LAKE COUNTY ENVIRONMENTAL HEALTH
106 FOURTH AVENUE EAST
POLSON, MT 59860-2175
PH: 406-883-7236 FAX: 406-883-7205
Email: envhealth@lakemt.gov

March 2, 2016

RE: Lake County Temporary Food Establishments – Permit Information

The potential for a food-borne illness outbreak from improperly prepared food associated with temporary food events is great. Such an outbreak would result in serious liability for event sponsors and would threaten the future of food vending at popular events in the community. Proper handwashing, thorough cooking, correct hot/cold holding temperatures, and prevention of cross-contamination are key elements of food safety at temporary events.

The State of Montana sets rules for food service as modeled by the 2013 edition of the FDA Food Code (Administrative Rules of Montana ARM 37.110.2). It is your responsibility to follow these rules and to maintain good public health practices. Also refer to the Temporary Food Service Guidelines included in this packet for additional tips on preventing food-borne illness at your event.

At least two weeks prior to the event, the following 4-page Temporary Food Establishment Plan Review form MUST be submitted to this office for review and approval. If you are operating for personal monetary gain, a fee of $85.00 (payable to L.C.E.H.) must also be submitted with your Plan Review form. If you are a non-profit organization, the license fee may be waived; however, the plan review form must still be submitted to this office for review.

Upon approval, safe food handling tips and a certificate will be issued by this department. By definition, your Temporary Food Establishment permit is valid under the following circumstances:

- If you are operating at a fixed location for no more than 21 days in conjunction with a single event or celebration; or,
- If you are using a fixed menu and operating within a single county at a recurring event or celebration for no more than 45 days.

If you have questions, please contact this department.

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PLAN REVIEW GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

Use the following information as a guide when filling out the Temporary Food Establishment Plan Review form.

⇒ **Potable Water Source:** Water for cooking and handwashing must be obtained from an approved source. Approved sources include licensed restaurants, private tested wells (documentation may be required), or public water systems. Inquire with this department if you are uncertain about an approved water supply.

⇒ **Sanitary Sewer Source:** All wastewater generated on site (cooking, handwashing, etc.) must be disposed of in an approved sanitary sewer source such as an approved RV dump or mop sink in a licensed retail food establishment. Wastewater may not be disposed of on the ground or in a sink designated for handwashing.

⇒ **Restroom Availability:** Restrooms must be available for food workers within 200 feet of the booth location. Restrooms must have handwashing facilities with warm running water, hand soap and disposable towels.

⇒ **Handwashing Station:** A handwashing station at the booth is required. The station must consist of warm running water, soap and paper towels. Hand sanitizer in addition to handwashing is acceptable, but is not considered a replacement for handwashing.

⇒ **Approved Servicing Area/Commissary Location:** A temporary food establishment may need to be supported by a servicing area. Depending on the menu, the servicing area will be used for cold and dry food storage, preparation of menu items, washing of produce, cleaning and sanitizing equipment, approved potable water source and/or approved wastewater disposal area.

⇒ **Menu:** Include a menu for all items you plan to serve. Ice, pre-packaged foods, single-serve foods, canned and bottled products must be included. Note which foods you plan to prepare or handle and which foods are pre-packaged or pre-prepared. Indicate the approved source where all foods will be purchased.

⇒ **General Layout:** Include a floor plan of the temporary setup and indicate what will be used for overhead cover, flooring and walls (if necessary). The floor plan must include the locations of equipment; handwash sinks/station location; work tables; trash disposal containers; and storage area for food, personal items and single-service supplies. Note: walls, screening and flooring are subject to location of the food stand, the weather or other limiting factors. Please contact this office with questions.

⇒ **Equipment List:** On the general layout, list all equipment which will be at the temporary food establishment site. Include cutting boards, utensils, cooking and hot holding equipment, coolers, cold holding equipment, barriers to bare hand contact, etc.

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TEMPORARY FOOD ESTABLISHMENT PLAN REVIEW

Return the completed application with the $85.00 fee to the above address.
Checks must be made payable to L.C.E.H.
All applicants must submit a completed plan review application at least 2 weeks before the event.

