

FOOD SAFETY GUIDE FOR TEMPORARY EVENTS AND OTHER APPROVED FOOD SERVICE

The state regulations for Temporary Food Events have been condensed for this guidebook.

For more detailed descriptions of food safety requirements, refer to the F.D.A. Food Code as adopted by the State of North Dakota and Western Plains Public Health.

Definitions

The following definitions will be used throughout this guidebook:

Beverage— A liquid for drinking. Includes water, soda, juice, or alcohol.

Employee— The permit holder, person-in-charge, supervisor, or person with responsibilities to do any of the following: serve consumers, cook or prepare food, cleaning responsibilities, etc. This includes both paid and volunteer workers.

Food— A raw, cooked, or processed edible substance. Includes beverages or any ingredient used for or intended for human consumption.

Health Department— The local regulatory authority or authorized county representative having jurisdiction over the Temporary Food Service Establishment.

Person-in-Charge— The individual present at a temporary food booth or establishment who is responsible for the operation at the time of inspection.

Public Event— A temporary food service event which is:

- (a) Advertised in any way to the public, or other inducements are offered for the public to attend, and
- (b) Participation by the public will be allowed.

Sanitization— Any application of cumulative heat or chemicals on cleaned food contact surfaces that, when evaluated, yield a 99.999% reduction rate of hazardous bacteria.

Single-use articles— Any utensils, serving containers, or bulk food containers designed and constructed to be used once and then discarded.

Time Temperature Controlled for Safety (TCS)/ Potentially Hazardous Foods (PHF)- A food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms (i.e. *Clostridium botulinum* or *Salmonella enteritidis*).

TCS foods include:

- (a) Foods of animal origin that are raw or heat-treated.
- (b) Foods of plant origin that are heat-treated or consist of raw seed sprouts.
- (c) Cut melons.
- (d) Raw cut tomatoes.
- (e) Garlic-in-oil mixtures.

Temporary Food Service Establishment– Includes:

- (a) A food establishment that is permitted by the Health Department to operate in a temporary manner in conjunction with single events or celebrations.
- (b) An element of the establishment such as a transportation vehicle or a separate preparation facility that supplies a vending location.
- (c) An operation that is conducted in a temporary facility or location; where food is prepared and intended for individual portion consumption, whether consumption is on or off the premises; and whether or not there is a charge for the food.

Temporary Food Service Establishment– Does not include:

- (a) Permanent location and food service, or the intention of permanent location and food service.
- (b) A produce stand that offers only whole, uncut fresh fruits and vegetables.
- (c) A private home where food is prepared and/or served for private family, religious, or charitable functions where the public is not invited or allowed.
- (d) The premises of a church, temple, synagogue or other location where food is normally prepared and/or served only for private family, religious or charitable functions to which the public (other than members of the organization) is not invited.
- (e) A cart, vehicle, trailer or other mobile food service establishment permitted for permanent operation by the North Dakota Department of Food and Lodging.

Warewashing– The cleaning and sanitizing of food-contact surfaces of equipment and utensils.

Fees

Fees will be collected after facility inspection but prior to opening at the event, if applicable. Information regarding fees for the event can be discussed with the event coordinator or Western Plains Public Health staff.

Food Handler Training

Before opening for business, the person-in-charge, or establishment manager will obtain or already have, a current Food Handler Card (food safety training certificate). Call the local Health Department for class information.

Approved Source

Food shall be obtained from sources that comply with laws. Packaged food shall be labeled appropriately. Food prepared in a private home may not be used or offered for human consumption in a food establishment.

Structures

Vendors may do all preparation, cooking, storage, and clean-up at the temporary event site location, as long as these procedures comply with the regulations. Items may be prepared at a permanent licensed kitchen and transported to the event.

A private home may not be used for storage, clean-up, preparation, or cooking of food intended for the public.

Operators must vend from a site that meets the following minimum structural requirements:

- (a) A roof, awning, or other top covering, impermeable to weather, over the entire food preparation, service, clean-up, and storage area.
- (b) Two side walls (screening), which will reduce the entry of dust and dirt, and exclude non-authorized personnel.
- (c) The floor must be a surface of plywood, concrete, asphalt or other acceptable material.

Flooring must be supplied only if the vending site is on dirt, gravel, grass, or poorly drained surfaces.

Higher standards for booth structure may be imposed, if necessary, for adequate food sanitation and protection of the public health.

