



Temporary Food Establishment Guidance

DEFINITION:

"Temporary Food Establishment" (TFE) means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

A temporary food establishment includes at least the following:

- A restaurant with a Permit to Operate a Food Establishment issued by the Leominster Health Department or other health jurisdiction that is participating as a food vendor (the restaurant permit does not extend to off-premises operation at a temporary event).
- A mobile food unit without a Mobile Food Permit issued by the Leominster Health Department.
- A food vendor who offers packaged/and or unpackaged samples of their product to the public.
- A demonstration cooking booth where samples are offered to the public.
- A church, fraternal organization, social organization, or volunteer fire department (and the auxiliary organizations) that is not sponsoring the event and/or is not preparing all food items in its premises or in the homes of its members.

FOOD VENDOR(S):

a) Submit to the Leominster Health Department an "Application for Temporary Food Establishment Permit". This application must include the Food Protection Manager Certification and Allergen Awareness Certification of the Person in Charge (PIC) who is responsible for the temporary food establishment. Temporary food establishments operated by non-profit organizations such as, but not limited to, school sporting events, firemen's picnics, grange and church suppers and fairs are exempt from providing a Food Protection Manager Certification with approval from the Health Department.

b) The completed application and fee must be received at least ten (10) days prior to the event. Applications shall be signed acknowledging agreement to comply with applicable requirements.

c) Permits are not transferable to another operator or event and are valid only for the period of time specified.

d) Only those food items listed on the application may be offered for sale, sample, or service unless changes are approved in advance by the Health Department.

e) Temporary food establishments shall not open for business until an inspection is conducted and a permit is issued.

PHYSICAL FACILITIES:

a) Food booths shall have overhead protection and a cleanable floor surface. The preferred floor surface is asphalt or concrete; however, plywood, tarp or a similar non-slip surface may be used if the booth is located on grass, loose gravel, or dirt. Overhead protection where there is cooking must be approved by the Leominster Fire Department.

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- b) An adequate supply of potable water must be available at each booth. Water must be from an approved source.
- c) Containers with tight-fitting lids shall be provided for liquid waste. Wastewater (i.e. wash water, rinse water, sanitizing water, drained ice water, etc.) may not be disposed of on the ground surface.
- d) Adequate and sanitary toilet facilities must be available and conveniently located for food employees.
- e) The person in charge is responsible for keeping the grounds of the TFE free of litter, trash, and garbage. All garbage/refuse shall be containerized and properly disposed of during and after the event.

PERSONAL HYGIENE:

- a) Persons having open cuts or sores on his/her hands or arms may not prepare or serve food.
- b) Persons with acute respiratory infections such as colds or flu, or persons with communicable diseases involving organisms that can be transmitted by food are not allowed in food service operations and are subject to immediate exclusion if found handling food in a temporary food establishment.
- c) No eating, drinking, or smoking shall take place in the food preparation area, serving area, or cleaning and storing area of a temporary food establishment.
- d) Food handlers that use the toilet facilities, smoke, eat or drink must wash their hands before returning to work.
- e) Hands must be washed frequently and fingernails kept trimmed and cleaned. A plumbed sink or a clean container with a spigot, a container to catch wastewater, liquid hand soap, and paper towels must be provided at each booth. Gloves or chemically treated towelettes/hand sanitizer are not a substitute for handwashing.
- f) Hair restraints are required for all food handlers. Hair nets, caps, visors, etc. are acceptable means of hair restraint, but hairspray alone is not acceptable.
- g) The outer garments of food handling employees shall be clean. Jewelry should be limited. Excessive hand jewelry must not be worn.

FOOD AND BEVERAGE:

- a) All food products including beverages, ice and water shall come from an approved source. The use of HOME CANNED or HOME PREPARED FOOD is strictly prohibited.
- b) Food temperatures shall be maintained safe for perishable Time/Temperature Control for Safety (TCS) Foods as follows:
 - Cold foods - maintain food temperature of 41°F or below.
 - Hot foods - maintain food temperature of 135°F or above.
- c) Food in transit must be protected from contamination and must meet the temperature requirements noted above.
- d) Time/Temperature Control for Safety (TCS) Foods that have been cooked, cooled, and refrigerated must be reheated for hot holding to 165°F within 2 hours.

