

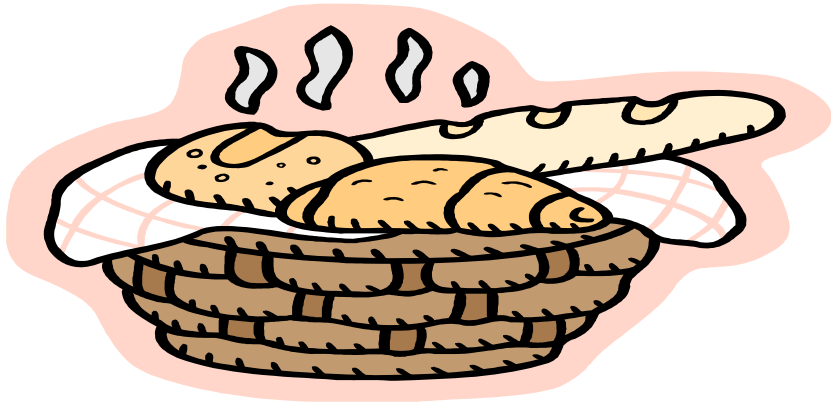


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DIVISION OF ENVIRONMENTAL PROTECTION

TEMPORARY FOOD SERVICE REQUIREMENTS

Saint Louis County Health Department
www.stlouisco.com



TEMPORARY FOOD SERVICE REQUIREMENTS

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INTRODUCTION

This booklet contains information in order to safely prepare food for the public at a temporary event.

A permit issued by the Saint Louis County Health Department is required for anyone wishing to serve food within the County.

An application, a permit fee and other requested information must be received no later than 10 days prior to the event (see helpful hints below). Personal checks, money orders, certified cashier's checks or cash are acceptable for payment of the permit fee. Cash, personal checks, money orders, etc. will not be accepted for payment at the event.

You will receive a license prior to the event opening. This temporary license must be displayed for public view. All events are subject to inspection by this department.

This booklet also contains a helpful temporary food vendor checklist to assist you in properly operating your booth. For more information, contact the area public health specialist assigned to your event.

Helpful Hints

Application Package forms to be completed:

- Permit application
- Menu and procedure review form
- Vendor booth layout form

FEES FOR TEMPORARY FOOD EVENTS

The fee schedule is listed below for each booth:

One event per year	\$25.00
Two events per year	\$50.00
Three or more events per year	\$75.00

These fees apply to all organizations, except any fraternal, benevolent, charitable, religious or not-for-profit organization. This exemption applies only to the permit holder.

MENU INFORMATION

Food Sources

All foods must be obtained from commercial sources, such as local stores, distributors or restaurants. Home-prepared food is *prohibited*.

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

Menu and Procedure Review

To help us better understand your food operation and ensure food safety is a priority, an explanation of how each menu item is prepared will need to be completed.

After reviewing your menu, the area public health specialist will determine your equipment needs to ensure food safety requirements are met.

This information should be submitted with the application and vendor booth layout form. (Refer to the Temporary Food Service Permit Application).

VENDOR BOOTH LAYOUT

Complete the vendor booth layout form to show the location of the equipment you are planning to use. (Refer to the Temporary Food Service Permit Application).

Food service booths should be located on hard surfaces such as concrete or asphalt that are not subject to wet conditions. If the booth is set up on grass, provisions for ground cover must be made (see helpful hints below). All food and food storage items must be stored at least six inches off the ground. Booths must also be located 50 feet or more from livestock, garbage areas, toilet facilities and petting zoos.

Booths must have overhead covers, such as tents or canopies, to protect food from poor weather conditions.

Physical barriers such as counters or tables must be used to separate the food service area from customers.

Grilling should take place outside the booth, and provisions should be made to protect the public from hot equipment.

Helpful Hints

Ground cover options:

- Roll roofing or tar paper
- Indoor/outdoor carpeting
- Rubber mats
- Tarp (poly vinyl)
- Straw

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.

TEMPERATURE CONTROL

Food Transportation

During transportation, required food temperatures must be maintained. Hot food must arrive at the event at 140° F or hotter. Cold food must arrive at 41° F or colder. Use insulated containers that will keep the food protected and at required temperatures.

Cold Food

Mechanical refrigeration *must* be provided to maintain the required temperature of 41° F or colder for all potentially hazardous foods. Insulated coolers may be allowed for short-term storage (4 hours or less) provided that mechanical refrigeration is also available on site (see helpful hints below).

All refrigeration units are subject to the approval of the Health Department.

Helpful Hints

Cold storage options:

- Freezers
- Refrigerated trucks
- Dry ice as a supplement

Thawing

If frozen foods need to be thawed, use one of the techniques listed below:

- As part of the cooking process
- In the refrigerator

Thawing food at outside temperatures is strictly prohibited.

Cooking

Foods must be cooked to the following required temperatures prior to serving:

- Fish/Seafood - 145° F
- Beef/steaks - 145° F
- Ground Beef - 155° F
- Pork - 155° F
- Poultry - 165° F
- Pre-cooked foods - 165° F

Do not serve any undercooked foods. Always check the final cooking temperature by using a food thermometer.

Hot Food

Food must be held in hot holding units at temperatures of 140° F or hotter after cooking (see helpful hints below). Chafing dishes that use liquid fuel must be protected from the wind.

Helpful Hints

Hot holding options:

- Steam Tables
- Grills
- Ovens
- Heated Cabinets
- Hot Boxes

FOOD PROTECTION

Equipment and Storage

Commercial equipment that is in good condition must be used when preparing food. Wood, galvanized metal and porcelain materials may not be used.

Clean, covered, labeled food-grade containers must be provided for food storage.

