



CLAY COUNTY

# PUBLIC HEALTH CENTER



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## TEMPORARY FOOD EVENT GUIDELINES

### DEFINITIONS

#### **Approved Facility-**

A kitchen or operation approved for food preparation by a health authority.

#### **Approved Source-**

An approved source complies with all laws relating to food and food preparation. Home-prepared foods are not allowed. Foods may be prepared off-site at an inspected kitchen facility that is approved by a regulatory authority. A recent inspection report or other proof of compliance is required. All foods shall meet temperature requirements if transported to the event site.

#### **Screening-**

Screening used for walls, windows, or doors shall be tight fitting with no gaps and at least 16-mesh to the inch to restrict the entrance of flying insects.

#### **Cross-Contamination-**

The process by which bacteria or other deleterious substances are transferred by way of an object or employee from one food to another (i.e., cutting salad greens on the same cutting board as raw poultry, or gloved hands raw handling hamburger patties then assembling the bun and condiments ).

#### **Easily Cleanable-**

Surfaces that are smooth, nonabsorbent, and designed so that residue may be effectively removed by normal cleaning methods.

#### **Food-**

Any raw, cooked, or processed edible substance, ice, beverage, or ingredient intended for use or sale for human consumption. All food shall be obtained from an approved source.

#### **Food-Contact Surface-**

A surface of equipment or utensils with which food normally comes into contact, and those surfaces from which food may drain, drip, or splash into food or surfaces normally in contact with food.

#### **Food Service Establishment**

An operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption. The term includes any such place regardless of whether consumption is on or off the premises, regardless of whether the operation is conducted in a permanent, temporary, or mobile structure, and regardless of whether there is a charge for the food. The

term does not include a kitchen in a private home unless separate facilities are provided and the kitchen is permitted and inspected by a health authority.

**Hot Dogs-**

Any combination of processed and precooked frankfurters, turkey dogs, knackwurst, bratwurst, and Italian or Polish sausage.

**Overhead Protection-**

Any means of protecting food from overhead contamination (such as roof, tarp, building overhang, umbrella, etc.).

**Non-Time/Temperature Control for Safety (TCS) Food-**

Food such as fruit pies, dry foods and cereals, dehydrated foods, and baked goods such as cookies, breads, and cakes, and some beverages.

**Person in Charge -**

The individual present at a food service establishment who is responsible for the operation at the time of inspection. A designated person in charge must be present at all hours of operation.

**Potable Water-**

Water that is suitable for drinking.

**Time/Temperature Control for Safety (TCS) Food -**

Any food of animal origin including milk or milk products, eggs, meat, poultry, fish, or shellfish - also cut melons, bean sprouts, or other ingredients in a form capable of supporting rapid and progressive growth of infectious or toxic microorganisms. Other examples include cooked plant foods such as cooked vegetables or cooked rice. Only those TCS foods requiring limited preparation, or those approved by the Clay County Public Health Center in advance, shall be prepared or served at temporary establishments.

**Ready-to-Eat-**

Foods in a form requiring no further cooking or processing before consumption.

**Sanitization-**

The application of cumulative heat or chemicals on cleaned food-contact surfaces for sufficient time to reduce pathogen count to a safe level. (i.e. chlorine solution at the ratio of one teaspoon of unscented household bleach per gallon of water).

**Self-Service-**

Any operation in which customers serve themselves.

**Single Service Items-**

Cups, containers, lids, plates, knives, forks, spoons, stirrers, paddles, straws, napkins, wrapping materials, toothpicks, and similar articles intended for one time, one-person use and then discarded. These will not be refilled or reused.

**Temporary Food Establishment (Booth or Stand)-**

A food service establishment that operates at a fixed location for a period of time not to exceed 14 consecutive days in conjunction with a single event or celebration, such as:

- a fair,
- carnival,
- public exhibition,
- festival,
- fundraiser,
- other similar transitory gathering.

**Utensil-**

Any implement or container used in the storage, preparation, transportation, dispensing, or service of food.

**Warewashing-**

Cleaning and sanitizing food-contact surfaces of equipment and utensils.

## PERMITS

### Why is it Necessary to Apply for a Permit:

Temporary permits are required by Clay County Ordinance. Section 8-301.11 of the *Clay County Food Code* states that a person may not operate a food establishment without a valid permit to operate issued by the regulatory authority. This requirement includes temporary food establishments. Any event open to the public where food is prepared/provided is required to obtain a permit unless the exceptions below apply.

