

REQUIREMENTS TO OPERATE AT TEMPORARY EVENTS

1. **Read and check off** each of these 23 items so you can comply with all SHD requirements.

2. **Fill out an application.** Your application and payment must be received at the Snohomish Health District (SHD) **7 days before** the event or you will be charged a non-refundable late fee.

3. **A metal-stem thermometer** must be available and used often to check internal temperatures of potentially hazardous foods. It must be able to measure from 0°F to 220°F. Make sure your thermometers are calibrated. Ask your inspector if you do not know how, or refer to attachment.



4. **Hand-washing facilities.** You need at least warm running water, soap, individual paper towels, and a bucket to collect the dirty water. An **insulated container** (5 gallon minimum) with a **free flow spigot** is required. Other warm water free flow sinks may be used if pre-approved by SHD.

5. **Wiping cloths.** You need a separate bucket of sanitizer for rinsing/storing wiping cloths to be used on cutting boards and table tops. One teaspoon of liquid bleach added to one gallon of cool water provides an adequate sanitizer. Other sanitizers may be used if approved by SHD. Change the solution frequently during the day.



6. **All food preparation must be done in the booth or at a kitchen approved by SHD** to minimize the potential for foodborne illness. Home preparation of foods is not allowed.

7. **Food Protection.** All opened food items must be protected from possible contamination. **Samples** must be protected by a covering while on display, and dispensed by a utensil or single serving item. Gloves must be worn when handling samples. Hard crusted bread must be protected by packaging or by display cases furnished with hand contact barriers.

8. **No cooling of potentially hazardous foods can be done at the booth.**

9. **Dishwashing facilities.** Wash equipment and utensils in three-compartment sinks or an approved dish machine. Make sure all utensils and equipment are washed, rinsed and sanitized in that order. If the food service operates more than one day, a three-compartment sink with hot and cold running water must be available within 200 feet. This facility can be used by several food booths.



10. **All cooking of foods must be done toward the back of the booth.**

When barbecuing or using a grill, you must separate (rope off) the equipment from the public by at least 4 feet to protect the public (from burns or splashes of hot grease).



11. **Equipment containing flammable materials**, such as **deep-fat fryers** must be on stable surfaces and shielded from the public (Fire Marshal requirement). **Check with your local fire authority** to ensure you meet all fire codes when working with open flame and grease.

12. **Make sure** your electrical devices will not overpower the electrical circuits provided.

13. **Smoking, eating or drinking in booths is not allowed.**

14. **Minimize bare hand contact with ready-to-eat foods** by using gloves, tongs, deli tissue or utensils.



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15. **Steam tables or other hot holding devices** are to be used to keep foods above 140°F, not to reheat. Use stoves, grills or microwaves for quick reheating.

16. **Sterno devices are not approved** for outdoor hot holding due to wind and other potential weather conditions causing flame to extinguish.

17. When being inspected, **all critical or RED item violations**, directly related to foodborne illness, must be corrected immediately. **All BLUE item violations**, related to sanitation, design and maintenance of the food booth, must be corrected within the time frame determined by the inspector.

18. **No person who is infected with a communicable disease**, such as a cold or flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.

19. **Chemicals** such as liquid bleach and detergents must be stored in a separate area away from food preparation and display areas. Make sure all cleaning supplies and sanitizers are labeled properly.



20. **One person** working in the booth is required have a **valid Food Worker Card** posted. However, Snohomish Health District recommends that all employees have Food Worker Cards.

21. **All booths must be set on a cleanable surface** such as asphalt, plywood, heavy tarp or cement. Grass, gravel and dirt are not acceptable flooring materials.

22. **Liquid waste** should not be dumped into streets, storm drains or onto the ground. Use containers to collect the dirty water and then discard it in a sanitary manner (e.g., sanitary sewer).

23. **Have receipts**, shellfish tags, etc. available to verify that food/water/ice is from an approved source.

