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Bureau of Environmental Health Protection**

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GUIDELINES FOR TEMPORARY FOOD FACILITIES

A temporary food facility is defined in the Chester County Health Department (CCHD) Food Code as a food facility that operates for a period of no more than 14 consecutive days in a fixed location and in conjunction with a single event or celebration (such as a fair, festival, carnival or other transitory gathering). The following guidelines have been developed to provide operators of temporary food facilities with the minimum requirements for licensing and for the safe, sanitary operation of their facilities. The CCHD Food Code, which provides complete requirements for management and personnel; food operations, equipment and facilities; and licensing and inspection for all food facilities in the County, can be found at the CCHD's website at www.chesco.org/health.

The Food Code allows the CCHD to issue no more than three temporary licenses to an operator in a particular calendar year. An operator who wishes to operate at more than three temporary events or celebrations within a given year must obtain an annual License to Operate and meet the standards for permanent facilities.

SECTION 1

LICENSING

Any person proposing to operate a temporary food facility in Chester County must first obtain a license to operate from the CCHD. An *Application for License to Operate a Temporary Food Facility* and the appropriate fee must be received by the CCHD at least **five (5) business days prior to the event** to allow for the processing of the paperwork and review of the facility. An application received less than five (5) business days prior to an event may be rejected.

- A license for a temporary food facility is valid for the duration of a particular event of no more than fourteen (14) consecutive days.
- Operators will be contacted by the CCHD prior to the event to review the information provided on the application for license. If operation of the facility is approved, arrangements for inspection or delivery of the license will be made at that time.
- The issued license must be posted in a location in the food facility that is conspicuous to consumers.

SECTION 2

MANAGEMENT AND PERSONNEL

Person in Charge

Operators of temporary food facilities in Chester County must designate themselves or another person as the person in charge for the facility. A person in charge must be present in the facility at all times.

The person in charge shall ensure that:

- Employees and other persons entering the facility comply with the CCHD's Food Code.
- Employees are properly trained in food safety as it relates to their assigned duties.
- Employees effectively wash their hands.
- Employees are properly cooking potentially hazardous food.
- Employees properly wash, rinse and sanitize multiuse equipment and utensils before re-use.
- Employees do not contact exposed, ready-to-eat food with their bare hands.

Certified Food Manager

Operators of temporary food facilities in Chester County must employ at least person who is certified by the CCHD as a Certified Food Manager (CFM).

The CFM is responsible to:

- Supervise and instruct food service workers in the techniques of sanitary food handling, proper maintenance of the food facility, and the requirements of the CCHD’s Food Code.
- Monitor staff and notify the person in charge of necessity to remove anyone with signs of active illness from food service activities.
- Perform the duties of the person in charge when the CFM is the person in charge at the time.
- Display his/her valid CFM Certificate or wallet certification card in a location in the food facility that is conspicuous to consumers.

Employee Health

No persons can work as a food handler if they have a disease that can be transmitted by foods, or have signs or symptoms of gastrointestinal infections (diarrhea or vomiting) or obvious infections of the skin (boils or any seeping scratches or wounds, especially of the hands or forearms), or signs or symptoms of upper respiratory tract infections (sore throat and fever or nasal congestion other than from allergies).

SECTION 3 FOODS ITEMS TO BE OFFERED TO CONSUMERS

All food must be clean, wholesome, free of spoilage and adulteration and safe for human consumption.

Approved Sources

All foods must come from approved sources that comply with the Food Act and the CCHD’s Food Code.

Specific requirements include:

- Shellfish recreationally caught may not be sold, offered for sale, or given away.
- Whole pigs for pig roasts must be obtained from USDA-inspected slaughter house. Pigs prepared by a custom butchering operation are not acceptable for public food service operations.
- Ice served in beverages or used in the preparation of foods must be obtained from an approved source; the ice must be made from water that is either from a public water system or nonpublic water system that meets the standards of the PA Safe Drinking Water Act.