Temporary Food Establishment (TFE) means a retail food establishment that in a licensing year either:
(a) Operates at a fixed location for no more than 21 days in conjunction with a single event or celebration; or
(b) Uses a fixed menu and operates within a single county at a recurring event or celebration for no more than 45 days.

Applicant Information	
Date of Application	
Name of Business or Organization	
Name of Person in Charge of Food Service	
Mailing Address	
Phone	
Email	

Event Information	
Name of Event(s) or Function(s)	
Specific Location of Event(s)	
Event Coordinator(s) Contact Information	
Date(s) of Event	
Hours of Operation	*Indicate the hours in which you will be SET-UP and ready to serve, NOT the hours of the event. If your planned hours of operation change, please contact this department.*

I hereby declare that no changes to these food service plans will be made without the Lake County Environmental Health Department's approval.

Name (Print): _____ Signature: _____
Date

Approved Servicing Area

A TFE may need to be supported by a servicing area. The servicing area will be used (depending on menu plans) for cold and dry food storage, preparation of menu items, washing of produce, cleaning and sanitizing equipment, an approved potable water source and/or approved wastewater disposal area.

Your servicing area is:	
Servicing Area Contact Person and Phone Number	
How will food be transported from the servicing area to the event?	

Water Source and Sewer Source

If no servicing area is needed for your TFE setup and operation, please indicate the following:

Potable Water Source	
Sanitary Sewer Source	

Hygiene

Certified Food Protection Manager (CFPM) Contact Person and Phone Number	*Depending on your menu, you may be required to have at least one designated CFPM (i.e. ServSafe Manager certified)*	
Location of available restroom	*Every temporary food service must have restrooms within 200 feet of the food service operation for employee use.*	
Type of Chemical Sanitizer	*Every temporary food service must have a sanitizing solution in a bucket with an available wiping cloth. The solution must be 100 ppm chlorine (bleach) or 200 ppm quaternary ammonia. Operators must have test strips to ensure proper concentration.*	
Handwashing facilities	*Every temporary food service must have a way to wash hands during food preparation and service. If you do not have a designated sink available with hot and cold running water in your serving area, you must set up a temporary hand wash station.*	☐ Plumbed with hot and cold water under pressure ☐ Self-contained portable unit ☐ Gravity-fed water with spigot/bucket ***At a minimum, temporary station must have the following: a five gallon container filled with clean WARM water from an approved source; a spigot/spout that allows both hands to be under the running water (no push button containers); a bucket to catch the handwash water when used; hand soap; and disposable towels.***
Describe how bare hand contact with ready-to-eat foods will be eliminated	*Food handlers may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils (deli tissue, spatulas, tongs, single-use gloves) or dispensing equipment.*	

Proposed Menu

List each menu item you plan to serve. Include the approved source (where the item is purchased) and the preparation process for the item. Provide a separate sheet of paper If you need more space.

Menu Item	Approved Source	Preparation Process
Example: Cheeseburger (with lettuce, tomato, onion)	*Name of local grocery store*	*Hamburger patties will be cooked on grill at the event and hot held in roasters until served. Burger will be placed on bun with cheese, lettuce, tomato, & onion, and then served*

Food Storage

How will dry goods be stored off of the floor/ground?	
Will raw meats, poultry and seafood be stored in the same refrigerator(s), freezer(s), or cooler(s) as cooked/ready-to-eat foods? (YES/NO)	
How will hot foods be maintained at 135°F or above?	
How will cold foods be maintained at 41°F or below?	

General Layout

Sketch a general layout of the TFE indicating the locations and types of equipment, handwash sinks/station location, work tables, trash disposal containers, and storage area for food and single-service supplies.