24. **All raw foods**, such as oysters and sushi, must be listed as “raw” on the menu.

RECOMMENDATIONS

1. **For refrigeration**, mechanical refrigeration is requested. However, in case of electrical problems, a cleanable ice chest with ice from an **approved source** (e.g., store-bought, bagged ice) may be better than a poorly operating refrigerator on a hot day. In some cases walk-in coolers or commercial refrigeration trucks onsite may be used but must be approved by SHD before the event.

2. **For hot holding**, electrical equipment is preferred. However, in case of electrical problems, propane stoves or grills capable of holding food at 140°F or above may be used and/or should be available for backup.



**KEEP IT HOT - ABOVE 140°F,
KEEP IT COLD - 41°F OR BELOW,
OR DON'T KEEP IT!**

**USE YOUR FOOD THERMOMETER
ON A REGULAR BASIS OR AS
NEEDED TO CHECK THE
TEMPERATURES OF POTENTIALLY
HAZARDOUS FOODS!**



Cook hamburger to at least 155°F

Application – Temporary Food Service Permit

- **Application must be completed in full and submitted with fee for processing. Faxed applications will not be accepted.**
- **Application MUST BE RECEIVED in the Environmental Health Division office seven (7) days before the event to avoid a non-refundable late fee. Postmark is NOT sufficient.**
- **Late Fee \$48.00**

Event Information:

Event Name: _____

Event Address: _____

Event City: _____

Event Dates: _____ Event Hours: _____

Food Service Hours From: _____ To: _____

Event Coordinator: _____

Coordinator Phone Number: _____

Coordinator Email Address: _____

Vendor Information:

Booth Name: _____

Person in Charge: _____

Daytime Phone: _____

Email Address: _____

Mail Address: _____

Mail City / State / Zip _____

Does Person in Charge have a Food Worker Card? _____



APPLICANT SIGNATURE _____ **DATE** _____

Foods prepared outside of the booth must be prepared at a kitchen with a permit that is approved by the Snohomish Health District.

Name/location of Permitted Kitchen & Permit Number

Kitchen Contact Person Phone

Permit Fees: Check applicable box

<u>Low Risk</u>	<u>Fee</u>
<input type="checkbox"/> 1-21 Consecutive Days	\$79.00 (345)
<input type="checkbox"/> Annual / Restrictive 1 st Location	\$200.00 (367)
<i>*No more than 3 days per week at same location</i>	
<input type="checkbox"/> Annual / Restrictive each add'l location	\$100.00 (367)

Food Demonstrator (Low Risk Foods only)

<input type="checkbox"/> 1-21 Consecutive Days	\$79.00 (350)
<input type="checkbox"/> Annual (No location restrictions)	\$184.00 (369)

<u>High Risk</u>	<u>Fee</u>
<input type="checkbox"/> 1 Day	\$111.00 (346)
<input type="checkbox"/> 2-3 Consecutive Days	\$163.00 (347)
<input type="checkbox"/> 4-8 Consecutive Days	\$221.00 (348)
<input type="checkbox"/> 9-21 Consecutive Days	\$378.00 (349)
<input type="checkbox"/> Annual / Restrictive 1 st Location	\$475.00 (368)
<i>*No more than 3 days per week at same location</i>	
<input type="checkbox"/> Annual / Restrictive each add'l location	\$168.00 (368)

<u>Judged Cook-Off</u>	<u>Fee</u>
<input type="checkbox"/> 1-20 Entrants	\$263.00 (379)
<input type="checkbox"/> 1-20 Entrants <u>OPEN</u> to public	\$578.00 (380)
<input type="checkbox"/> <i>Over 20 Entrants</i>	\$263.00 (381)
<input type="checkbox"/> <i>Over 20 Entrants OPEN to public</i>	\$840.00 (382)