Food Safety

Cooking and hot-holding

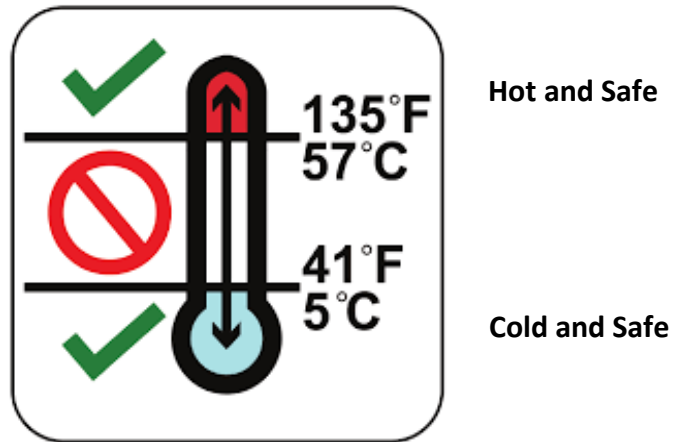
Maintaining safe food temperatures is a primary concern of food service. An establishment must be provided with adequate means for cooking, cooling, reheating, and hot and cold-holding equipment as needed for the menu.

Sterno-type chafing dishes are not allowed for outdoor food service. They do not produce adequate heat to keep foods safe.

Establishments must have an accurate probe-type thermometer to check food temperatures. It must have both a hot and cold scale (0°F to 220°F). Be sure to clean and sanitize before each use (alcohol swabs are appropriate).

Except during preparation, TCS/PHF must be maintained at 41°F (or lower) or 135°F (or higher). After any room temperature preparation, TCS/PHF must be cooked as rapidly as possible.

KEEP OUT OF THE DANGER ZONE



Meat

Hamburgers are a high-risk food because of the dangers of *E. coli* contamination. Hamburgers and other ground beef products must be cooked to 155°F for 15 seconds or more. Poultry products must be cooked to 165°F and pork to 155°F for 15 seconds or more.

Reheating

Rapidly reheat previously prepared foods to 165°F or higher. They can then be maintained at 135°F or higher. **Do not use crock pots or steam tables to reheat foods.**

TCS/PHF and cold storage

Coolers must be provided with thermometers so temperatures can be monitored.

Frozen TCS/PHF cannot be thawed at room temperature. Use thawing methods that keep foods cold, such as thawing in a cooler, in a microwave, as part of the cooking process, or under cool running water.

If ice chests are used to keep foods cold, be sure to layer ice and food, using sufficient ice to keep items at 41°F or lower. Ice chests must be drained.

Ice

Ice used to cool cans and bottles, or for cooling food items cannot be used in beverages or as food. It must also be stored separately from ice that will be placed in or served as food. Use a scoop with a handle to dispense ice. Keep scoop handle from touching the ice. **Never use hands or a cup dragged through the ice.**

Transportation

Vehicles used for food transport must be kept clean. When foods are taken from one location to another, they must be covered for protection and always kept at appropriate temperatures. Hot or cold holding containers must be able to maintain proper temperatures. Storage and service equipment in the booth should already be at proper temperatures before putting food in them.

Equipment

Adequate equipment for maintaining TCS/PHF at required temperatures **must** be used. Operators need to be familiar with the performance of equipment under temporary or outdoor conditions.

Cutting boards and knives used for raw meats **must not** be used for any other food items until they have been washed, rinsed, sanitized, and air dried. Extended hours of service requires changing of utensils every 4 hours OR wash, rinse, sanitize and air dry of utensils every 4 hours.

During outdoor service, food must be kept covered to protect them from insects, dust and dirt in the air. Use lids, plastic wrap, foil, or store inside cabinets.

Service equipment may not be placed on front tables/counters, where food may be contaminated by customers. Serve food items from side or back booth tables.

Hand Washing and Personal Hygiene

Water

Each establishment must provide both adequate water and wastewater containers for hand washing during the course of business. On-site water sources must be of culinary quality. The vendor is responsible for the disposal of wastewater to the sanitary sewer system.

Wastewater cannot be dumped into storm drains, gutters, parking lots, on the ground or on grass.

Hand Wash Station

A hand wash station is required in the food preparation area. A permanently plumbed sink is not needed, but the minimum requirements are as follows:

1. 5-gallon container with a spigot that provides a continuous flow of water
2. Catch basin or bucket.
3. Soap.
4. Paper towels.

ANY Temporary Food Establishment found without an adequate hand washing station will be closed or required to stop selling or giving away food until the violations are corrected.



Hand Washing

Food handlers must wash their hands before starting to work with food, clean equipment, and utensils, as well as unwrapped single-service and single use articles.

