

| Event Information | | | | |
|---|-------|---------------------|-------|--------------|
| Event Name: | | | | |
| Location: | | | City: | |
| Set Up Date: ___/___/___ | | Set Up Time: | | Event Times: |
| Event Dates: Starting ___/___/___ | | Ending: ___/___/___ | | |
| Will be at this location for ___ days/dates. If not consecutive days list dates of business here: | | | | |
| Date: | Date: | Date: | Date: | Date: |
| | | | | |
| | | | | |

***This permit is only good for one location, for a maximum of the fourteen (14) days listed above.**

| Vendor Information | | | | |
|--|--|--------|--------|----------------------|
| Organization/Business Name: | | | | |
| Address: | | | | |
| City: | | | State: | Zip Code: |
| Phone #: | | Fax #: | | |
| Organization Chairperson/Business Owner: | | | | Phone #: () - |

*** Permit payment by cash, cashiers check or money order only. Permit fee is not refundable.**

| Applicant's Signature | Printed Name |
|-------------------------------|---------------------|
| | |
| Sanitarian's Signature | Printed Name |
| | |

- Application and fee shall be received at least 10 days in advance of the event- Sanitarian must approve menu and booth questionnaire before a permit can be issued.
- Fee is payable by cash, cashier's check, money order or Visa/MasterCard at any Public Health Center office. Applications received less than the 10 days prior to the event opening date will be assessed a late fee equal to 25 % of the fee. The fee is nonrefundable.

| For Office Use Only | | | |
|---|--|--|--|
| Permit Type: | | <input type="checkbox"/> Food Festival | <input type="checkbox"/> School |
| <input type="checkbox"/> Other | | Risk Type: | |
| San ID #: | | Fee Amount: | |
| Fee Type: | | For vendors using multiple booths note Booth #: | |
| Tax Exempt Number: | | Tax Exempt Expiration Date: ___/___/___ | |
| <input type="checkbox"/> Permit issued prior to event. | | Receipt #: | |

| | | |
|---------------------|------------|--------------|
| Client Name: | ID: | Date: |
|---------------------|------------|--------------|

FOOD SERVICE REQUIREMENTS



DuPage County
Health
Department

www.dupagehealth.org/safefood

TEMPORARY EVENTS

Environmental Health Services
SEPTEMBER 2005

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INTRODUCTION

This booklet contains the information you need to know in order to safely serve food to the public at a temporary event.

A temporary food service permit must be obtained from the Dupage County Health Department before any person or group can serve food or beverages at a public event. The only exceptions are farmers selling whole fruits & vegetables they have grown or vendors who offer packaged beverages or food that is not perishable and has been obtained from a commercial, regulated source. The sale or distribution of food that was made in a private home or unlicensed business is not allowed.

A permit application, permit fee and any other requested information must be received by our Department no later than 10 days prior to the event start date (see helpful hints). A late fee will be assessed to process applications received after this deadline. We only accept checks from vendors who operate a permitted food service facility within Dupage County. All other applicants must pay with cash, money order or cashier's check. Cash or check payments will not be accepted at the event site. Contact the area Sanitarian to obtain a permit application package and a current permit fee schedule.

Organizations that have Illinois Not for Profit status or are federally recognized charitable organizations that are using the event as a fundraising activity are exempt from temporary permit fees. Fee-exempt organizations must still obtain a permit and comply with all requirements.

Helpful Hints

Application package forms to be completed:

- Permit application
- Menu and procedure review form
- Vendor booth layout form

After reviewing your application and menu, the area Sanitarian will determine your risk category and equipment needs to ensure food safety requirements are met. This booklet contains important information about those requirements. A checklist has been provided (see middle insert) to help you prepare for the event.

You will receive a licensure inspection prior to the event opening. You may not sell food or beverages until you pass your inspection and receive a permit to operate. The permit must be displayed in view of the public

RISK CATEGORIES

The DuPage County Health Department uses a risk category system to determine the requirements and fees for temporary food service operations. The risk categories are based on the type of menu items served and the amount of food preparation being done on site. The three risk categories are listed below.

Risk Category 1: In this type of operation, there is little or no handling of food during preparation or service. Examples include selling frozen pre-packaged foods, mixing beverages, dipping ice cream or roasting corn.

Risk Category 2: These are food operations that do limited preparation of potentially hazardous foods. Potentially hazardous foods are perishable foods that require temperature control such as meat, poultry, fish eggs or dairy products. Examples include cooking hot dogs and hamburgers. This category also includes operations that do extensive handling of non-potentially hazardous foods such as mixing and frying dough or cutting and breading vegetables on site.

