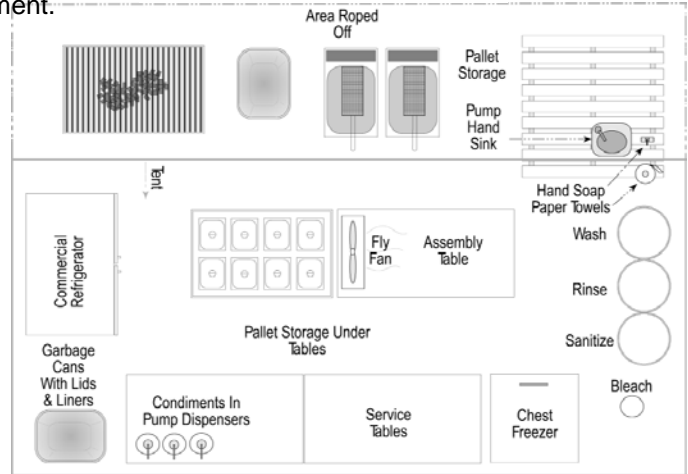
Event Essentials

Check with the event organizer in advance for these event essentials:

1. Water Supply;
2. Restroom Facilities;
3. Electrical;
4. Pest Control;
5. Garbage Removal

Specific Event Essentials:

1. Have sufficient electrical power available for all electrical equipment.
2. Do not use containers (55 gallon barrels) as cooking devices if once used to store toxic products.
3. Provide rubbish containers in adequate number in and around the food stand. Empty them often to prevent flies, odors, and other nuisances.
4. Do not **empty grease** and **liquid wastes** on the ground or street and NOT into the storm sewage system.
5. Use an **approved backflow prevention** device to protect water supplies that are connected to hoses.
6. Supply **approved drinking** (potable) **water** for use in food preparation, utensil washing and employee hand washing
7. Use **food grade water containers** to transport water when pressurized water is unavailable. The containers shall be made of smooth, nonabsorbent material with tight fitting covers.



Sanitation & Hygiene

Proper Set-Up for Employee Hand Washing

Supply approved potable (drinking) water for employee hand washing. Any water hoses should be of food grade quality and hose connections should be elevated off the ground.

Hand washing stations must also have hand soap and disposable paper towels. All hand washing devices must be located in the booth.

When a hand sink with water under pressure is not available, a large picnic jug with a tap, a coffee urn or a portable camping sink with a free flowing spigot shall be used. Provide a **separate** bucket under the **water container** to catch **wastewater**.

Proper Set-Up When Washing Utensils

Use an approved sink if pressurized water is available and follow these steps:

5-Step Utensil Washing Procedure: 1. **Pre-clean**; 2. **Wash** in hot soapy water; 3. **Rinse** in clear water; 4. **Sanitize** using an approved chemical sanitizer; 5. **Air Dry**.



Note: You must check the concentration of the sanitizing solution with a chemical test kit designed for the type of sanitizer being used. The correct concentration for chlorine or bleach water is 50-100 ppm.

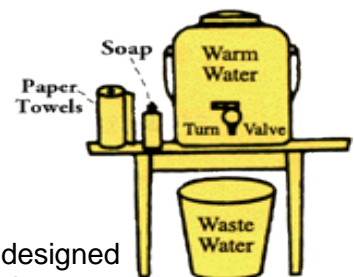
Liquid & Solid Waste Disposal

Connect to an approved sewerage collection system when available. Collect liquid wastewater in a container of sufficient size kept at each food stand when an approved sewage system is unavailable. Have a disposal company pick up the containers, or dispose of in a sink or drain connected to a sanitary sewage system.

Do not empty wastewater containers on the ground, street **or** into the storm sewer.

Garbage must be kept in covered, lined, washable containers. Consider additional containers for recyclables. Areas surrounding food booths must be kept clean and free of litter. Overnight storage of

Sample Hand Wash Station



garbage in the booth is not allowed. Trash receptacles must be provided and located away from food service areas. Trash should be removed from containers frequently.

Please refer to **Non-Sewered Sanitation System Ordinance 609.100** (Waste Removal and Disposal) for requirements for temporary restroom facilities.