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- e) Foods shall be stored at least six (6) inches off the floor.
- f) The manager, operator, or person in charge shall provide and use a properly calibrated metal stem bayonet thermometer or digital thermometer with a range of (0 - 220°F) in +/-2°F increments for checking internal food temperatures. The thermometer shall be properly sanitized prior to each use and periodically calibrated.
- g) Food and utensils must be protected from contamination.
- h) Ice for human consumption shall be stored in cleanable, covered, self-draining containers and dispensed with handled scoops, tongs, or other approved methods.
- i) Food condiments such as mustard, ketchup, relish, etc. must be served in individual packets, squeeze bottles, or pump type dispensers. Cream and sugar shall be served in individual packets only. Milk products or non-dairy creamers shall be refrigerated to 41°F or below.
- j) Foods that are contaminated, adulterated in any way, or held at improper temperature are subject to immediate condemnation and discarding.

FOOD PREPARATION, HANDLING, DISPLAY, AND SERVICE:

- a) Bare hand contact with ready-to-eat foods is prohibited. Latex free disposable gloves, tongs, spatula, tissue paper or other utensils must be used to prevent bare hand contact with ready-to-eat foods.
- b) Food preparation is to be kept to a minimum and prepared in small quantities.
- c) Holding of cooked food is not allowed unless proper hot holding equipment is available.
- d) Prepackaged food must be used where possible.
- e) Food preparation and cooking must be separated from public access.
- f) Adequate counter protection devices (sneeze guards or shielding) must be provided to protect nonpackaged displayed foods from contamination.
- g) Food containers must be labeled to properly identify their contents.
- h) Canned or bottled drinks and packaged food shall not be stored in contact with water or undrained ice.
- i) Toxic items such as cleaners must be labeled and stored away from food and food preparation surfaces. The use of pesticides is prohibited without prior approval from the health department.
- j) An adequate number of leakproof and flyproof garbage containers shall be provided and serviced as needed. Plastic garbage bags must be used to line the garbage containers. Arrangements must be made for clean-up and final disposal of all solid waste.

EQUIPMENT AND UTENSILS:

- a) Sufficient refrigeration and/or hot holding facilities shall be provided which are capable of maintaining Time/Temperature Control for Safety (TCS) Foods at their proper temperature of 41°F or below and 135°F or above. Ice chest with adequate ice may be used for keeping foods cold.

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- b) Storage containers, single service items, equipment and utensils shall be stored at least six (6) inches off the floor.
- c) Only single service utensils may be provided for use by the consumer. If wrapped single service utensils are not provided, then the utensils must either be handed to each consumer by the food worker or stored in a manner where the food contact surface is not exposed, and handles are presented to the consumer.
- d) Hoses used for potable water must be food grade and labeled to indicate that they are commercial grade or NSF approved. Back-flow prevention devices must be provided also if deemed necessary.
- e) Metal banded paint-type brushes are prohibited. Plastic banded brushes are approved. Trash bags are not acceptable for food storage. Lead, lead glazed, cadmium (plating on gray enamelware) or enameled utensils/equipment are prohibited.
- f) If slicing, chopping, cutting, mixing, or any other type of food handling at the event site, a properly plumbed three-compartment sink with hot and cold running water or three containers of adequate size (i.e. 5-gallon buckets or 3- gallon dish pans) shall be provided for washing, rinsing and sanitizing food contact surfaces of equipment and utensils.
- g) Equipment and utensils shall be cleaned and sanitized after each possible contamination (i.e. dropped on ground, working with different products, etc.).
- h) Appropriate chemical test kit or strips shall be provided by the operator or person in charge and used to check sanitizing concentration strengths.

TEMPORARY FOOD ESTABLISHMENT:

Booth: Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window, and have only one door or flap for entry. Clear plastic or light-colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded.

Dish Washing: Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water, chemical sanitizing; and air drying. In use equipment and utensils must be cleaned and sanitized at least once every 4 hours. If a 4-step sanitizing process is not feasible, an adequate supply of clean utensils/equipment shall be available on site to meet this requirement.

Hand Washing: Provision must be made for an adequate hand washing facility. If a sink is not available, an insulated water cooler or large coffee/tea urn with a spigot can be used for water storage and dispensing. A waste bucket must be provided to catch the wastewater. Liquid soap and paper towels must be provided for proper hand washing. Latex-free gloves and chemically-treated towelettes are not a substitute for hand washing.