Risk Category 3: In this type of operation, potentially hazardous menu items require extensive on-site preparation or assembly involving several steps. Examples include cooking, carving and holding roast meats or assembling and baking pizzas on site.

MENU INFORMATION

Food Sources

All food must be obtained from commercial sources, such as local stores, distributors or restaurants. Home-prepared food is prohibited.

Conduct food preparation at a restaurant that is licensed and inspected by a public health department. A copy of the food facility inspection report is required for sources outside of DuPage County. Keep the amount of on-site food preparation to a minimum. Leftovers must be discarded at the end of the day.

Menu and Procedure Review

To help us better understand your food operation and ensure that food safety is a priority, an explanation of how each menu item is prepared will need to be completed. This information is to be submitted with the application and vendor booth layout form. (Refer to application package.)



VENDOR BOOTH LAYOUT

Complete the vendor booth layout form to show the location of the equipment you are planning to use. (Refer to application package.)

Food service booths should be located on hard surfaces that are not subject to wet conditions. If the booth is set up on grass, provisions for covering the ground must be made (see helpful hints). Booths must also be located 50 feet or more from livestock, garbage areas, toilet facilities and petting zoos.

Booths must have overhead covers, such as tents or canopies, to protect food from poor weather conditions.

Physical barriers such as counters or tables must be used to separate the food service area from the customers.

Grilling should take place outside the booth, and provisions should be made to protect the public from hot equipment.

Helpful Hints

Ground cover options:

- Roll roofing or tar paper
- Indoor/outdoor carpeting
- Rubber mats

TEMPERATURE CONTROL

Food Transportation

During transportation, required food temperatures must be maintained. Hot food must arrive at the event at 140°F or hotter. Cold food must arrive at 41° F or colder. Use insulated containers that will keep the food protected and at required temperatures.

Cold Food

Commercial refrigeration or freezers must be provided to maintain the required temperature of 41° F or colder for all potentially hazardous foods. Coolers with glass doors may not be used for storage of potentially hazardous foods. Insulated coolers may be allowed for short-term storage (4 hrs. or less) provided that mechanical refrigeration is also available (see helpful hints).

All refrigeration units are subject to the approval of the Health Department.

Helpful Hints

Cold storage options:

- Freezers
- Refrigerated trucks
- Dry ice as a supplement

Thawing

If frozen foods need to be thawed, use one of the techniques listed below:

- In advance, at an approved facility
- As part of the cooking process
- In the refrigerator

Food should never be thawed at outside temperatures.

For your convenience, DuPage County Health Department has compiled the following food safety checklist. This checklist provides a quick reminder of the items and procedures necessary to operate a temporary food booth.

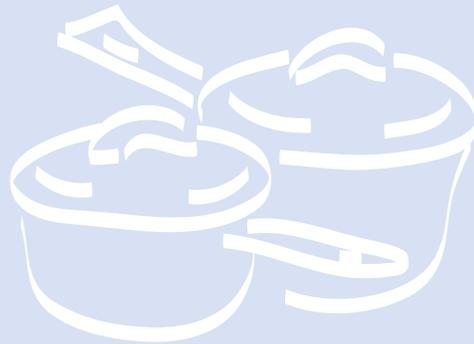
Feel free to detach this section and keep it in your booth for quick reference.

If you have any questions on the checklist items, contact your area Sanitarian or call (630) 682-7979 ext. 7046.

Temporary Food Vendor Checklist

Did you remember?

- ❷ To complete your application and submit fee to the DuPage County Health Department 10 days prior to the event.
- ❷ To determine your electrical needs. Verify with the event organizer that your booth will have the necessary power available.
- ❷ Transportation equipment for hot and cold foods.
- ❷ Mechanical hot holding equipment (i.e., no heat lamps or crockpots).
- ❷ Mechanical cold holding commercial refrigeration or freezers (ie., no household refrigerators).
- ❷ Probe and equipment thermometers for checking food and equipment temperatures.
- ❷ Flooring and overhead cover, if not provided by the organizer.
- ❷ Dunnage racks or pallets to store all food and paper goods off the ground.
- ❷ Additional clean, wrapped cooking utensils.
- ❷ Dispensers for condiments (i.e., pre-packaged, squeeze bottles or hinged lid containers).
- ❷ Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a tap and a bucket to catch the wastewater).
- ❷ Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.
- ❷ Wash, rinse and sanitize containers that are large enough to hold soiled utensils.
- ❷ Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).
- ❷ Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.



FOOD PROTECTION

Equipment and Storage

Commercial equipment that is in good condition must be used when preparing food. Wood, galvanized metal and porcelain materials may not be used.