No food prepared in a private home or which has been processed in a place, other than a commercial food processing establishment regulated by the CCHD or any other appropriate, official, regulatory agency, shall be sold, offered for sale or given away. If food is prepared outside of Chester County, a copy of a facility’s valid license from the appropriate regulatory agency must be submitted to the CCHD. (This provision does not apply to facilities operated by voluntary non-profit groups if the foods offered are limited to cakes, cookies, candy, bread, pre-packaged commercially goods, and/or non-cream pies.)

Safe Temperatures

Potentially hazardous foods must be maintained at safe temperatures (41°F or less, or 135°F or greater) throughout the entire event (including the transport to the event).

Potentially hazardous foods must be cooked to the following minimum temperatures:

Poultry	165°F	Stuffed meats	165°F
Ground Beef	155°F	Pork	145°F
Beef	145°F	Fish	145°F
Pre-cooked foods	165°F		

Consumer Advisory

If an animal product such as beef, eggs, fish, milk, pork, poultry or shellfish is to be served raw, undercooked or not otherwise processed to eliminate pathogens, a written consumer advisory of the increased risk associated with certain susceptible populations eating these foods must be provided at the temporary food facility. Advisories may be brochures, menu advisories, label statements, table tents, or placards.

SECTION 4

FACILITY CONSTRUCTION AND SET-UP

Facilities must be provided that will protect foods from contamination at all times. Foods must be placed in protected locations during transport to the event, storage, preparation, display and service. A sketch of the facility's layout must be submitted to the CCHD during the application process.

Booth

- Overhead protection (i.e. tent, roof, canopy) is required for areas of food storage, preparation, cooking and serving.
- Side walls or screens may be required if adequate protection of food and food-contact surfaces from insects or weather hazards can not be achieved through other limiting conditions.
- Flooring (i.e. wood sheeting, platforms, mats) may be required in areas where dust, mud, or pooling water is a concern.
- The food storage, preparation and service areas must be physically separated from the public.
- Display cases shall be equipped with a sneeze guard or other effective means to prevent contamination of the displayed food by the public.

Equipment

- All equipment must be adequate for its intended use, well-maintained, and easily cleanable.
- Refrigeration units must be able to maintain food at 41°F or below. Refrigeration units should be operating at 41°F before potentially hazardous foods are placed in them. Each unit must be equipped with an accurate thermometer.
- Ice in ice chests may be used to keep foods cold if the ice container is kept clean and is equipped with an attached lid and a drain.
- A separate clean and covered container must be provided for ice used in the preparation of drinks or other purposes where ice will be consumed. Styrofoam coolers may not be used to store ice intended for consumption.
- Cooking equipment must be capable of cooking foods to the appropriate temperatures, as listed in Section 3.
- Hot holding equipment must be capable of holding foods at 135°F or higher.
- A handwashing station must be available at each booth at a temporary event. A handwashing station consists of warm, potable water (at least 5 gallons) supplied by a spigot, hand soap, paper towels, and a container to collect the waste water.
- Dishwashing facilities must be provided to wash, rinse, and sanitize equipment that is soiled or contaminated. These facilities consist of three sinks or other containers (i.e. dishpans, buckets) of adequate size arranged to accomplish a wash-rinse-sanitize-air dry process of dishwashing.

Restrooms

Restrooms must be readily available for employee and patron use. Handwashing facilities must be provided wherever toilet facilities are located.

Liquid Waste Storage and Disposal

Temporary facilities that are not connected to an approved waste water disposal system must provide a waste water container which has a minimum capacity of five gallons and a tight-fitting lid. All waste water must be disposed of in a sanitary sewage system so as not to create a health hazard or nuisance. Waste water may not be discarded in a stormwater drain or on the ground.

Solid Waste Storage and Disposal

Each booth must supply at least one container for refuse and garbage storage. These containers must be leak-proof, lined with heavy duty plastic garbage bags, and equipped with a tight-fitting lid. All garbage and refuse must be stored and disposed of in a manner as not to create a health hazard or nuisance.