Food and food-related items must be stored off the ground (see helpful hints).

Utensils must be kept in covered containers or completely packaged to protect them from contamination.

Use disposable plates, bowls and utensils when serving food to the customer.

Food must be stored so that it is protected from cross contamination.

Condiments can be prepackaged, dispensed from pumps or squeeze bottles or served from containers with self-closing lids.

Ice must come from an approved (commercial) source. Vendors must be able to provide 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 containers. Ice scoops must 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 served to the public.

No multi-use Styrofoam food containers or Styrofoam ice storage coolers are permitted. Only smooth, easily cleanable, food-grade plastic, aluminum, or stainless steel food and/or ice contact surfaces will be approved.

Food may be stored in drained ice for a period not to exceed 4 hours. Products must be maintained at 41° F or less.

Food must be prepared with the least amount of hand contact by using utensils such as tongs, disposable gloves, etc.

Helpful Hints

Storage options:

- Dunnage racks
- Shelving
- Pallets
- Bread racks
- Stacked tables
- Milk crates

HANDWASHING

Handwashing is your first line of defense against food-borne illness. Unclean hands will contaminate food, so it is important that you wash your hands frequently. When a handsink with water under pressure is not available, a large picnic jug with a tap, a coffee urn or a portable camping sink may be used. Provide a separate bucket under the water container to catch wastewater.

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

Make sure you wash your hands prior to handling food and while working with raw food. Always wash hands after:

- using the restroom
- touching your face or hair
- sneezing or coughing
- eating or drinking
- disposing garbage
- smoking
- touching anything that contaminates your hands

EMPLOYEE PRACTICES

All employees need to be reminded of the following requirements:

- Only employees are allowed in food service areas.
- Smoking is not allowed inside the booth.
- Employees with cuts, wounds or burns must 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.

CLEANING AND SANITIZING

All equipment should be cleaned and sanitized before each day of the event.

When utensils (tongs, spatulas, etc.) are used, they must be washed, rinsed and sanitized.

The dishwashing setup needs to have three containers filled with water. These containers must be set up in the following order:

1. Clean, soapy water
2. Clean rinse water
3. Water with sanitizer (see helpful hints below)

Always measure the level of sanitizer and use test strips to check the solution. Change the water often.

Equipment that is washed, rinsed and sanitized must be air-dried. Do not use dishtowels for drying.

Work surfaces must be kept clean and sanitized throughout the day. Wiping these surfaces frequently with a sanitizing solution is essential.

Helpful Hints

Sanitizer options:

- Chlorine bleach
- Quaternary amines (quats)

EVENT ESSENTIALS

Check with the event organizer in advance for event essentials.

Water Supply

A supply of safe water must be made available. Water from garden hoses may *not* be used for preparation of food or beverages. Approved backflow protection must be provided on the supply.

Toilet Facilities

Permanent or portable toilets must be made available to food service workers as well as the general public. Provide handwashing stations with dispensed hand soap and paper towels.

Toilet facilities must be checked frequently and kept in a clean and sanitary condition.

Electrical

Electrical needs must be determined and provided for mechanical refrigeration, lighting and equipment.

Pest Control

Measures must be taken to control flies, yellow jackets and other insects. Use fans for fly control and yellow jacket traps for other insects. Pesticides may be applied by licensed professionals only.

Garbage Removal

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 garbage in the booth is not allowed.

Dumpsters must be provided and located away from food service areas. Containers should be emptied frequently.

Separate containers must be provided for disposal of hot charcoal, grease, and wastewater. Disposal of wastewater into storm sewers or dumped on the ground is *strictly prohibited*.

FOOD VENDOR CHECKLIST

For your convenience, Saint Louis County Health Department has compiled the following food safety checklist. This checklist provides a quick reminder of the items and procedures necessary to operate a temporary food booth.

Feel free to detach this section and keep it in your booth for quick reference.

If you have any questions regarding the checklist items, contact your area public health specialist or call 314.615.8900

TEMPORARY FOOD VENDOR CHECKLIST

✓ Did you remember?

- To complete your application and submit fee to the Saint Louis County Health Department 10 days prior to the event.
- To determine your electrical needs. Verify with the event organizer that your booth will have the necessary power available.
- Transportation equipment for hot and cold foods. Mechanical hot holding equipment (i.e., no heat lamps or crockpots).
- Mechanical cold holding refrigeration or freezers (i.e., no household refrigerators).
- Probe and equipment thermometers for checking food and equipment temperatures.
- Flooring and overhead covers, if not provided by the organizer. (See "Ground Cover Options" on page 4)
- Dunnage racks or pallets to store all food and paper goods six (6) inches off the ground.
- Additional clean, wrapped cooking utensils.
- Dispensers for condiments (i.e., prepackaged, squeeze bottles or hinged lid containers).

- Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or container with a tap and bucket to catch the wastewater).
- Clean clothes and hair covering (i.e., caps, chef hats, or bandanas).
- Containers 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.

FOOD VENDOR CHECKLIST

Notes:

Saint Louis County Health Department Public Health Sanitation Offices

South County Environmental Services
4562 Lemay Ferry Road
Saint Louis, MO 63129
phone 314.615.4027
fax 314.615.4008

North County Environmental Services
21 Village Square Center
Hazelwood, MO 63042
phone 314.615.7469
fax 314.615.7439

West County Environmental Services
74 Clarkson-Wilson Center
Chesterfield, MO 63017
phone 314.615.0929
fax 314.615.0925

Clayton Central Office
111 South Meramec Avenue
Clayton, MO 63105
phone 314.615.8900
fax 314.615.8951
TDD 314.615.8428