Proper Hygienic Practices:

1. Always wash hands **AFTER** handling raw foods, using restroom, touching your face or hair, coughing or sneezing, smoking, disposing of garbage, or after any activity that may contaminate your hands.
2. **Bare hand contact is prohibited** when handling ready-to-eat foods. Use utensils, tissue or single-use gloves.
3. Only food handlers are allowed in food service areas. Smoking and eating is not allowed inside the booth. Food handlers with cuts, wounds or burns shall wear both bandages and disposable gloves. Work clothes and aprons must be clean. Caps, chef hats, bandanas or other methods of hair restraint must be used. **Drinking is allowed provided the cup has a lid and straw that will not result in contamination of food or equipment.**

Food Handlers' Health

Food handlers shall:

- Be **excluded** from the establishment if experiencing a foodborne illness such as Salmonella, Typhi, Shigella, Escherichia coli or Hepatitis a virus
- Be **restricted**, from working with exposed food, or clean equipment, utensils, linen, and unwrapped single-service and single-use articles if experiencing diarrhea or intestinal illness. Call the St. Louis County Health Department if you have questions.
- Keep hands free of **open cuts** or **sores** of any kind. Exclude these employees from food preparation unless lesions are covered with an impermeable finger cot or stall, and a single-use glove.

Proper Storage of Cleaning Aids

Store cleaning aids away from food, equipment, utensils and single-service articles. All chemicals must be used according to label directions. Properly label containers of poisonous or toxic materials for easy identification of content.

Approved Food Source

All foods must be obtained from commercial sources such as local stores, distributors or restaurants. Home canned and home-prepared foods are **prohibited**.

Food establishment operators shall maintain on-site documentation of purchase place (*receipts* and/or preparation place.

Equipment and Storage

- Commercial equipment and utensils that are in good condition repair must be used when preparing food.
- Clean, covered, labeled food-grade containers must be provided for food storage.
- Use disposable plates, bowls, and utensils when serving to the customer.
- Condiments can be pre-packaged, dispensed from pumps or food grade squeeze bottles or served from containers with self-closing lids.

Food Safety

Avoid Cross-Contamination Foods:

- Do not mix or use the same bowls and utensils when preparing raw foods and foods that will not be cooked before serving.
- Store raw food, especially meats, below or away from foods that will not be cooked before serving. If using chest type coolers, store raw and ready-to-eat foods in separate coolers.
- Use separate cutting boards for meat, poultry, raw fruits and vegetables, or wash, rinse, and sanitize between uses.
- Wash exterior surfaces of raw fruits and vegetables.

Proper Cooking

Cook throughout and without interruption:

- **Poultry, poultry stuffing, stuffed meat and stuffing containing meat** to 165°F for 15 seconds

- **Ground beef/hamburger** to 155°F for 15 seconds
- **Uncooked brats or polish sausage** to 155°F for 15 seconds
- **Whole pork, beef roasts, and ham** to 145°F for 4 minutes
- **Pork chops/Ribs** to 145°F for 15 seconds
- **Fish** to 145°F for 15 seconds
- **Raw shell eggs** prepared for immediate service to 145°F for 15 seconds
- **Fruits and vegetables** cooked for hot holding to 135°F

Always check the final cooking temperature by using a food thermometer.

Cooking Tip:

- If food is being prepared in advanced, it shall be prepared at a food establishment that is currently licensed and inspected by the public health department. Leftovers should be discarded at the end of the day. On-site food preparation processes shall be kept to a minimum.

If **Time as a Public Health Control** is used, prior approval shall be obtained from the health department before procedures are demonstrated at the event.

Proper Temperature Control

- Use an approved thermometer, which reads 0–220°F. Check temperatures while cooking and holding hot and cold foods.
- Keep foods at 41°F or below and hot held foods at 135°F or above.
- Hot-holding options: steam tables, grills, ovens, heated cabinets and hot boxes.
- Cold-holding units may be mechanical (institutional grade) but must be in 2010.

