



# **FOOD SAFETY GUIDE FOR TEMPORARY EVENTS**

Distributed courtesy of :  
The Bureau of Food Protection  
Salt Lake Valley Health Department  
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Murray Utah, 84107-6379  
801-313-6620

<http://www.slvhealth.org/html/eh/html/foodpro.html>





**The Bureau of Food Protection  
Salt Lake Valley Health Department**

issues Temporary Event Permits Monday – Friday from 8:30 – 4  
PM.

Please call **313-6620**

for information on applying for a Permit and Permit fees.

If your food vending will be done outside of Salt Lake County, contact the local Health Department.

This permit is issued “in person” only, (not by phone or mail), so you will have the opportunity to discuss any questions. The person in charge must demonstrate adequate knowledge of food safety and sanitation practices in order to receive a Temporary Permit. If spoken or written English presents a communication problem, please feel free to bring a translator or friend to any Health Department meetings or inspections.

Before applying for a permit, please decide on the following:

- The complete menu including beverages.
- The booth structure (whether provided by the event sponsor or the vendor).
- The equipment that will be required, including a hand washing method.
- Methods to maintain hot and cold product temperatures.
- How all foods will be transported and stored.
- Where and how clean up of equipment will be done.
- Who will be in charge of the booth (must already have a Food Handler card or Food Safety Certification).

Food Handler Cards are available from afternoon and evening classes at several locations in Salt Lake County.

Call **534-4669** for a recording of the Food Handler Card class schedule. Classes are also offered in Spanish.

**Temporary event food service requires special consideration and planning of structures, transport, hygiene and food safety to safeguard public health.  
It is the intent of this guideline to assist food vendors to operate in compliance with regulations, provide food that is safe to consumers, and prevent the spread of food-borne illness.**

**For more complete information, please refer to the current version of the F.D.A. Food Code as adopted by the State of Utah.**

# WEST NILE VIRUS

## REDUCE YOUR RISK DURING OUTDOOR ACTIVITY

### Protect From Dusk to Dawn

That is when mosquitoes that carry the virus are most active, so take precautions to prevent mosquito bites.



### Use Repellent With DEET

- ◆ Use mosquito repellents that contain DEET (N, N-diethyl-m-toluamide) when doing any outdoor activity. (Follow the label instructions carefully).
- ◆ For adults, use repellents containing DEET at 30–35% concentration. For children 2–12, use repellents containing 10% or less DEET. Do not use on children under the age of 2.

### Take Cover

- ◆ Wear protective clothing like long-sleeved shirts and long pants while outdoors.
- ◆ Use mosquito netting when sleeping outdoors or in an unscreened structure and to protect small babies any time.

### Remove Standing Water

Drain standing water, since that's where mosquitoes lay eggs. This includes tires, cans, puddles, barrels, etc.

#### SALT LAKE VALLEY HEALTH DEPARTMENT

[HTTP://WWW.UMAA.ORG](http://www.umaa.org)

#### ENVIRONMENTAL HEALTH

801-313-6641

(Housing and Solid Waste Questions)

#### INFECTIOUS DISEASE BUREAU

801-534-4607

(Human Disease Questions)

#### SALT LAKE COUNTY MOSQUITO ABATEMENT DISTRICTS

[HTTP://WWW.UMAA.ORG](http://www.umaa.org)

(report mosquito infestation)

#### SALT LAKE CITY

801-355-9221

#### SOUTH SALT LAKE CITY

801-255-4651

#### MAGNA

801-250-7765

#### UTAH DIVISION OF WILDLIFE RESOURCES

[www.wildlife.utah.gov/wnv](http://www.wildlife.utah.gov/wnv)

800-538-7161

## 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 your hands vigorously as you wash them for a minimum of 20 seconds.
- Wash all surfaces, including; back of hands, wrists, between fingers, and under fingernails using a good brush.
- Rinse your hands well.
- Dry hands with a paper towel. Do not share and reuse cloth towels.
- Turn off the water using paper towel instead of your bare hands.

Wash your hands in this fashion before you begin 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



# The Top Six Causes of Food Poisoning

From past 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 above 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 & 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 disease. It is always safer to use cooked or pasteurized products.

**Remember: When in doubt, *throw it out!***

# Food Safety Guide For Temporary Events

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# CHAPTER 8

## Enforcement

Temporary establishments will be inspected based on the Health Department's risk assessment. The risk assessment takes into account menu items and preparation, volume of food service, length of an event and the operator's level of knowledge.

Any violations noted during an inspection must be corrected immediately.