Food handlers must also wash hands after:

- Handling anything dirty (such as bagging garbage or picking anything up from the floor).
- Touching their hair, face, glasses, or other parts of their body and, after caring for or handling service animals or aquatic animals.
- After sneezing, coughing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
- When switching between working with raw food and working with ready-to-eat food.
- After engaging in other activities that contaminate the hands.

Bare Hand Contact

Bare hand contact with ready-to-eat foods is prohibited. Suitable utensils for handling ready-to-eat foods include tongs, spatulas, deli tissues, or single-use gloves. The use of disposable gloves can provide an additional barrier to contamination, but **gloves do not replace hand washing.**

When gloves are worn, they must be used for only *one* task such as working with ready-to-eat food or with raw animal food, and discarded when damaged or soiled, or when interruptions occur in the operation.

Cashiers and Other Workers

Cashiers and other workers handling money must not handle food. If a money handler must temporarily work with food, he or she must first adequately wash their hands. Employee assignments should be made so that money handlers will not work directly with food.

Clean Hands For Clean Foods

It is important that all staff at temporary food service events be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- Use soap and water.
- Rub hands vigorously while washing them for a minimum of 20 seconds.
- Wash all surfaces, including the back of hands, wrists, between fingers, and under fingernails (using a good brush).
- Rinse hands well.
- Dry hands with a paper towel.
- Do not share or reuse cloth towels.
- Turn off the water using paper towel instead of bare hands.

Wash hands before beginning work and frequently during the day, especially after performing any of these activities: using the toilet, disposing of garbage, handling raw food, handling soiled items, coughing, or sneezing, scraping tableware, touching hair face or body, smoking, handling money or any other action that may cause contamination of hands.

Hygiene

Food workers must wear clean clothing and restrain their hair. Even workers with short hair must use hair control. Hair must be restrained in such a way that it is unlikely to fall on and contaminate food and does not need to be touched or brushed out of the way by hands.

There is NO smoking or eating allowed in food preparation, ware washing or storage areas.

Only healthy workers can prepare and serve food. Anyone who shows symptoms of a disease such as nausea, fever, vomiting, diarrhea, sore throat, jaundice, excessive coughing and sneezing, etc., cannot work with food until they are well. Anyone with open sores or infected cuts on the hands should not work with food unless the affected areas are bandaged and gloved.

Only *authorized food workers* are allowed in the preparation area. Visitors, other family members, small children, and animals must be excluded.

Cleaning, Sanitation and Storage

Ware washing

All food contact items such as cooking equipment, storage containers, utensils, cutting boards, and service items must be washed, rinsed, sanitized, and air dried in such a way to effectively kill germs. This may be done on site or at another approved location.

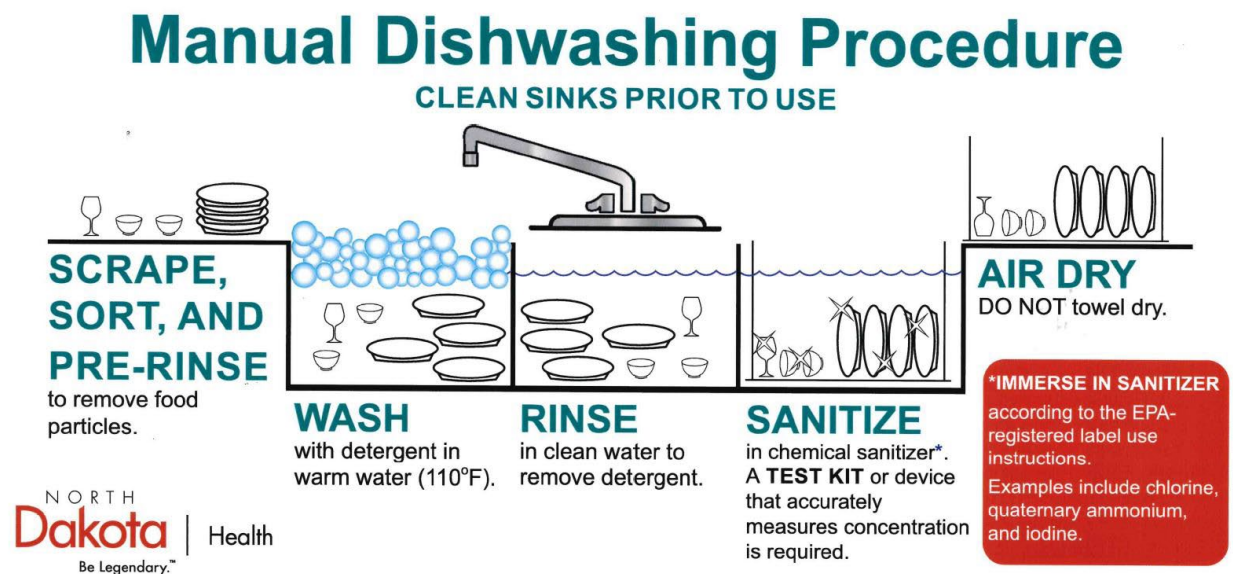
***Homes are NOT an approved location! ***