Ice Used for Consumption

- Ice must come from an approved (commercial) source. Maintain information on the source of the ice.
- Ice to be placed inside of cups for cooling drinks must be kept in a separate cooler, which shall be used only for that purpose. An ice scoop shall be used for transferring ice to drinking and be kept clean and stored so that the food handler’s hands do not contact the ice.
- Beverages can be stored in a separate container of ice provided the container can be drained.
- Ice used to keep food cold must not be only used for that purpose.

**Event Coordinator
CHECKLIST**

- ❑ Provide a list of all participating vendors, as well as a **map** depicting locations of food service booths.
- ❑ Obtain an application for a permit to provide NonSewered Sanitation System(s) from the St. Louis County Health Department and pay all applicable fee(s). Please refer to **NonSewered Sanitation Systems Ordinance Chapter 609. Hand-washing stations** with hand soap and paper towels are provided in association with these.
- ❑ Ensure that vendors are set up and ready to go with **all requirements** met at least one hour prior to the event’s start time.
- ❑ Ensure that all vendors preparing, assembling, or serving foods have obtained an **application** for a temporary food **permit**. *Applications must be completed at least 10 days* prior to the event.
- ❑ Ensure that any beverage vendor pouring drinks or adding ice to cups has a permit for the event. These booths **will be required** to have overhead protection for any food stored, which is exposed to the outside.
- ❑ Ensure a safe **water supply** for vendor from an approved source. Water from garden hoses may not be used for preparation of food or beverages. Approved backflow protection must be provided on the supply.
- ❑ Ensure restroom facilities. Permanent or portable toilets must be available to food handlers as well as the general public. Keep these clean and sanitary.
- ❑ Ensure measures to control **pest**. Such as flies, yellow jackets and other insects. Use fans for fly control and yellow jacket traps for other insects. Licensed professional may apply pesticides only.

- ❑ Ensure that **trash receptacles** are covered. Garbage must be kept in covered, lined, washable containers. Areas surrounding food booths must be kept clean and free of litter. Overnight storage of garbage in the booth is not allowed. Trash receptacles must be provided and located away from food service areas and be serviced frequently.

Individual vendors are ultimately responsible for meeting all food safety requirements.

☑Did you remember?

- ❑ To complete your application and submit fee to the St. Louis County Health Department 10 days prior to the event.
- ❑ Thoroughly explain your food handling procedures.
- ❑ To determine your electrical needs. Verify with event organizer that our booth will have the necessary power available.
- ❑ All food must be from approved sources and prepared at the booth the day of the event or in an approved food establishment. Do not store/prepare food at home. Proof of purchase may be asked for by the inspector, so keep receipts readily available.
- ❑ Transportation equipment for hot and cold foods.
- ❑ Food heating equipment (if needed) that can heat foods to the required temperatures rapidly.
- ❑ Mechanical hot holding equipment (i.e. no sterno, heat lamps, or crock pots). (Hot foods held at 135 F).
- ❑ Mechanical cold holding commercial refrigeration or freezers (i.e. no household refrigerators) (cold foods held at 41 F).
- ❑ Probe and equipment thermometers for checking food and equipment temperatures.
- ❑ Flooring (hard surfaces are ideal such as asphalt or concrete) and overhead cover, if not provided by the organizer.
- ❑ Dunnage racks or pallets to store all food and paper goods off the ground.
- ❑ Dispensers for condiments (i.e. pre-packaged, squeeze bottles, hinged lid containers).
- ❑ Additional clean wrapped cooking utensils.
- ❑ Bare hand contact with ready to eat food is not allowed. Utilize utensils, tongs, gloves, or tissue papers to dispense and serve foods.
- ❑ Hand washing facilities with paper towels and liquid hand soap (i.e. a camp sink or a container with a free flowing tap or spigot and a bucket to catch the wastewater). Provide a convenient trash receptacle for paper towels and handwashing waste.
- ❑ Wastewater must be disposed of properly.
- ❑ Clean clothes and hair covering (i.e. cap, visor, or bandana).
- ❑ Containers that are large enough to wash rinse and sanitize soiled utensils and equipment.
- ❑ Cleaning supplies (i.e. dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).
- ❑ Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.
- ❑ If you encounter insect or pest problems, have a plan with the event organizer to abate the problem.