



Food Safety at Temporary Events

Do you need a food establishment license?

If you're serving foods that require time or temperature control for safety at a public event, chances are that you need a temporary food license. There are some exceptions to this rule, such as non-profit and benevolent organizations that do not serve food on a regular basis. This decision is best left to an inspector. If you think you qualify for a food license exemption, call your local office to speak with an inspector.

If you are serving cottage foods at a public event, you do not need a license. Cottage foods are those that do not require time or temperature control for safety.

Some examples are:

Whole, raw produce

Nuts in the shell

Fruit jams and jellies

Baked goods (no meats, fruits, vegetables, or dairy)

Cakes/fruit pies (those that do not require refrigeration)

If it is determined that you do not need a temporary food license, you still need to fill out the exemption paperwork. Most event coordinators will not reserve a space for you without either a temporary food license approval or an exemption. This paperwork helps to keep us apprised of the events in our jurisdiction so that we can field questions from the public, and it gives your customers peace of mind.

Getting a Temporary Food License

Take the following steps to obtain a temporary food license:

- Get a list of all the community events you plan to participate in.
- Establish a limited menu (See page 4).
- Fill out the temporary food license application.
- Complete the temporary food license exam.
 - OR submit your Certified Food Protection Manager Certification.
- Turn in your application and pay the license fee.
 - The fee will vary, depending on the types and quantity of events you are participating in.

Your designated inspector will call you with any questions they have regarding the information on your application. Once the application has been approved, you will receive an approval letter in the mail. This letter can be shared with the coordinator of your first event in lieu of a food license to show you have met Health District requirements. The inspector will schedule a time to come and inspect your temporary booth prior to the start of your first event.

You will receive your temporary food license after passing your inspection. This license **MUST** be displayed at your booth in a place where it is visible to your customers. If your booth does not meet the requirements of the food code, the inspector will not issue the license and you will not be approved to operate at that event.

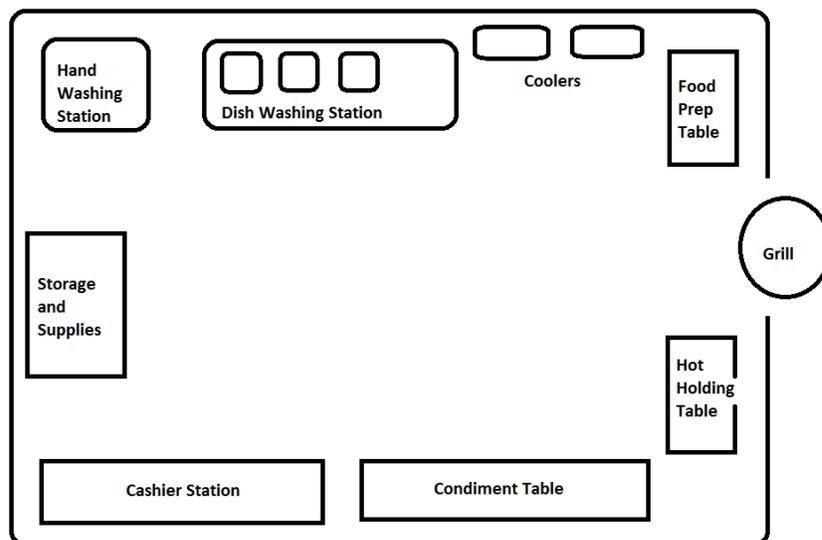
Your license is not transferable, and you may not make any changes to your menu or set-up. If you wish to attend additional events with a different menu or set-up, you will need to obtain a new temporary food license.

Temporary Event Set-Up

There is a right and a wrong way to set up your booth for your temporary event. Below are some basic requirements:

- Overhead covering
- Approved flooring (no dirt surface)
- No animals
- Handwashing station
- Dishwashing station
- Serving area
- Food prep and cooking area
- Food storage off the ground
- Hot and/or cold holding
- Approved water source
- Approved wastewater facility
- Approved, limited menu
- Thermometers
- Sanitizer test strips
- Gloves

Example Booth:



Menu

The menu for a temporary event should be limited, and it should reduce the potential for cross contamination or bacterial growth. If you plan to do any food prep before the day of the event, you must use a licensed commissary kitchen, and this must be disclosed in your temporary food license application. Food prep may not be done in a home kitchen!

