

## Guidelines for Temporary Event Food Vendors in Pima County

### License Application

- Application fees **MUST** be submitted to Pima County Health Department, Consumer Health and Food Safety at least 14 days before the event to avoid a late fee.
- The \$45 late fee will be charged for any application and/or permit fee received within the two week time frame prior to the event.
- License application must be available in the food booth to show the Environmental Health Specialist and, upon request, the public that the vendor has applied for a license.

### Menu

- Menu cannot exceed the capabilities of on-site equipment.
- If menu is different than what was stated on the application, facility is subject to closure.
- All food must be from approved sources such as grocery stores, food warehouses or food suppliers.
- Food **MUST** be prepared in a facility approved by the Health Department at the predetermined time and location as indicated on the permit. Any deviation from the approved site subjects the operation to immediate closure. Food/Drinks Cannot Be Prepared at Home.

### Person-In-Charge

- Each booth should have one person designated as the "Person-In-Charge" during all hours of booth operation.
- Person-in-Charge may be rotated among the food workers.
- Only those persons necessary to the food operation should be in the food booth or mobile unit.

### Foodworker

Screening for Illness and Hygiene

1. Any person that exhibits one or more of the symptoms shown below **MAY NOT** handle, cook or serve food.
2. If a person has open cuts or sores on the hands, face or arms, he or she **CANNOT HANDLE FOOD**.
3. Food workers must wear clean outer garments and have their hair pulled back, wear a cap or hair net.



**SORE THROAT  
WITH FEVER**



**DIARRHEA**



**VOMITING**



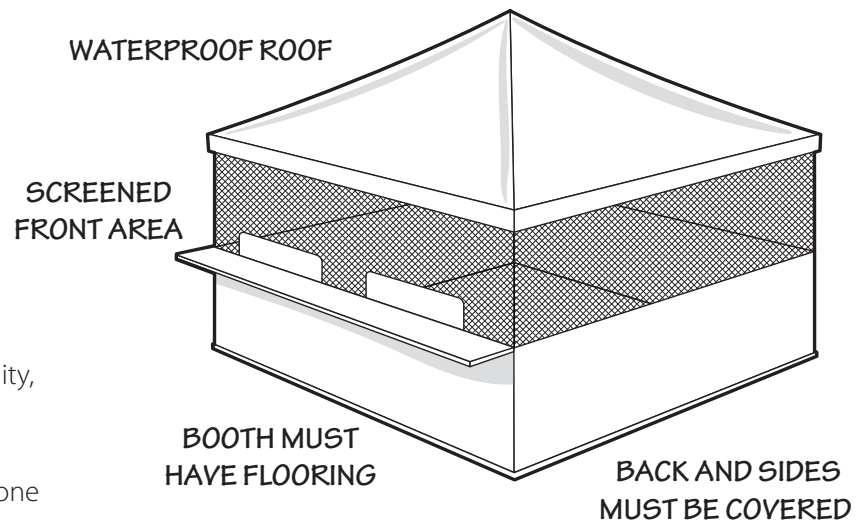
**INFECTED OR  
PUS-FILLED  
WOUNDS**



**JAUNDICE:  
YELLOWING OF THE  
EYES OR SKIN**

## Booths

- Designed to keep out insects and dust.
- Keep food preparation and service area clean.
- Overhead covering is required for structure.
- The booth must have a floor.
- Booth must have the ability to be fully enclosed and have a service window once fully enclosed.
- Screening may be used instead of solid material to create walls for the booth as it allows for visibility, air circulation, and keeps out flies.
- Fire-resistant materials should be used.
- All food storage and food preparation must be done inside the booth.



## Tents

- Designed to keep out insects and dust.
- Keep food preparation and service area clean.
- The tent must have overhead covering, have the ability to be fully enclosed and have a service window once fully enclosed.
- Screening may be used instead of solid material to create walls - it allows for visibility, air circulation, and keeps out flies.
- Fire resistant materials should be used.
- The ground must be covered with a tarp, plywood or other material to control dust.
- All food must be stored inside the tent.
- All cutting, chopping, assembly and other food preparation, except for cooking, must be done inside the booth.