**The following enforcement actions may be taken by the Salt Lake Valley Health Department to protect the public:**

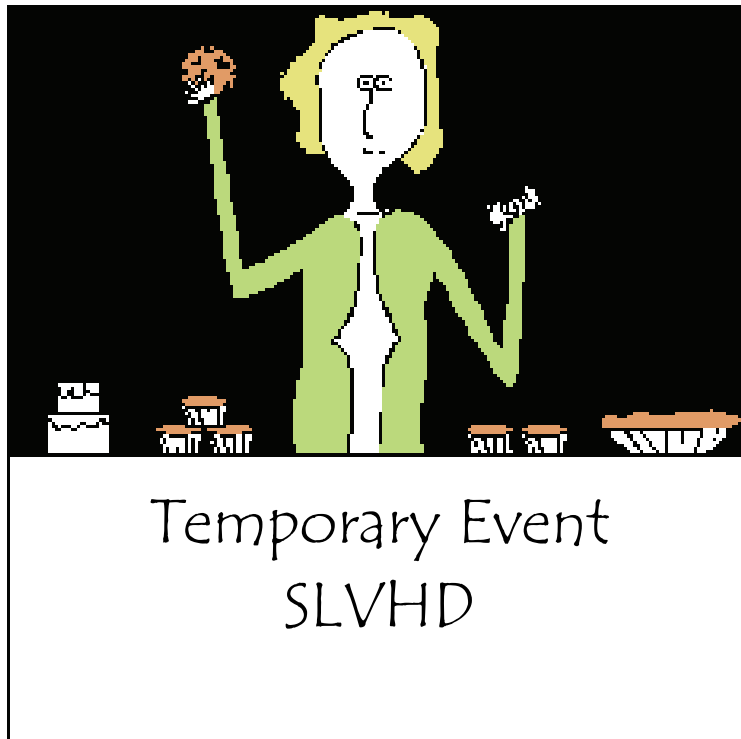
Citations may be issued for violations or further legal actions may be taken by the Salt Lake Valley Health Department.

Permit suspensions will occur for the following violations:

1. **Vendors without appropriate permits will be issued a "Cease and Desist" order, and the establishment will be closed immediately.**
2. **Booths that do not have an operational hand sink.**
3. **Foods from unapproved sources (i.e. food from home, illegal vendors or other unapproved sources).**
4. **Conditions presenting an imminent health hazard.**
5. **Critical violations or an accumulation of non-critical violations that are not corrected.**

Food unfit for human consumption may be reconditioned, impounded, destroyed or denatured.

A Temporary Event Food Service Permit may be revoked at the discretion of the Salt Lake Valley Health Department.



## CHAPTER 7

### Safety

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

Have fire extinguishers present if you are 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 such as sanitizers and pesticides must be stored entirely separate and below food and equipment. Read labels carefully and use only as directed. "The label is the law."



## CHAPTER 1

### Definitions

The following definitions will be utilized in this Guideline :

**"Beverage"** means a liquid for drinking, including water.

**"Employee"** means the permit holder, person-in-charge, supervisor, or person with responsibilities to serve consumers, cook or prepare food, or who has cleaning responsibilities, whether paid or volunteer labor.

**"Food"** means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use in whole or in part for human consumption.

**"Health Department"** means the local Regulatory Authority or authorized representative having jurisdiction over the Temporary Food Establishment.

**"Person-in-Charge"** means the individual present at a temporary food establishment who is responsible for the operation at the time of inspection.

**"Potentially hazardous food"** means a food that is natural or synthetic and is in a form capable of supporting:

- (a) the rapid and progressive growth of infectious or toxigenic microorganisms;
- (b) the growth and toxin production of *Clostridium botulinum*; or
- (c) In raw shell eggs, the growth of *Salmonella enteritidis*.
- (d) Potentially hazardous food includes foods of animal origin that are raw or heat-treated; a food of plant origin that is heat treated or consists of raw seed sprouts; cut melons; raw cut tomatoes; and garlic-In oil mixtures.

**"Public Event"** means 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"** means the application of cumulative heat or chemicals on cleaned food contact surfaces that, when evaluated for efficacy, yield a 99.999% reduction, of representative disease microorganisms of public health importance.

**“Single-use articles”** means utensils, serving containers and bulk food containers designed and constructed to be used once and discarded.