SECTION 5

FOOD HANDLING PROCEDURES

Food Handling

- Food workers must wash their hands, utilizing hot running water, soap and individual towels, as follows:
 - Immediately before engaging in food preparation activities such as working with exposed food, working with clean equipment and utensils, and working with unwrapped single-service and single-use articles,
 - After touching bare human body parts other than clean hands and clean, exposed portions of arms,
 - After using a toilet facility,
 - After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking,
 - After handling soiled equipment or utensils,
 - During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks,
 - When switching between working with raw food and working with ready-to-eat food,
 - Before donning gloves for working with food, and
 - After engaging in other activities that contaminate the hands.
- Hand sanitizers or alcohol towelettes cannot be used in lieu of the proper handwashing techniques listed above.
- All food handlers must wear clean clothes, hair restraints, and maintain a high degree of personal cleanliness.
- No smoking is permitted in the food storage, preparation, cooking and serving areas of the booth.
- Only food service employees directly employed in the licensed food establishment shall be permitted to handle unpackaged food.
- Food employees may not contact exposed, ready-to-eat food with their bare hands, and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
- If plastic gloves are used, they must be used in a sanitary manner and used only once.
 - Use gloves that fit properly and are designed for the task at hand (Loose fitting gloves are not appropriate for meat slicing, for example),
 - Gloves must be changed whenever a food handler changes activities (handling raw meat and then handling ready-to-eat foods),
 - Gloves must be changed whenever a food handler leaves the food prep area,
 - When gloves are removed, they must be thrown out,
 - Gloves must be changed if sneezed into, coughed into, or if they come into contact with the face, and
 - Hands must be thoroughly washed before putting on gloves and between glove changes
- Accurate probe-type thermometers must be available and used to measure refrigeration temperatures, hot holding temperatures and internal food temperatures.

Food Storage

- All foods must be stored off of the ground.
- All foods should remain in storage containers except for small amounts of food that are being prepared or small amounts that are to be consumed in a very short period of time.
- Food or beverages stored in ice must be in packaging that will not leak, such as sealed cans, bottles, or plastic containers with tight-fitting lids.
- Food or beverages cannot be stored in ice intended for human consumption.
- All toxic materials must be clearly labeled and stored away from all food, food- contact equipment and utensils.
- Condiments such as sugar, cream, ketchup, and mustard must be served in individual packets, squeeze containers, or approved dispensers.

Equipment Handling and Cleaning

- All food contact equipment, paper products and utensils must be stored off of the ground.
- Dishwashing detergent and an approved sanitizer (i.e. quaternary ammonia, chlorine) must be provided and properly used during equipment washing. Appropriate sanitizer testing strips must be available in the facility at all times.
- All food-contact equipment and utensils must be cleaned after each use at a three-compartment sink set up, following the four-step process:
 - WASH equipment in warm, soapy water in one compartment,
 - RINSE equipment in clear water in the middle compartment,
 - SANITIZE equipment in a sanitizing solution in the other compartment, and
 - AIR-DRY equipment on a drain board.
- Wiping clothes must be stored in a separate container of sanitizing solution when not in use.

SECTION 6

WATER INFORMATION

All water used in the operation of a Public Food Service Facility must be from a source approved by the CCHD. The supply of hot and cold water must be adequate to accomplish proper food preparation, handwashing, and cleaning and sanitizing equipment. Water may be heated in a coffee urn, on a stove top, or similar methods.

An on-site drilled well used to provide water for a temporary event must meet the standards of the CCHD Rules and Regulations, Chapter 500, Subsection 501 (for construction standards) and Chapter 600, Subsection 605 (for sampling requirements). Results of bacteriological sampling, taken from the well 14 to 30 days prior to the event, must be submitted to the CCHD before the event.

If a hose is to be used to convey water from a potable water source to a food booth, the hose shall be of made of food-grade materials. Examples are piping made of polyvinyl chloride (PVC), polyethylene (PE), acrylonitrile-butadiene-stryrene (ABS) or an equivalent material. A garden hose is not permitted.

Water stored on-site must be kept in clean, covered and leak-proof containers with dispensing spouts.

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