## Fire Extinguisher

- The Health Department recommends that all booths have a fire extinguisher available in case of a fire.
- Check with the local fire department or fire district regarding regulations.

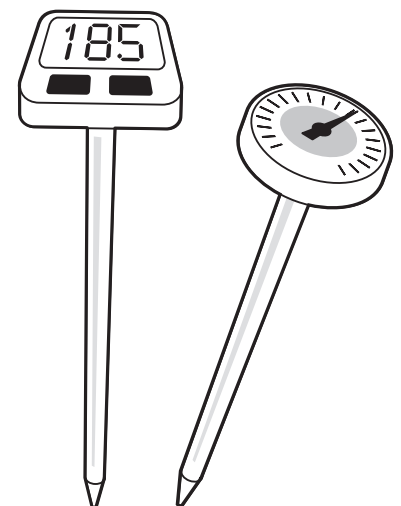
## Cooking / Temperatures

- Use a probe-type, metal-stem thermometer to check cooking, hot-holding and cold-holding temperatures for all potentially hazardous foods.

### Probe type thermometer

(0° -220° F) Calibrate thermometer prior to using

- The Health Department recommends purchasing a battery operated digital thermometer that is numerically scaled for ease of use. Typically, these are called "Instant Read" thermometers.
- Thermometers can be purchased from grocery, hardware, retail or restaurant supply stores.
- Check food temperatures at least every hour.
- Clean the thermometer in between taking temperatures of different foods by wiping the probe with a wet paper towel with sanitizer and allowing it to air dry.
- When cooking, follow the chart below for measuring food temperatures to ensure bacteria, viruses or parasites have been decreased to a safe level.



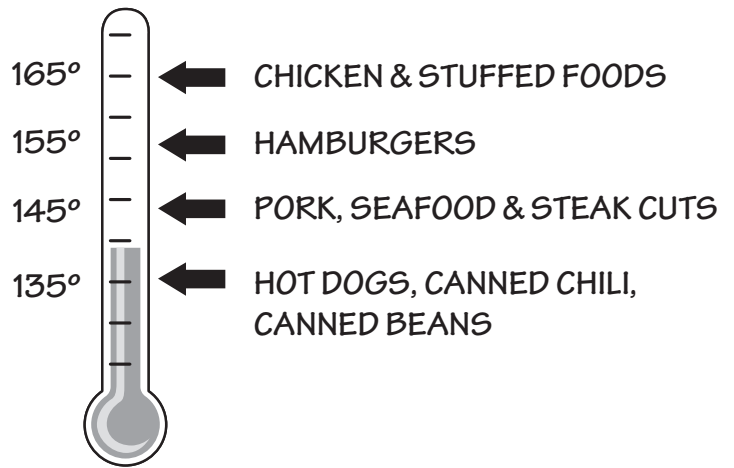
## Internal Cooking Temperatures

- Hamburgers 155° F for 15 seconds or 158°F instantaneously
- Chicken and Stuffed Foods 165° F
- Pork, seafood and steak cuts 145° F
- Hot dogs, canned chili, canned beans 135° F

## Serving Food

Plates, cups and utensils

- Single-use articles such as disposable cups, plates and utensils must be used to serve food to the public. These disposable items cannot be re-used.



## Handling Ready-To-Eat Foods

How to Use Gloves and Tongs

- Food workers cannot touch Ready-To-Eat food with their bare hands (bread, cheese, lettuce, tomatoes, etc.)
- Food workers must wash their hands before putting on gloves.
- Food workers must wear non-latex gloves or a clean utensil to transfer food to the consumer's plate.