Booth/Tent Construction

Electrical source	*TFE booths may require the use of electricity in order to operate equipment.*	
Overhead covering	*Outdoor TFE booths may require overhead cover.*	☐ Canvas ☐ Wood ☐ Other:
Floor covering	*Outdoor TFE booths may require cleanable ground cover.*	☐ Asphalt ☐ Concrete ☐ Grass ☐ Tarp ☐ Wood ☐ Other:
Wall covering	*In dusty or windy settings, outdoor TFE booths may require wall coverings.*	☐ Tarp ☐ Screen ☐ Wood ☐ Other:

OFFICE USE ONLY

Sanitarian Comments/Requirements: _____

_____

_____

_____

_____

_____

Name (Print): _____ Signature: _____

Date

Communicable Disease Control & Prevention Bureau
Food & Consumer Safety

MONTANA

Temporary Food Service Guidelines

A food service establishment that operates for a period of not more than fourteen (14) consecutive days in conjunction with a single event or celebration is the focus of this pamphlet. Fairs and festivals or similar celebrations, as well as dinners or other events sponsored by organizations, serving food and open to the public, are all examples of temporary events.

Food service operators should have a basic understanding of how improper handling of Potentially Hazardous Foods (PHFs) and poor hygiene can cause a foodborne illness. PHFs are foods (such as meat or dairy products) that must be kept hot or cold because they are capable of supporting the rapid growth of bacteria that cause foodborne illnesses. By following these guidelines, temporary food service operators can minimize the possibility of a foodborne illness occurrence.

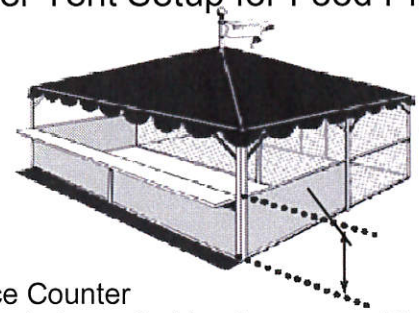
Temporary operations often require that the food service is set up out-of-doors or in locations where keeping foods safe and sanitary is challenging. The following actions and equipment are recommended for all temporary food operations.

Be aware that the local health department may make additional requirements beyond these guidelines.

Licensing Check with your local health department about the requirement for a permit or an inspection.

BOOTH. The stand or booth should have overhead protection and in most cases, be fully enclosed. There may be openings for a serving window and a door for entry; however, the door is to be kept closed during operation. Screening material may be used for the walls, doors and serving window. The floor of the stand should be hard, smooth, and constructed of easily cleanable materials. All food preparation, food storage and service are to be done within this enclosed area.