### A Permit is Not Required For:

- An establishment that offers only prepackaged non-TCS foods, or a produce stand that offers only whole, uncut fruits and vegetables.
- A closed private event with only invited guests – the public must not be able to attend without invitation. Examples of closed events include company picnics, luncheons for civic organizations and groups, family reunions and wedding parties. Church dinners for members and guests that are not advertised are not considered to be public events.
- A kitchen in a private home if only food that is non-TCS is prepared for sale or service at a function such as a religious or charitable organization's bake sale and the consumer is informed by a clearly visible placard that the food is prepared in a kitchen that is not regulated and inspected by the regulatory authority.
- A private kitchen of a family daycare facility, or an owner-occupied bed and breakfast facility with 6 bedrooms or less serving breakfast only and the consumer is informed by a clearly visible placard that the food is prepared in a kitchen that is not regulated and inspected by the regulatory authority.

## **Where to Obtain the Permit Application:**

Applications may be obtained online at [www.clayhealth.com](http://www.clayhealth.com), from the Clay County Public Health Center, Environmental Section at 800 Haines Drive, Liberty, Missouri, or by calling (816) 595-4350, Monday through Friday, 8:00 a.m. to 4:30 p.m.

## **Review of Permit Application:**

**Individuals must apply for a permit in order for the Clay County Public Health Center to review the proposed food preparation processes.**

The Clay County Public Health Center's Environmental Health Specialists will work with you to review the following steps:

- Types of foods to be prepared.
- How foods are being prepared.
- Methods used to keep foods hot and cold.

They may also offer further suggestions for the safe and efficient operation of your temporary food stand. Additional requirements may be imposed in order to protect the public's health such as limiting the number of food preparation steps or excluding some menu items.

## **When Should the Permit Application be Returned:**

**We recommend the application and fee be submitted at least 3 weeks before the event.**

This allows time for the Health Center staff to adequately review the application and to make any changes necessary well in advance of the event. ***If the application is returned to the Health Center less than fourteen days before the event, a late fee will be assessed in addition to the regular permit fee. You are urged to apply for a permit as early as possible.***

# REQUIREMENTS TO OPERATE

## General:

All food must be clean, wholesome, free from spoilage, free from adulteration and safe for human consumption. **All food must be from an approved source.** All TCS foods (meats, cheeses, dairy products, fish, cooked vegetables, cooked pastas, etc.) must be prepared on the permitted site or be prepared at another permitted facility. No foods prepared in a private home or an unpermitted facility may be used in the temporary facility.

## Temperature Controls of Foods:

**All TCS foods must be kept below 41°F or above 135°F at all times.** Pre-cooked foods must be re-heated to 165°F before serving. Equipment must be provided for maintaining these temperatures at all times.

Required internal cooking temperatures for potentially hazardous food are:

- **Chicken & Poultry - 165°F**
- **Ground Beef - 155°F**
- **Whole Cuts of Beef - 145°F**
- **Pork & Fish - 145°F**



A metal-stem thermometer must be available and used to check internal food temperatures. Acceptable thermometers must be able to measure from 0° to 220°F.

## Ice & Refrigeration:

If ice is to be used for temperature control, the following criteria must be met:

- **Ice must be from an approved source**
- The ice-holding container must be constructed of a non-porous material with an attached lid
- Styrofoam coolers will not be approved
- Ice used for cooling food or beverages may not be used for human consumption
- Ice containers must be drained to prevent accumulation of water
- **Foods must not be in direct contact with ice**



Mechanical refrigeration units must be clean and in good repair and must be capable of maintaining food temperatures at 41°F or below.

## Water Supply:

A readily available supply of water from an approved source must be provided at all times to the event location. A minimum of five gallons of water from an approved source must be kept at each operator site. This water must be stored in an approved covered container and poured from a dispensing spout.

In the case where hot water is not available to the site and hot water is required, a means of heating water must be provided by the operator. Coffee urns or hot plates are two possible choices for heating water. When only pre-packaged food is offered, a water supply requirement will be waived.

## Cleaning & Sanitizing Equipment:

Adequate facilities must be set up for cleaning and sanitizing food contact surfaces such as cooking utensils, cutting boards, knives, etc... Three labeled containers of adequate volume must be utilized in the following manner:

- **Wash** with hot, soapy water
- **Rinse** with clean water
- **Sanitize** with approved sanitizer and water

An approved sanitizer [chlorine (bleach), quaternary ammonia, or iodine] and test kit must be on site and used in the above manner at all times.