**PLEASE BE RESPONSIBLE** and only serve safe and wholesome food.

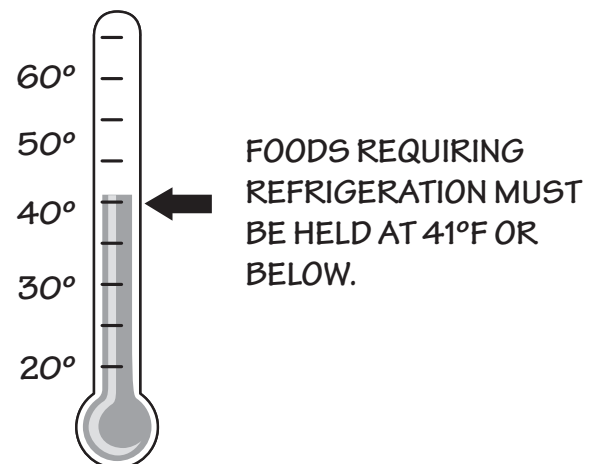
If you have doubts about the safety of your product, **DO NOT SERVE IT!**

## Reheating

1. Re-heat all foods using a grill, propane burner or stove to 165°F within 30 minutes.
2. Do not re-heat food in crock-pots, steam tables or other hot-holding equipment. These appliances are designed to cook food slowly over several hours, not within 30 minutes.

## Refrigeration Food Temperatures

- Perishable Cold Items salads, cut fruit, raw meat, deli meats, cheese 41° F or less
- Foods that require refrigeration, such as potato salad, sea- food, meats, cheeses, or cut fruit, must be held at 41° F or below.
- Refrigerators that are connected to electricity on-site are recommended and preferred.
- Ice chests or coolers must be setup so they continuously drain or have a space in them for melted ice water to collect below the food. A space can be created by placing a pan upside down in the bottom of the ice chest or cooler.



## Food Transportation

- Food transported from one location to another must be done under temperature control.
- Use refrigeration devices, hot warmers or insulated containers to maintain Hot Foods at 135°F or above and Cold Foods at 41°F or below.

## Kitchenware and Utensils

- Bring extra cooking and serving utensils, pots and pans that are already clean at least every 4 hours, more often if necessary. It is very difficult to clean and sanitize soiled ware at an event.
- To comply with the Food Code, a three-compartment sink or a setup similar to a three-compartment sink would be required. (See Ware Washing)
- 10 gallons of warm water (110°F – 120°F)
- 3 containers for wash/rinse/sanitize method of cleaning and sanitizing ware (containers should be large enough to fit largest pots/pans/utensils).
- Test strips to measure sanitizer concentration.
- Ware Washing: all kitchenware, cooking utensils and food preparation surfaces must be cleaned and sanitized every four (4) hours.
- For events lasting more than four hours, a three compartment system to “wash, rinse, and sanitize” any kitchenware or cooking utensils must be used with water at 110°F or higher at least every 4 hours, more often if necessary.
- Bring at least 10 gallons of very warm water for this purpose.

## Hot Holding Equipment

- Must keep cooked foods hot at 135°F or above.
- Use roasters, commercial food warmers or similar equipment.

## Do not use crockpots to heat foods

- Chafing dishes are not recommended as they generally do not keep foods hot outdoors.

## Preventing Cross Contamination

- All raw meats and vegetables should be pre-sliced at the approved food production area prior to the event.
- Use one cutting board for cutting raw meats and another one for cutting clean vegetables. Sanitize cutting board after each use.
- Cutting boards must be commercially manufactured. They cannot be pieces of counters or tabletops, tree trunks or other homemade materials. Use two tables or work surfaces for cutting raw foods separate from cooked foods.
- Use Different Worktables to prevent cross-contamination from cutting raw animal foods and other foods.
- All food-contact items must be smooth, non-porous, easily cleanable or disposable, and in good repair.