**“Temporary Food Service Establishment”** means:

- (a) A food establishment that is permitted by a Health Department to operate in a temporary manner in conjunction with single events or celebrations (by-the-day).
- (b) A food establishment that is permitted by a Health Department to operate in a temporary manner for no more than 14 days (Extended).
- (c) An element of the establishment such as a transportation vehicle or a separate preparation facility that supplies a vending location.
- (d) 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 temporary establishment that offers only commercially prepared and packaged foods that are not potentially hazardous and require no preparation or handling.
- (c) A produce stand that offers only whole, uncut fresh fruits and vegetables.
- (d) 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.
- (e) 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.
- (f) A cart, vehicle, trailer or other mobile food service establishment permitted for permanent operation by the Salt Lake Valley Health Department.

**“Temporary Event Food Service Permit”** means the document issued by the Salt Lake Valley Health Department that authorizes a person to operate a temporary food service establishment.

**“Warewashing”** means the cleaning and sanitizing of food-contact surfaces of equipment and utensils.

You must have test strips in order to determine the correct concentration of sanitizer. Be sure the strips you purchase are appropriate for the type of sanitizer you are using;

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

**Quaternary Ammonia** (buff strips that turn green)  
to a concentration of **200 ppm**

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

#### **Wiping Cloths**

Wet, in-use wiping cloths must be stored in a bucket with sanitizer. Check the concentration with your test strips and use no more than 200 ppm. chlorine or 400 ppm. quaternary ammonia. Change the solution frequently. Wiping cloths that are used to clean-up food spills cannot be used for anything else.

#### **Waste Control**

All food garbage should be placed in trash bags. Put garbage and paper waste in a refuse container with a tight-fitting lid. Do not allow boxes or sacks of garbage 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. Use tables, pallets, milk crates, or turn over empty boxes and place items on top. You must still be able to keep floors clean.



## CHAPTER 6

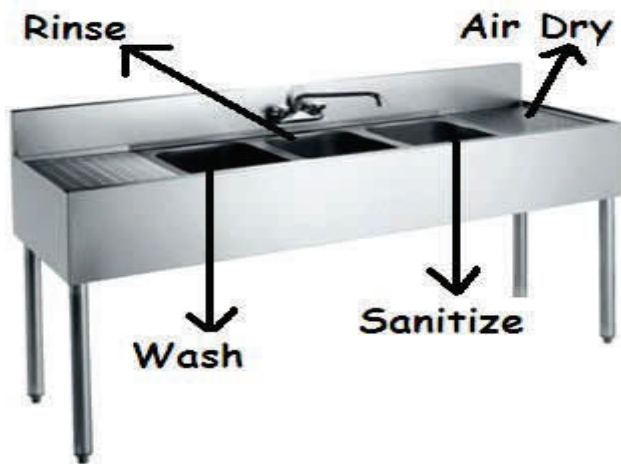
### Cleaning, Sanitation and Storage

#### Warewashing

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 a temporarily plumbed three-compartment sink 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 four-step process:

1. Wash in hot, soapy water.
2. Rinse in hot water.
3. Rinse with a chemical sanitizer, leave in sink at least ten seconds for a chlorine solution and thirty seconds for a quaternary ammonia solution.
4. Air dry.



## CHAPTER 2

### Permits

In order to sell or give away food at a temporary event, vendors must obtain a Temporary Event Food Service Permit in advance of opening for business.

Contact the local Health Department which has jurisdiction over the city or area where your event will take place. A permit obtained in one jurisdiction for an event there will not be valid for another time/location. Please plan on obtaining the permit in a timely manner, as much in advance as possible to the events in which you are participating. Permit applications received less than \_\_\_\_\_ prior to the event will be charged additional processing fees.

**Temporary Event Food Service Permits will not be issued on-site at events.** See the last page of this guideline for phone numbers and addresses where you can obtain information on the permitting procedures.

Permits are required for existing restaurants, caterers, churches, community and social organizations, volunteer and nonprofit organizations, schools, government agencies, and other food service professionals, or non-professional, who wish to serve food at a temporary event. Vendors obtaining food from permanent take-out establishments (such as pizza delivery) must obtain a permit. Resale of non-inspected, prepared meat food items purchased from another food establishment is prohibited by Federal law. Non-inspected means the meat food item has no mark of inspection by either the Utah Department of Agriculture/UDAF (symbol is a beehive) or the United States Department of Agriculture/USDA.

For example, you may not resell a meat pizza made by a local pizzeria (cheese pizza is OK) or a bratwurst made by the supermarket meat department or purchased at the full-service meat or deli counter.

Each food vendor must apply for their own permit. "Blanket Permits" to event sponsors covering multiple vendors are not issued.

A legally separate vendor providing temporary food service on the site of a permanent food service establishment must obtain a Temporary Event Food Service Permit.