If you are not using a commissary kitchen, all potentially hazardous foods must be bought/picked up/delivered the day of the event and transported directly to your booth. Safe food temperatures must be maintained during the transportation process and during the entire event. If food prep is needed before the event starts, you may arrive to the event early and do your food prep on-site.

The food you purchase must come from an approved source. An approved source includes all licensed food facilities, such as grocery stores and meat markets. If you are unsure that the place you want to buy food items from is approved, call your inspector and ask for clarification.

Example Menu:

- Hamburgers
 - Lettuce, tomato, cheese, pickles, onions, condiments
- Hot Dogs
 - Chili, cheese, condiments
- Chili
 - Cheese, onions
- Chips
- Candy
- Soda

Cooking Temperatures

All food served at a temporary event must be cooked to the proper internal temperature. You may not serve undercooked food products, such as eggs and hamburgers. Below is a list of cooking temperatures you must adhere to:

Ground Beef or Pork	155°
Ground Poultry	165°
Poultry	165°
Beef Roast or Steak	145°
Pork Roast or Steak	145°
Seafood	145°
Eggs	145°
Plant Products	135°
Pre-cooked, Commercially-packaged Foods	135°
Sauces, Gravy	Bring to a boil

Some foods you prepare will consist of many different ingredients, (such as soup or chili) which require different cooking temperatures. For these types of foods, you should cook the entire dish to the temperature of the ingredient which requires the highest cooking temperature.

You may not cool and reheat foods at a temporary event. All food must either be cooked to order, or cooked to the appropriate temperature and then held hot at-or-above 135°. Keeping foods above 135° can help to compensate for heat loss due to environmental conditions.

If you are uncertain what temperature one of your foods must be cooked to, call your inspector.

Handwashing Station

An approved handwashing station is vital to your temporary event set-up. A handwashing station should provide the following:

- Running Water
- Soap
- Paper towels
- Grey water disposal

If your temporary food set-up is contained within a food truck or trailer, or if the facility hosting the event provides a kitchen with sinks for you, those sinks are usually approved for use.

If you do not have a sink readily available, you will need to set up a temporary handwashing station. The typical handwashing station consists of a 5-gallon drink container with a continuous flow spigot (not a push button spigot) set on a table and filled with hot water. A bucket is placed under the drink container to be used as a catch basin for grey water. Soap and paper towels are provided on the table.

Example:



Food Handling

Proper food handling procedures are a key component to providing safe food for your customers. The following tips will help to prevent contamination of your food products:

- Always use gloves when handling ready-to-eat foods.
- Minimize bare-hand contact with non-ready-to-eat foods.
- Wash your hands thoroughly before putting on gloves.
- Change your gloves when switching tasks.
- Separate raw food products during food preparation and storage.
- Do not allow sick personnel to handle food.
- Clean and sanitize all food contact surfaces as often as necessary to keep them clean.
- Use a scoop to dispense ice. Never use your hands. Never dip the customer's cup into the ice.
- Use clean utensils to handle food.
- Use separate cutting boards and knives to prep different types of raw meats and produce.
- Never store raw food products above or directly next to ready-to-eat foods.
- Never use your cooking utensils to taste the food.
- Avoid cell phone use during food prep and cooking operations.
- Keep the area clear of animals and insects.
- Ensure that only necessary personnel are inside your event booth. Small children and babies should not be in the food prep or cooking areas.
- Set up your handwashing station before starting any food prep or service.
- Always wash your hands and don new gloves after handling money.