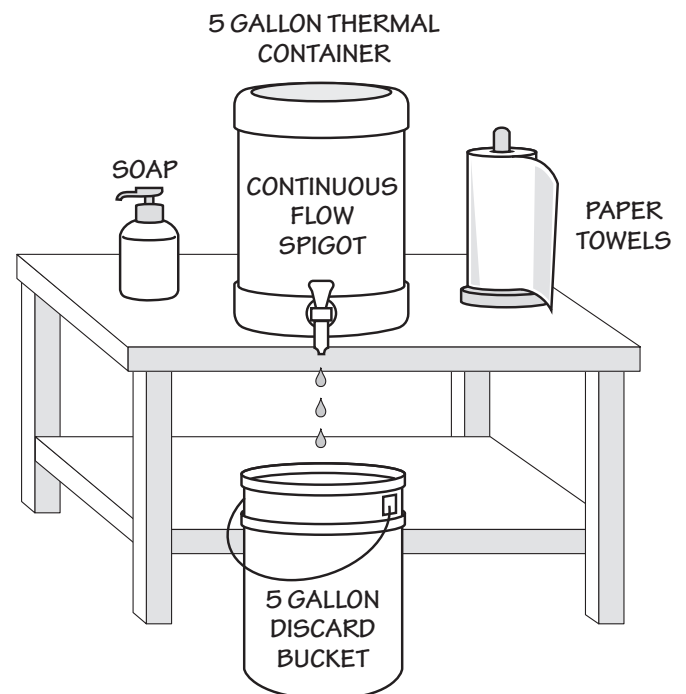
## Handwashing

(A restroom hand sink is not enough)

- All food workers must wash their hands before touching food.
- A hand washing sink or an approved hand washing setup must be present and functional at all times. If a hand washing sink is not available, use the setup shown here.

## Gravity Flow Hand Wash Setup

1. Use a large urn or igloo filled with a minimum temperature of 100 °F water.
2. Replace the push button spigot with a valve, or spigot, that allows the water flow to be turned on and off.
3. Place a soap dispenser next to the urn.
4. Use a roll of paper towels placed in a holder for drying hands.
5. Use a bucket to collect the dirty water from washing.



## Ice

- Ice can be used to keep food cold or for serving beverages. (Have enough ice available for the event.)
- Ice used in drinks must be kept in a separate food container and cannot be used to keep foods cold.
- Unwrapped food cannot directly contact ice. Melted ice water should be periodically drained. At no time should there be food containers floating in the cooler.
- Dispose of melted ice water properly. Do not place in stormwater drains.

## Garbage and Liquid Wastes

From Hand Washing and Ware Washing

- All garbage must be kept in a sealed container.
- All liquid wastes (wastewater) must be disposed in a mop sink, at a RV waste site, or taken home.
- Do not put liquid wastes in the storm water drains.

### Checklist for Temporary Food Facilities

- Obtain Guidelines for Temporary and Seasonal Food Establishments
- Fill out Temporary Food Establishment License application and submit with fee
- Food and ice from approved sources
- No home prepared food allowed (see Menu section)
- Durable clean ice chests
- Separate coolers for raw meats, clean vegetables and ice used for beverages
- Hand washing setup: 5 gallon thermal container with a continuous flow spigot to provide warm (100°F - 120°F) running water
- Soap
- Paper Towels
- Discard bucket
- Bucket and bleach for sanitizing solution (one capful bleach to a gallon of water )
- Cloth wiping towels (keep cloth immersed in sanitizer water)
- Metal Probe Thermometer with range of 0° F to 220° F (calibrate prior to using)
- Food worker screening for illness and hygiene (see Food Worker)
- Hair restraints (cap, hair net, or hair pulled back)
- Non-latex gloves
- Serving spoons, spatulas, knives, tongs, ice scoop, etc. (change out every 4 hours)
- Smooth easily cleanable cutting boards (see Food Equipment)
- Food grade plastic wrap for covering food
- Source for fresh water and wastewater disposal
- Pallets, boxes or shelves for food storage
- Covered trash container(s)



## Catering

**Q: What is catering?**

A: Catering is defined as preparing or providing food for someone else to serve; or preparing, delivering and serving food at the premises of another person or event. If you agree to deliver or serve the food, the proper equipment for food protection and maintaining food temperatures is required according to the regulations in the *Pima County Code Title 8*.