An adequate demonstration of food safety knowledge, as determined by the Health Department, is necessary in order to obtain a permit. A permit may be revoked if an operator does not comply with health regulations. Permits are not transferable. A valid permit must be posted in every temporary food service establishment.

The Temporary Event Food Service Permit does not replace or exclude other permits and licenses required by local municipalities or other organizations.

### Exceptions

The Temporary Event Food Service Permit is **NOT** required for:

(a) Vehicles and carts already permitted by the Salt Lake Valley Health Department for permanent Mobile Food Service.

(b) Beverage-only temporary service.

**This does not include:** Beverages with potentially hazardous ingredients such as dairy products, melons, tomatoes, cooked vegetables, or juice from cooked vegetables, and beverages requiring handling of ice.

(c) Vendors of non-potentially hazardous, commercially packaged and prepared foods requiring no temperature control, preparation or handling.

(d) Vendors who are already permitted and inspected as a permanent food establishment operating in their own licensed premises. Cooking/barbequing outdoors on their own licensed premises is allowed as long as activities are limited to cooking only. No assembling or other food handling is allowed.

**\*Note:** If the mobile food establishment is used at a fair, carnival, or other event where it does not or cannot return to the servicing area, the mobile food establishment must be licensed and regulated as a Temporary Food Establishment.

### Fees

Current applicable fees as determined by the Salt Lake Valley Health Department will be paid in advance when the permit is issued.



Food workers must wear clean aprons or uniforms. These must be changed and laundered frequently to avoid contamination.

Because they are working in close proximity to food, anyone with access to food-service areas such as managers, cashiers and order-takers must also wear aprons or uniforms and use hair control.

### Hygiene

You may not smoke or eat in food preparation, warewashing or storage areas.

Only healthy workers will prepare and serve food. Anyone who shows symptoms of a disease such as cramps, 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.



Food handlers shall wash their hands before starting to work with food, clean equipment and utensils, and unwrapped single-service and single use articles. Also, wash hands after handling anything dirty (such as bagging garbage or picking something up from the floor); touching bare human body parts other than clean hands and arms, 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; and after engaging in other activities that contaminate the hands.

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

### **Dress Standards**

Do not touch hair or skin when working with food. Everyone involved in the preparation and service of food, including management, must use effective hair control. This can be accomplished with hats, hairnets, or by tying back long hair. The use of hair spray alone is not sufficient. 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 refund of fees for permitted days of food service that are unused. However with permission, additional days may be substituted for those on the original application. Additional permits may be issued to an operator, as long as the establishment continues to meet temporary food service requirements. All permits expire at the end of the calendar year in which they were issued, unless otherwise exempted by the permitting authority.

### **Permit Categories**

Temporary Event Food Service Permits will be issued and paid for in the following categories:

- (a) By the day
- (b) Three Day Event
- (c) Up to 14 days (Extended)

Holders of Temporary Event Food Service Permits of type (c) above, must notify the Salt Lake Valley Health Department of participation in future events. Each event requires an original permit with event name, location and days of operation to be posted on the food booth for public viewing. The Salt Lake Valley Health Department must also be notified of significant changes in menu, operating facilities, business name, and any other conditions that may affect the quality of food service.

### **Permitted Days and Sites**

Days of temporary food service may run separately or concurrently, and expire at the end of the calendar year in which the permit was issued.

Multiple vending booths or locations operated by the same owner will each need a separate permit. Permit holders must demonstrate the ability to adequately supervise separate locations.

The Temporary Event Food Service Permit cannot replace the permitting procedure for permanent food service facilities.

## Procedures

An interview is needed to obtain a Temporary Event Food Service Permit. Contact the Health Department where you wish to sell (see last page). You will need to know all menu items, equipment to be used, dates, hours of food service operation and addresses of events.

The interview and application will cover food source, preparation, handling, transportation and temperature requirements. Additionally, booth structure, hand wash station, hand washing, bare hand control of ready-to-eat foods, sanitation, warewashing and waste water disposal will be discussed. **You must demonstrate adequate knowledge of food handling and sanitation practices in order for a permit to be issued.**

The Temporary Event Food Service Permit will not be issued if a menu has not been determined, food sources are unapproved, the fee is not paid, or demonstration of knowledge is inadequate. You may reapply when conditions have been met.

A temporary food service establishment must comply with the requirements of the current Health Regulations for Food Service, except as otherwise provided in this regulation. The Health Department may impose additional requirements if needed to protect against health hazards.

## Food Handler Training

Before opening for business, the person-in-charge, or establishment manager will obtain or already have, a current Food Handler Card. Call your local Health Department for class information (see last page).