A permanently plumbed three-compartment sink is not required at temporary events. Bus tubs, dishpans, or temporarily plumbed three-compartment sinks may be used. Each vendor is responsible for their own clean-up arrangements including hot water, the presence of test strips, and an approved sanitizer.

Wash equipment and utensils using this five-step process:

1. Scrape off any excess food.
2. Wash in 110°F, soapy water
3. Rinse in hot water
4. Rinse with a chemical sanitizer, leave in sink at least ten seconds for a chlorine solution and thirty seconds for a quaternary ammonia solution.
5. Air dry

**Wastewater shall be disposed of in an approved location. Do not dump it on the ground. **



Sanitizer

Test strips are necessary to determine the correct concentration of sanitizer. Be sure the strips purchased are appropriate for the type of sanitizer that is being used.

Chlorine (white test strips that turn blue)
to a concentration of **100 ppm (parts per million)**.

Quaternary Ammonia (Orange strips that turn green) to a
concentration of **200 ppm or as recommended on the
Sanitizer bottle**.

Single-use articles such as plastic utensils, paper plates, and cups are recommended.
Never wash and reuse disposable ware.

****Please note that standard household wipes such as Lysol or Clorox generally are
not food safe. While they may be good for an initial wipe down, this is not the only
step needed to clean and sanitize your food service area. ****

Wiping Cloths

Wet wiping cloths must be stored in a bucket with sanitizer. Check the concentration with test strips and follow the guidance above. Change the solution frequently. Wiping cloths that are used to clean-up food spills **cannot** be used for anything else.

Waste Control

All food waste should be placed in trash bags. Put food and paper waste in a refuse container with a tight-fitting lid. Do not allow boxes or sacks of waste to accumulate in food preparation areas or outside the booth.

Storage

Opened bulk food containers such as rice or flour sacks must be stored in covered containers. All food (even if in boxes or cans) and food-contact items (sleeves of paper plates, cups, cooking equipment, etc.) must be stored at least 6" above the ground. Keeping floors clean must still be possible.



← If sanitizer bucket like the one shown
is not available, please label sanitizer
bucket properly.

Safety

Hot Equipment

Place grills and other hot equipment in the booth so there will be no dangerous exposed areas. The back and sides of this type of equipment can cause burns.

Fire Extinguishers

Have fire extinguishers present when using equipment with open flames. Propane tanks for grills or any other pressurized tanks, such as those used for fountain soft drinks, must be secured so they cannot fall and damage valves.

Toxic Chemicals

Toxic chemicals such as cleaners and sanitizers must be stored separately from and completely below both food and equipment. Read labels carefully and use only as directed. "The label is the law".

In case of fire, please contact the nearest fire department.

Example of proper fire extinguisher in food truck



Top Six Causes of Food Poisoning

From experience the U.S. Centers for Disease Control and Prevention list these six circumstances as the most likely to cause illnesses. Check through the list to make sure your establishment has addressed these common causes of food borne disease.

Inadequate Cooling and Cold Holding

More than half of all food poisonings are due to keeping foods out at room temperature for more than two to four hours.

Preparing Food Too Far Ahead of Service

Food prepared 12 or more hours before service increases the risk of temperature abuse.

Poor Personal Hygiene and Infected Personnel

Poor hand washing habits and food handlers working while ill are implicated in one out of every four food poisonings.

Inadequate Reheating

If leftovers are not reheated to 165°F or above, illness often results.

Inadequate Hot Holding

Cooked foods not held at 135°F or above until served can become highly contaminated.

Raw Foods and Ingredients

Serving raw shellfish or raw milk, or the use of raw eggs in sauces and dressings, has often led to outbreaks of food borne illness. It is always safer to use cooked or pasteurized products.

Operation of a temporary food establishment can be difficult due to the nature of the environment. It is important to remember that the facility is operated to a standard that would be acceptable in a permanent, licensed facility to safeguard public health.

Please contact the Environmental Health Division for further inquiries:



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