Proper Tent Setup for Food Preparation



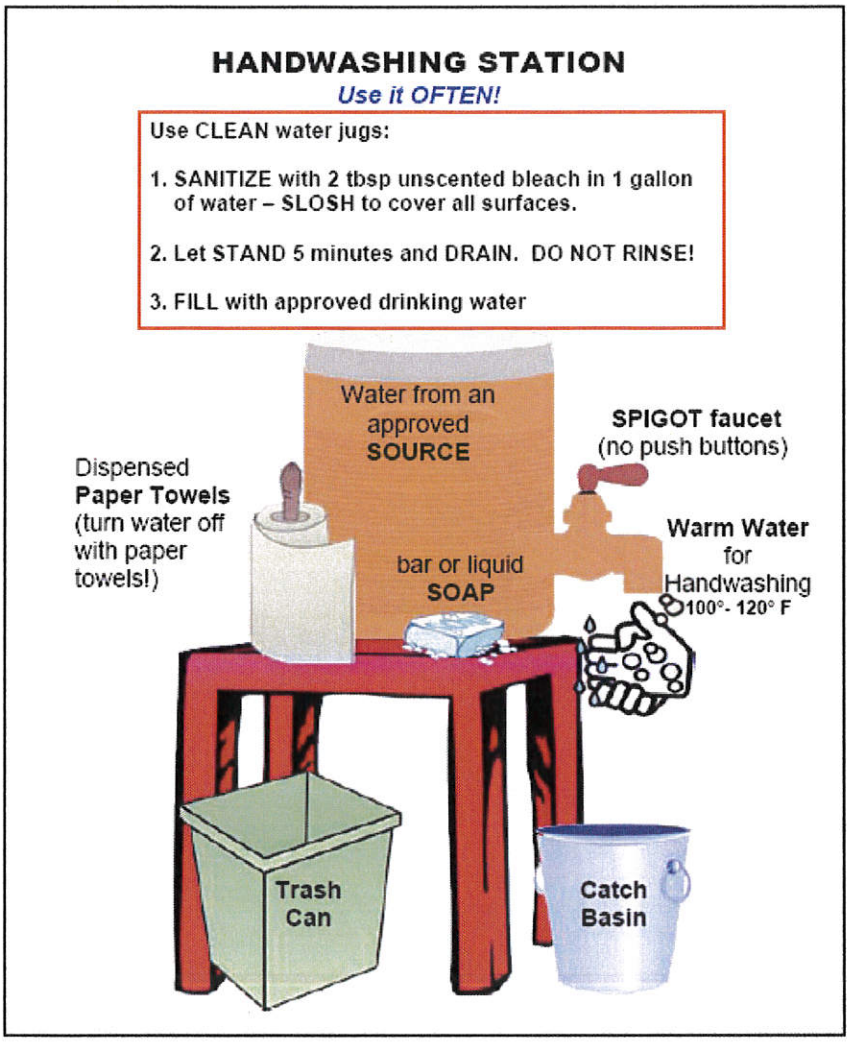
Overhead covering on entire booth

Food Preparation Area
Enclosed on all bottom and front to back.
Fine mesh screening recommended for visibility.(at least 1/16 to 1/32)

Service Counter
Covered along all sides from ground level to a minimum of 30 inches

Screening may not be necessary if flying insects or other pests are absent due to the location of the food stand, the weather, or other limiting factors. Asphalt, concrete, or plywood may be acceptable floor surfaces in temporary food stands.

HAND SINK.



Adequate hand washing facilities consist of a hand sink equipped with hot and cold running water, soap and paper towels. A temporary sink set-up can be made that consists of a vessel full of water with a spigot type dispenser, soap, paper towels, a wastebasket and a bucket to collect wastewater.

Remember to wash hands: before starting or returning to work, after eating, smoking, or using the restroom, when changing duties, before putting on gloves and whenever hands become soiled. The use of gloves or hand sanitizers is not a substitute for handwashing.

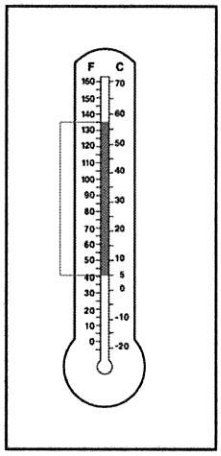
BARE HAND CONTACT. A food employee's bare hands may not touch ready-to-eat-foods. Tongs, spatulas, deli tissues, or gloves must be used.

FOOD

HOME CANNED OR HOME PROCESSED FOODS ARE NOT PERMITTED.

All foods and beverages are to be prepared on-site or at a food establishment currently under inspection. It is a good idea to have a recent inspection document on hand.

Check with the local health authority for specific rules.



COOKING An essential part of food safety is assuring that proper final cooking temperatures are met. Proper cooking temperatures for some common foods are:

Chicken:	165° degrees
Hamburgers:	155° degrees
Pork:	145° degrees
Fish/seafood:	145° degrees

The carry over or reuse of foods from one day to the next is strongly discouraged.

HOT AND COLD HOLDING. Sufficient equipment that is capable of keeping foods hot and/or cold must be provided. Mechanical refrigeration or ice is needed for cold foods. Refrigerators and freezers should be clean and contain thermometers. Coolers must be cleanable and have a drain. Hot holding units must be clean and contain a thermometer.

Hot foods are kept at 135° F or hotter and cold foods are kept at 41° F or colder.

THERMOMETERS. A metal-stemmed thermometer, which has a temperature range of 0°F to 220° F with increments no greater than 2° F, should be on hand to monitor cooking and holding temperatures. Glass-stemmed thermometers or mercury filled thermometers are not permitted.