OFFICE USE ONLY

Permit #: _____

Date logged in: _____

Reviewed by: _____ Date: _____

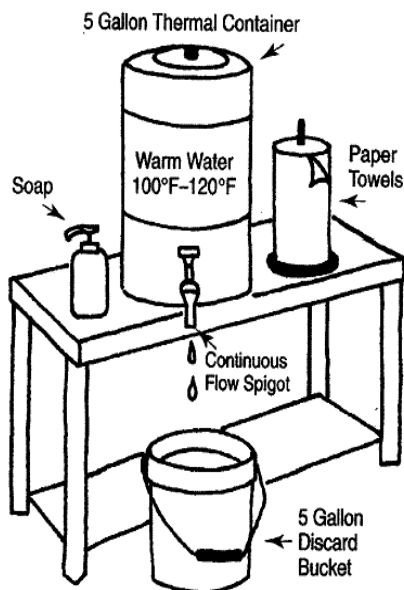
Date issued: _____

ADDITIONAL REQUIREMENTS

- **HANDWASH STATION (See illustration below)**
- **SANITIZER & WIPING CLOTHS** (One teaspoon of bleach per gallon of cool water or other approved sanitizer)
- **STEM THERMOMETER** (If potentially hazardous foods served. Digital is best practice.)
- **DIGITAL THERMOMETER** (Required for thin foods, i.e. hamburgers, chicken pieces, etc.)
- **WATER MUST BE OBTAINED FROM AN APPROVED SOURCE**
- **WASTEWATER DISPOSAL OF IN A SANITARY SEWER** (Disposal in storm drains or on the ground is **not** acceptable.)
- **DISHWASHING FACILITIES** (Must be provided by you or event coordinator if event is more than one day.)
- **BOOTH RESTRICTIONS**
 - Walls and ceiling – wood, canvas, or other material that protects booth interior from dirt and weather.
 - Floor – cleanable material such as concrete, Astroturf, asphalt, or tight-grained plywood.
 - Food cannot be prepared, cooked, or displayed on front counter unless it is protected from contamination.
- **SKETCH OF FLOOR PLAN FOR BOOTH OR TRAILER (See below)**
- **REVIEW AND POST CHECKLIST “REQUIREMENTS TO OPERATE AT TEMPORARY EVENTS”**

How to make a Handwash Station:

- 5-gallon INSULATED CONTAINER with FREE-FLOW spigot
- Warm water
- Bucket for wastewater
- Pump hand soap and paper towels
- WASH HAND FREQUENTLY!



Describe the following:

1. Handwashing facilities:

2. Wastewater disposal:

3. Dishwashing facilities:

4. Construction materials (floors, walls, ceiling):

5. Restroom facilities:

DRAW YOUR FLOOR PLAN HERE

FOOD PREPARATION AND MENU (FOOD FLOW)

DIRECTIONS: List, by number, the order of food preparation steps used for each menu item you will be serving. Please note that Section "A" must be completed if you will be using an approved kitchen to prepare food prior to the event.

EXAMPLE: In the first example listed below, thawing chicken is the first preparation step used, so that box is given a "1". Cutting or assembling the thawed chicken is the second preparation step used, so that box is given a "2". After the chicken is assembled, it is then portioned. The Portion/Package is therefore given a "3". Numbers are used in succession until all food preparation steps for that menu item have been completed.

SECTION A: AT THE APPROVED KITCHEN:

MENU ITEM	Thaw to 41°F or less	Cut/ Assemble	Cook to Appropriate Temperature	Cool to 41°F Within 6 Hours	Cold Holding 41°F or less	Reheat to 165°F	Portion Package	Transport 41°F or Less or 140°F or Above
Example: Chicken	1	2			4		3	5

NOTE: If your procedures do not fit these charts, please use a separate sheet of paper and attach to application.