**Q: Who may be a caterer?**

A: Any person who has an operating license from the Pima County Health Department

**Q: Can any food establishment cater, i.e., a restaurant?**

A: Yes, any food establishment can cater.

The food establishment must have the necessary equipment to prepare the menu items. The food establishment must follow the regulations in *Pima County Code Title 8* when preparing, transporting and serving the food.

**Q: I cook and serve in private homes using the homeowner's food and equipment in the homeowner's kitchen. Must I have an operating license from the Health Department?**

A: No, you are a "private chef."

Private chefs that use the homeowner's food and prepares it in the homeowner's kitchen are not required to have an operating license. However, the Health Department recommends that you attend an accredited course in food safety.

**Q: Sometimes, I cater special events. Is my operating license sufficient for special events?**

A: Not always

Special events are called "temporary events" in the Code. If the temporary event is by "invitation only," then you do not have to have a temporary license because the event is considered "private." However, if you prepare, sell or give food away at temporary events that are open to the public, then you will need a temporary license. Usually, each food booth or tent has a temporary license at a special event.

**Q: What if I only provide food to a special event that is open to the public, but I will not be onsite to dispense the food. Is a temporary license required?**

A: Yes, either you or the coordinator of the special event must have a temporary license.

**Q: How do I become a licensed caterer in Pima County?**

**Plan Review**

Caterers who plan to construct a food establishment where food will be produced are required to follow the standard plan review procedures before an operating permit is issued. The fee for plan review is \$480.00 for a fixed food establishment and \$230.00 for a mobile food establishment. Before the business can prepare food, an onsite inspection is required. The fee for this inspection is \$56.00.

**Modified Plan Review**

You may choose to use an already permitted food establishment in Pima County in which to prepare your food. The food establishment must have a valid operating permit issued by the Pima County Health Department. To use this food establishment, you are required to submit a modified plan review with the appropriate plan review fee for *Other Health Review*, which is \$66.00. In addition, there is a \$56.00 inspection fee to conduct the final, pre-operational inspection before the business can begin to prepare food products. The modified plan review must be typewritten and include the following information:

1. A **marketing plan** disclosing how the product will be marketed or distributed, such as:
  - Direct to the consumer at the licensed facility or delivered to the consumer locally,
  - To businesses for use in their operations as an ingredient or as part of their menu,
2. A **notarized, written agreement** between the food caterer and the food establishment's permit holder.
  - In the agreement the permit holder must authorize the caterer to use the food establishment, and state that all food ingredients, finished food products, and food equipment are stored at the food establishment.
  - No ingredients, equipment or finished food products may be stored in any other location without the location being approved by the Pima County Health Department. This includes warehouses, storage companies, residences, etc. Multiple locations will require approval from and additional permits issued by the Pima County Health Department.
3. A **complete menu listing all foods** to be prepared.
4. **Standard operating procedures (SOPs)** stating how prepared foods will be transported and delivered, include any specialty equipment required for temperature control; for batch cooked foods to be cooled and reheated adequate cooling and reheating procedures must be in place.
5. **The types of packaging** for the product and the **names of the suppliers** of the packaging materials.
6. **The training or other education** the Person in Charge will receive before the food operation begins. The Person in Charge must be able to comply with the Arizona Food Code, Chapter 2-102.11 by the date of the onsite inspection.

**Plan Review**

The plans submitted must be complete before they will be evaluated. Only complete plans, including all required information as outlined, will be evaluated. The notarized agreement does not guarantee approval of selected location for manufacture.

**Final Approval**

After the proposal is reviewed and approved, an onsite inspection of the food establishment is conducted. The caterer must submit an application for the operating permit, and pay the permit and inspection fees before this onsite inspection.

**Only after the Pima County Health Department issues written approval of the food establishment can food preparation begin.**