During all hours of operation, at least one person must be present with a Food Handler Card. Vendors from other Health Departments or out of state must have their local Food Handler Permit or the equivalent.

# CHAPTER 5

## Hand Washing and Personal Hygiene

### Water

Each establishment must provide adequate water and waste water containers for hand washing during the course of business. On site water sources must be of culinary quality. Water lines must be constructed with “food grade” pipes or hoses. The vendor is responsible for the disposal of waste water to the sanitary sewer system. **Waste water cannot be dumped into storm drains, gutters, parking lots, on the ground or on grass.**

### Hand Washing and the Hand Wash Station

A hand wash station is required in the food preparation area. A permanently plumbed sink is not needed, but at a minimum there must be:

- flowing water from a container with a handled spigot (not a push button)
- a catch basin or bucket,
- soap,
- and paper towels.



You should have enough water available for the day’s needs without running out. **An establishment cannot be open for business or preparing food unless the hand wash station is functional.**

### 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 kept at appropriate temperatures at all times. Hot or cold holding containers must be able to maintain temperatures. Storage and service equipment in the booth should already be at proper temperatures to receive food.

### Equipment

Adequate equipment for maintaining potentially hazardous foods 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.

During outdoor service, foods 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 will not be placed on front tables/counters, where food may be contaminated by customers. Serve food items from side or back booth tables. Sample plates of menu items may be displayed to customers, but they must be covered so that insects are not attracted.



## CHAPTER 3

### Structures

You may do all preparation, cooking, storage, and clean-up at the temporary event site location, as long as there is compliance with the regulations. With owner permission in writing, the use of restaurants, commissaries, or other approved sites for additional food preparation is allowed.

**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 (not screening), which will reduce the entry of dust and dirt, and exclude non-authorized personnel.
- (c) The front service wall will be a counter, half-wall or table draped to the floor. The back wall may be open for employee access or solid as desired.
- (d) The floor must be a surface of plywood, concrete, asphalt or other acceptable material. **Flooring must be supplied if the vending site is on dirt, gravel, grass or poorly drained surfaces.**

**Exception:** Food or beverage carts meeting the standards for permanent food services are allowed. Structures exceeding these minimum standards such as trailers, or other mobile food service vehicles will be permitted according to regulations for permanent food service.

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

# CHAPTER 4

## Food Safety

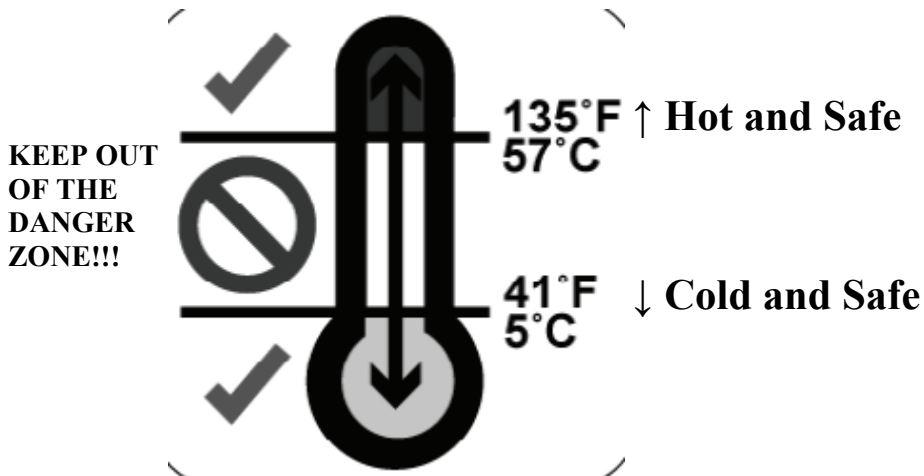
### Cooking and hot-holding

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

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

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

Except during preparation or cooling, potentially hazardous foods must be maintained at 41° F (or lower) or 135° F (or higher). After any room temperature preparation, potentially hazardous foods must be cooked or cooled as rapidly as possible. The total time that potentially hazardous foods remain between 41° and 135° F. cannot exceed four hours. This includes all thawing, preparation, cooking and cooling times.



Hamburger presents a special case 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.

### Cooling and cold storage

Foods that require refrigeration must be cooled to 41°F as quickly as possible and held at that or a lower temperature until food is served. As noted above, the total time those potentially hazardous foods remain between 41° and 135° F. cannot exceed four hours. To cool foods rapidly, use an ice water bath, stir the product frequently, and/or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. Coolers must be provided with thermometers so temperatures can be monitored.

Frozen potentially hazardous foods 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, you should 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 your hands or a cup dragged through the ice.