



LAKE COUNTY ENVIRONMENTAL HEALTH

106 FOURTH AVENUE EAST

POLSON, MT 59860-2175

PH: 406-883-7236 FAX: 406-883-7205

Email: envhealth@lakemt.gov

RE: Non-profit organizations temporarily serving food in Lake County

If you are temporarily serving food to the public in a non-profit capacity, you are exempt from all Lake County Environmental Health food permit fees. This includes private, religious, fraternal, youth, patriotic, or civic organizations that serve or sell food to the public, with or without charge, for fewer than 45 days in a calendar year.

- ⇒ If food service will last 4 days or fewer, you aren't required to submit information to this office. We recommend that you choose to submit the attached Temporary Food Service plan review form prior to operating, and we will provide food safety guidelines to maintain good public health practices at your event.
- ⇒ If the food service will last more than 4 days but fewer than 45 days, then you are required to submit the attached Temporary Food Service plan review form **at least two weeks prior to the event**. As a non-profit, you will still be exempt from permit fees.
- ⇒ If the food service will last more than 45 days in a calendar year, then a Montana Retail Food License is required. Non-profit groups are not exempt from the Retail Food licensing fee.

The potential for a foodborne illness outbreak from improperly prepared food at temporary events is high. 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 hand washing, thorough cooking, correct hot/cold holding temperatures, and prevention of cross-contamination are key elements of food safety at temporary events.

If you have questions, please contact the Lake County Environmental Health Department at envhealth@lakemt.gov or (406)-883-7236.



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PLAN REVIEW GUIDELINES FOR TEMPORARY FOOD SERVICE

Use the following information as a guide when filling out the Temporary Food Service plan review form:

- ⇒ **Potable Water Source:** Water for cooking and hand washing 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, hand washing, 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 hand washing.
- ⇒ **Restroom Availability:** Restrooms must be available for food workers within 200 feet of the booth location. Restrooms must have hand washing facilities with warm running water, hand soap and disposable towels.
- ⇒ **Hand Washing Station:** A hand washing station at the booth is required. The station must consist of clean water, soap and paper towels. Hand sanitizer in addition to hand washing is acceptable, but is not considered a replacement for hand washing.
- ⇒ **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.
- ⇒ **Complete Booth Description/Diagram:** Include a floor plan of the booth setup and indicate what will be used for overhead cover, flooring and walls (if necessary). The floor plan must include the locations of equipment, hand wash station, work tables, trash disposal containers, and storage area for food and single-service supplies. Note: walls, screening and flooring are subject to location of the food stand, the weather or other limiting factors.
- ⇒ **Equipment List:** In the booth description/diagram, 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, etc.



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TEMPORARY FOOD SERVICE PLAN REVIEW NON-PROFIT ORGANIZATION REQUEST FOR LICENSE EXEMPTION

Non-profit organizations are exempt from permit fees.

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	<i>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>

I hereby declare that no changes will be made to these food service plans without the Lake County Environmental Health Department's approval. I also certify that the above named organization qualifies as a non-profit organization.

Applicant's 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.

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	<i>TFE booths may require the use of electricity in order to operate equipment.</i>	
Overhead covering	<i>Outdoor TFE booths may require overhead cover.</i>	<input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other:
Floor covering	<i>Outdoor TFE booths may require cleanable ground cover.</i>	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Grass <input type="checkbox"/> Tarp <input type="checkbox"/> Wood <input type="checkbox"/> Other:
Wall covering	<i>In dusty or windy settings, outdoor TFE booths may require wall coverings.</i>	<input type="checkbox"/> Tarp <input type="checkbox"/> Screen <input type="checkbox"/> Wood <input type="checkbox"/> Other:

OFFICE USE ONLY

Sanitarian Comments/Requirements: _____

Signature of Registered Sanitarian: _____ Date: _____