Clean, covered, labeled food-grade containers must be provided for food storage.

Food and food-related items must be stored off the ground (see helpful hints).

Utensils must be kept in covered containers or completely packaged to protect them from contamination.

Use disposable plates, bowls and utensils when serving food to the customer.

Food must be stored so that it is protected from cross-contamination.

Condiments can be prepackaged, dispensed from pumps or squeeze bottles or served from containers with self-closing lids.

Food must not be stored in water or undrained ice.

Beverages can be stored in ice provided the container can be drained. Ice used to keep food cold must not be served.

Food must be prepared with the least amount of hand contact by using utensils, gloves or other barriers.

Helpful Hints

Storage options:

- Dunnage racks
- Shelving
- Pallets
- Bread racks
- Stacked tables
- Milk crates

HANDWASHING

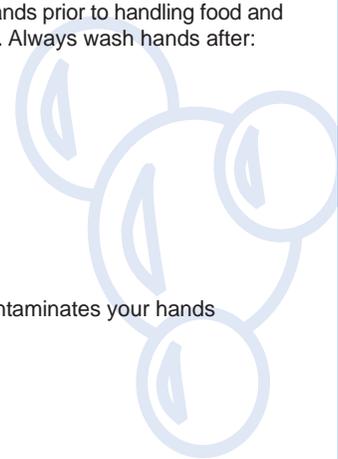
Handwashing is your first line of defense against food-borne illness. Unclean hands will contaminate food. For this reason, you need to wash your hands frequently.

When a handsink with water under pressure is not available, a large picnic jug with a tap, a coffee urn or a portable camping sink may be used. Provide a separate bucket under the water container to catch wastewater.

Handwashing stations must have dispensed liquid hand soap and disposable paper towels and be located in the booth.

Make sure you wash your hands prior to handling food and while working with raw food. Always wash hands after:

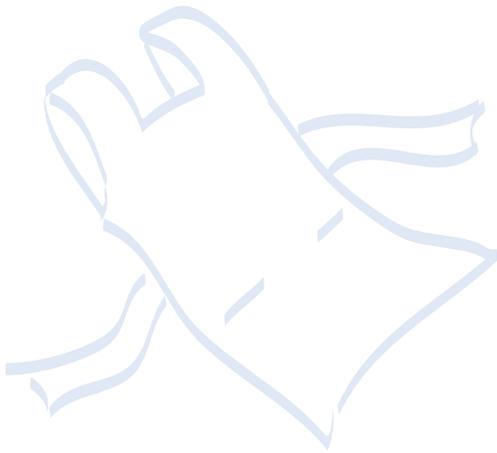
- using the restroom
- touching your face or hair
- sneezing or coughing
- eating or drinking
- disposing garbage
- smoking
- touching anything that contaminates your hands



EMPLOYEE PRACTICES

All employees need to be reminded of the following requirements:

- Only employees are allowed in food service areas.
- Eating or Smoking is not allowed inside the booth.
- Employees with cuts, wounds or burns must wear bandages and disposable gloves.
- Work clothes and aprons must be clean.
- Caps, chef hats, bandanas or other methods of hair restraint must be used.



CLEANING AND SANITIZING

All equipment should be cleaned and sanitized before each day of the event.

When utensils (tongs, spatulas, etc.) are used, they must be washed, rinsed and sanitized.

The dishwashing setup needs to have three containers filled with water. These containers must be set up in the following order:

1. Clean soapy water
2. Clean rinse water
3. Water with sanitizer (see helpful hints)

Always measure the level of sanitizer and use test strips to check the solution. Change the water often.

Equipment that is washed, rinsed and sanitized must be air-dried. Do not use dishtowels for drying.

Work surfaces must be kept clean and sanitized throughout the day. Wiping these surfaces frequently with a sanitizing solution is essential.

Helpful Hints

Sanitizer options:

- Chlorine bleach & water 50-200 ppm concentration
- Quaternary ammonium solution 200 ppm concentration
- Use test strips to measure sanitizer concentration!

EVENT ESSENTIALS

Check with the event organizer in advance for event essentials.

Water Supply

A supply of safe water must be made available. Water from garden hoses may not be used for preparation of food or beverages. Use commercially bottled water or food grade hoses. Approved backflow protection must be provided on the supply.

Portable Toilets

An adequate number of permanent or portable toilets must be made available to food service workers as well as the general public. Provide handwashing stations with dispensed hand soap and paper towels.

Toilet facilities must be checked frequently and kept in clean and sanitary condition.

Electrical

Electrical needs must be determined and provided for mechanical refrigeration, lighting and equipment.