Dishwashing

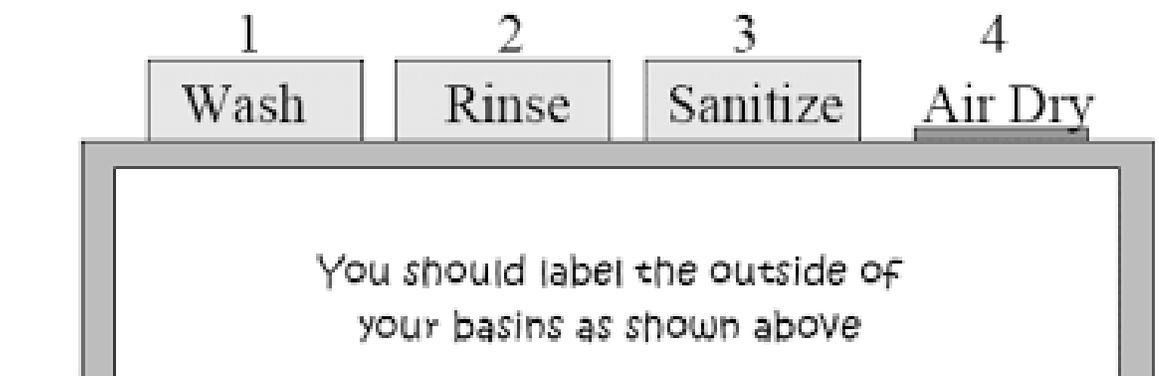
All utensils used by your customers should be disposable. For utensils and other items used for food prep and cooking, you will need to set up a temporary dishwashing station. A temporary dishwashing station consists of the following:

- One tub of hot soapy water for washing dishes
- One tub of hot water for rinsing dishes
- One tub of tepid sanitizer water
 - Approximately 1 tbsp of bleach per 2 gallons of water
 - Concentration should be between 50-100 mg/L
- Sanitizer test strips
- Extra hot water and extra dish soap
- A space to air dry dishes and utensils

Be sure to bring plenty of extra utensils. It may not be feasible to wash utensils while you are cooking.

*Dishes and utensils must be air-dried in order to be completely sanitized. Do not use a cloth to finish drying.

*DO NOT dump waste water on the ground or down a storm drain. It must be disposed of into an approved wastewater facility.



Storage Methods

Cold-Holding: $\leq 41^{\circ}$

If you have access to a fridge/freezer and electricity, then store your food in them.

If you do not have refrigeration, cold food items need to be kept in small containers in a cooler, submersed in ice. The ice should reach at least $\frac{3}{4}$ of the way up the container. Keep the cooler in the shade and adjust if necessary as the sun moves during the day.

Food that is being immediately used for cooking and serving should be kept in a small container inside a bowl of ice, where $\frac{3}{4}$ of the container is submersed in ice. This can be kept out on the food prep table.

Hot-Holding: $\geq 135^{\circ}$

Food should always be cooked quickly at a temporary event. Do not heat items in a crock pot. Foods that have already been heated to the proper temperature can be placed in a crock pot or other warming device to maintain a hot holding temperature of 135° .

Dry Goods and Supplies:

All food, utensils, and single-serve containers should never be stored on the ground. Place them in containers on a pallet, or in plastic tubs or drawers.

Temporary Event Checklist

Equipment

- Refrigeration or Large Coolers
- Utensils
- Overhead Covering
- Thermometers
- Gloves
- Heating and Hot Holding Units
- Sanitizer Test Strips
- Bleach
- Soap and Paper Towels
- Extra Ice
- Ground/Floor Covering

Facilities

- Handwashing Station
- Dishwashing Station
- Dry Storage
- Food Prep Area
- Cooking Area
- Serving Area

Sanitation

- Approved Water Source
- Approved Wastewater Disposal Method
- Separation from Livestock or Other Animals

Eastern Idaho Public Health
Environmental Health Section Contacts

Bonneville County	(208) 523-5382
Clark County	No EHS office. Contact Bonneville Co.
Custer County	(208) 879-2504
Fremont County	(208) 624-7585
Jefferson County	(208) 745-7297
Lemhi County	(208) 756-2123
Madison County	(208) 356-3239
Teton County	(208) 354-2220

***If you have any questions, please contact us. We want to help you avoid mistakes that may require costly and time-consuming corrections.**