SECTION B: AT THE BOOTH:

MENU ITEM	Thaw to 41°F or less	Cut/ Assemble	Cook to Appropriate Temperature	Cold Holding 41°F or less	Reheat to 165°F	Hot Holding 140°F	Other/ Serve
Example: Chicken/Hamburger			2	1			3

How will you provide temperature control for potentially hazardous foods? Circle as many as you will be using.
 Foods must be 41°F or colder, or 140°F or hotter. **MONITOR THEM FREQUENTLY!**

Hot holding: steam table, oven, barbeque, gas grill, wok, steamers, stove, hot holding case, other (list) _____

Reheating or cooking: oven, barbeque, gas grill, wok, steamers, stove, other (list) _____

Cold holding: refrigerator, refrigerated truck, refrreazable ice/cooler, drained ice, freezer, other (list) _____

Application for exemption from permit

This application is based on WAC 246-215-191 (Rules and Regulations of the State Board of Health for Food Service)

Office use only:

- Approved
- Denied
- Plans/specifications requested

Logged # _____

Application must be received at least seven (7) days prior to operation

\$40.00 Processing Fee (effective 12/1/11)

Applicant and Event Information:

Applicant Name _____ Daytime Contact Phone _____

Business Name, if applicable _____

Mailing Address _____ City, State, Zip _____

Event Location / Date or attach itinerary for the year (**only one form is required per year**)

Please notify SHD if additional events are added to your itinerary

Food Items, check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Popcorn | <input type="checkbox"/> Roasted nuts |
| <input type="checkbox"/> Cotton candy | <input type="checkbox"/> Pork skins |
| <input type="checkbox"/> Herbs and spices | <input type="checkbox"/> Caramel apples |
| <input type="checkbox"/> Iced drinks | <input type="checkbox"/> Chocolate-dipped ice cream bars |
| <input type="checkbox"/> Corn on the cob | <input type="checkbox"/> Chocolate-dipped bananas |
| <input type="checkbox"/> Whole peppers | <input type="checkbox"/> Fruit and vegetable samples |

Food Safety Requirements:

Food handlers are required to make sure that food safety rules are followed. Read the statements below and mark Yes (Y), No (N), or Not Applicable (N/A).

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. At least one person in the establishment will have a valid Washington State Food Worker Card . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. You will enforce an illness and handwashing policy and provide a handwashing facility during food preparation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. You will provide water, ice and food from approved sources . Home storage or preparation is not allowed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. You will use approved barriers including utensils, paper wraps, and gloves (which must be changed when contaminated, ripped, or after changing tasks) to prevent bare hand contact with all ready-to-eat foods. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. You will make sure that your employees have accessible restrooms. All employees must wash their hands after using the restroom. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. You will provide an adequate number of clean utensils or a 3 basin dish-wash facility. All utensils will be washed in hot, soapy water (basin 1), rinsed in clean water (basin 2), sanitized (basin 3), and <i>air dried</i> before use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. You will store all food, ice and single-service products off the ground and away from sources of contamination . You will only use food-grade containers for food storage and transport. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. You will make sure all food-contact surfaces are sanitized prior to, and during, food preparation. |

After receiving your application, an inspector will review your plan with you. You may be asked to provide additional information. Once the application is approved, NO changes may be made without approval from this department.

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Signature of Applicant _____ Date _____ Signature of Regulatory Authority _____ Date _____

Food items that may be exempted from permit:

- **Popcorn** (including kettle corn)
- **Cotton candy**
- **Dried herbs and spices** (if processed in an approved facility)
- **Machine-crushed ice drinks** (if made with nonpotentially hazardous ingredients and ice from an approved source)
 - **Corn on the cob**
- **Whole roasted peppers** (if roasted for immediate service)
- **Roasted nuts** (including candy-coated)
- **Deep-fried pork skins** (if made with pork skins from a food processing plant)
 - **Caramel apples**
- **Chocolate-dipped ice cream bars** (if made with commercially packaged ice cream bars)
- **Chocolate-dipped bananas** (if made with bananas peeled and frozen in an approved facility)
 - **Sliced fruits and vegetables for sampling** (if used for individual samples of nonpotentially hazardous produce)



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