Pest Control

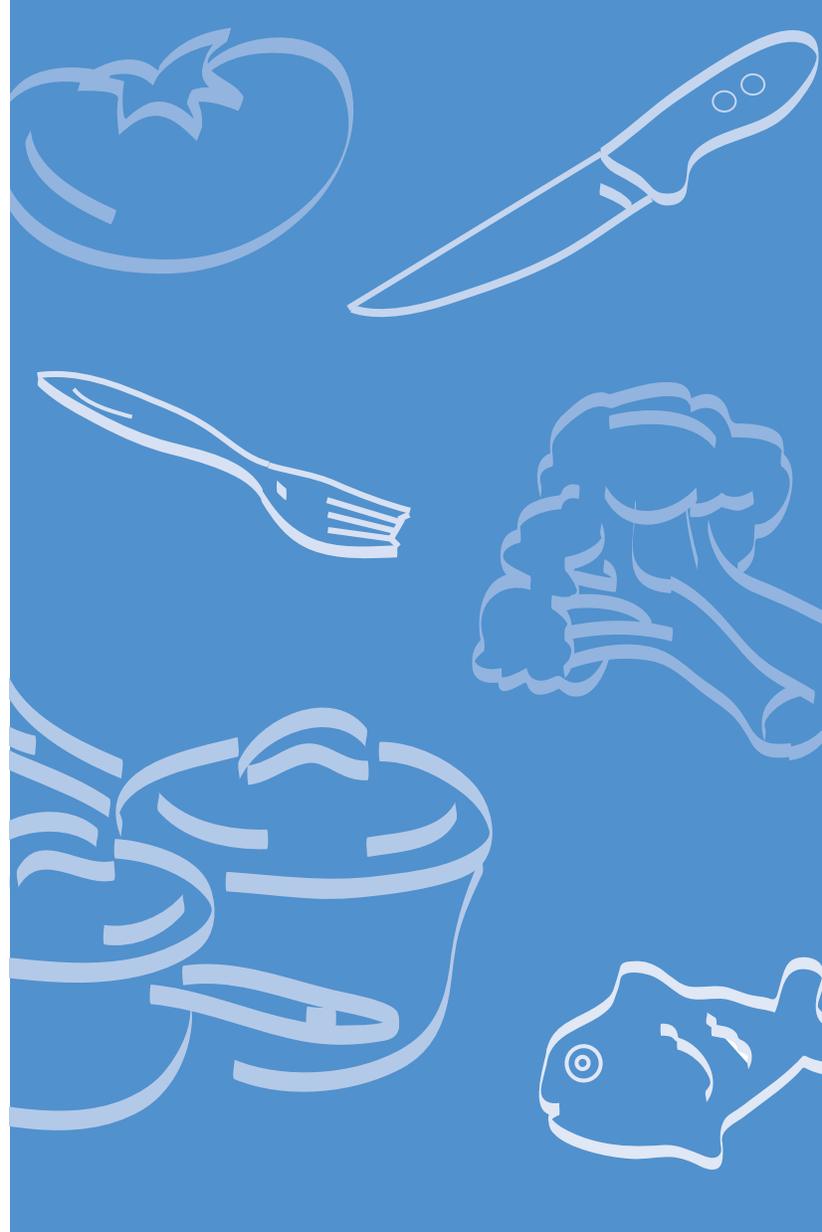
Measures must be taken to control flies, yellow jackets and other insects. Use fans for fly control and yellow jacket traps for other insects. Pesticides may be applied by licensed professionals only.

Garbage Removal

Garbage must be kept in covered, lined, washable containers. Consider additional containers for recyclables. Areas surrounding food booths must be kept clean and free of litter. Overnight storage of garbage in the booth is not allowed.

Dumpsters must be provided and located away from food service areas. Containers should be emptied frequently.

Separate containers must be provided for disposal of hot charcoal, grease and wastewater. Wastewater is not to be dumped on the ground or in storm sewers.



Public Health Center Locations

NORTH

1111 W. Lake Street
Addison, IL 60101
phone 630.620.3325
fax 630.543.9276

EAST

1111 E. Jackson Street
Lombard, IL 60148
phone 630.620.3350
fax 630.620.8660

SOUTHEAST

422 N. Cass Avenue
Westmont, IL 60559
phone 630.969.7030
fax 630.969.6477

WEST

111 N. County Farm Road
Wheaton, IL 60187
phone 630.682.7560
fax 630.462.7945

TDD 630.932.1447



111 North County Farm Road
Wheaton, IL 60187
(630) 682-7400
www.dupagehealth.org/safefood

"We promote health, prevent illness, and provide quality service"