ICE. Ice for use in beverages and as an ingredient is to be kept in a separate cooler, with no other food items. An ice scoop with a handle should be used to scoop ice to prevent bare hand contact with the ice. Ice shall be from a commercial source.

WAREWASHING. Warewashing may be done in a three-bin sink or temporary set-up using bus tubs. First, items should be washed in hot, soapy water. Second, they should be rinsed in clean, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air-dried.

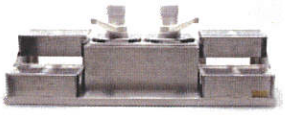
WATER. Sufficient potable water needs to be on hand. If the unit is a mobile temporary stand, the tank is to be constructed of a durable, corrosion resistant material that is easily cleanable. Vents, inlets and outlets should be screened, or positioned so that they are

protected from contaminants. Prior to use or after repair, the tank and system should be flushed and sanitized.

Consult the local health authority regarding testing of the water.

WASTEWATER. Wastewater needs to be disposed of through an approved sanitary sewage system. Do not dump wastewater on the ground or in the street. Mobile units equipped with a holding tank, must be sized fifteen (15) percent larger than the water supply tank.

CONDIMENTS. It is best to have condiments or other consumer food toppings in individual packets, squeeze bottles or bulk dispensers with plungers.

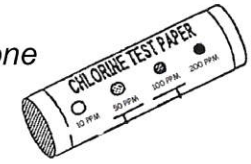


STORAGE. All foods and single-use or service articles—paper plates, cups and lids—should be stored at least six (6) inches above the floor or ground and protected from contamination.

SANITIZER AND WIPING CLOTHS.

An approved sanitizer should be provided (chlorine or quaternary ammonium compounds, or iodine). Wiping cloths should be stored in the sanitizer when not in use.

When using bleach to sanitize, mix one teaspoon of unscented bleach to each gallon of water.



HAIR RESTRAINT. Food vendors should wear hats, scarves, visors or hairnets that are designed and worn to effectively keep hair from contacting exposed food.

LIGHTS. Lighting in the stand must be adequate in the food preparation, storage, and serviced areas. Lights need to be plastic coated or shielded to guard against breakage into open food.

TRASH. Trash must be handled in a manner so that it does not create a nuisance or acts as an attractant to pests. The container should be covered when full or not in constant use. Solid waste is to be disposed of properly.

TOXICS. Cleaning solutions, sanitizers or other toxic items must be stored separately from foods, single-use and service items, and food contact surfaces. These same items need to be properly labeled. Over-the-counter insecticides not rated for use in or around a food establishment should not be used.

EATING, DRINKING AND SMOKING. Eating and tobacco use are not allowed in food stands. A closed drink cup with a lid and a straw is allowed, if spilling or dripping onto exposed food, clean equipment, utensils, and linens, or single-use articles will not occur.

FOOD AND NON-FOOD CONTACT SURFACES. Food preparation and equipment surfaces should be smooth, easily cleanable and durable.

ILLNESS RESTRICTIONS. An individual who has any type of wound infection, or who has a communicable illness that could be transmitted through food shall not be allowed to work in the food stand.

AUTHORIZED PERSONNEL. Only those individuals working as booth vendors, food handlers, or those who have duties directly related to the operation are allowed in the food booth. **FOODS STORED IN ICE.** Packaged and unpackaged foods and bottled or canned beverages may not be stored in direct contact with undrained ice or water.

TRANSPORTATION. When food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep foods hot and/or cold.

REMEMBER TO WASH YOUR HANDS

Use soap and water. **R**ub your hands vigorously as you wash them.
Wash:

- ☐ backs of hands
- ☐ wrists
- ☐ between fingers
- ☐ around and under fingernails

Rinse your hands well.
Dry hands with a paper towel.
Turn off the water using paper towel instead of your bare hands. [1]

Montana Department of Health and Human Services
Food and Consumer Safety Section
406 444-2408

[1] REVISED April 26, 2011