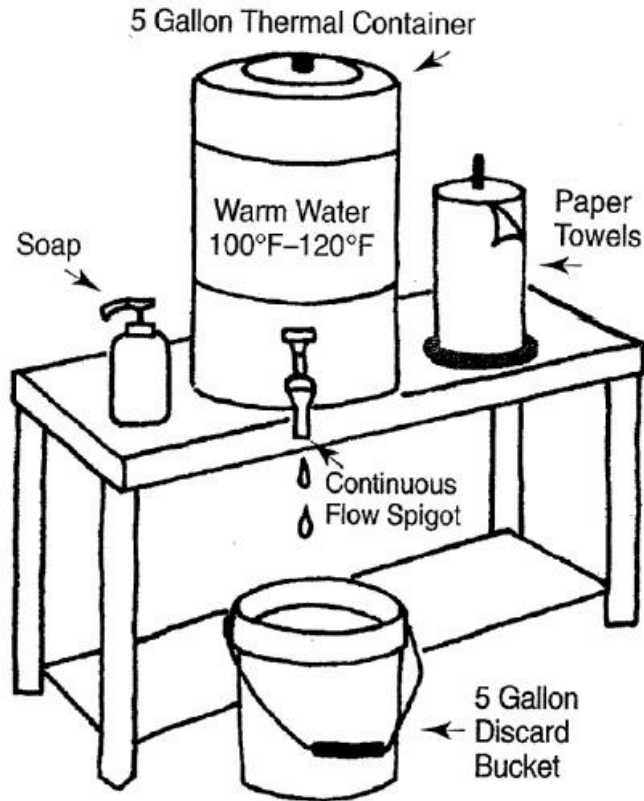


Towels used for wiping down food contact surfaces must be clean and used for no other purpose. The towels must be stored in a sanitizing solution when not in use.

- **Chlorine-** 50 – 100 ppm
- **Quaternary-** 200 – 400 ppm
- **Iodine-** 12.5 ppm

## Handwashing:

Hand washing facilities must be provided in all cases except where only pre-packaged foods are sold. An example of acceptable hand washing facilities would be soap and clean water drawn from a container equipped with a dispensing spigot that will supply water until shut off— no push buttons. Single service towels must be provided for hand drying. A method of providing hot water is encouraged.



## Food Handling:

**Bare hand contact with ready-to-eat food is prohibited.** Eating and drinking while on duty in the stand or booth is prohibited. Cross-contamination of cooked foods with raw, potentially hazardous foods through contact with equipment, utensils or hands must be prevented at all times.

The use of utensils such as tongs, forks, and spatulas are required to minimize hand contact with food. Single-service articles/utensils may not be re-used. All food products must be individually wrapped or covered to protect them from contamination. **Eating, drinking, and tobacco use is prohibited in any food preparation or service area.** All food must be properly stored 6 inches off the floor or ground. No person who is ill or having symptoms of a communicable disease, or diagnosed with a communicable disease, shall work in the facility.

## Hair Restraint:

The use of a cap, hat, hairnet, head covering, beard restraint and clothing that covers body hair is required to keep hair from contacting exposed food, clean equipment, utensils, linens and single-use articles.

## Refuse:

All food wastes, soiled paper, and other refuse must be stored in a leak proof plastic or metal waste container with a tight-fitting lid. Plastic bags with tie tops must be used in all cans where food debris will be deposited. Refuse must be stored in a manner that will prevent insect and rodent problems.



## Construction of Equipment:

All food contact surfaces must be smooth, easily cleanable, non-absorbent, and non-toxic. Equipment must be durable and kept in good repair. All grills used for food preparation must have a hinged lid.

## Construction of the Stand or Booth:

**Overhead protection must be provided** for all food preparation and food storage areas. Floors of those booths or stands not located on asphalt, pavement, or concrete must be covered with a **flooring material** such as mats, removable platforms, plastic sheeting, plywood, or other approved materials that are effective in controlling dust and mud.

Screening of the preparation area is required to prevent insect access to food preparation areas. When conditions are favorable for flies or other insects, fans should be positioned near screen openings to prevent contamination of any exposed foods.

