



Application Packet

-Temporary Food Service-

Introduction

Please read this entire temporary food service packet for complete information before completing your application

Anyone wishing to operate a **temporary food service establishment** must apply for and obtain a valid temporary permit from Cowlitz County Health and Human Services (CCHHS) and comply with the requirements of the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC.

When a temporary food establishment permit is required, a completed application and required fee must be **submitted at least 7 DAYS BEFORE THE PROPOSED EVENT**. If submitted less than 7 days before the event, a fast track fee will be assessed in addition to the regular permit fee and other operational or menu restrictions may be imposed.

A **temporary food service establishment** means a food establishment:

- Operating at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with a single event or celebration, such as a fair or festival; or
- Operating not more than 3 days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.

A copy of Washington State Retail Food Code is available at <http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>

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Permit Types and Permit Fees

There are two categories of Temporary Food Service Establishments* that are required to submit an application.

1. Exempt from Permit
2. Permit Required
 - a. Limited Food Service Establishment
 - b. Low Hazard Food Service Establishment
 - c. High Hazard Food Service Establishment
 - d. Recurring Temporary Food Service Establishment

Guidelines for Temporary Food Permits Fees

- \$0 Exempt from WAC
 - Complete Courtesy Application Form for Menu Review
- \$22.00 Exempt Permit Applications
 - Menu Review
 - Operate in compliance with WAC
- \$55.00 Limited Foods - Single Event (Less than 21 consecutive days)
 - See **Temporary Food Establishment Fee Guide** in [Appendix D](#) for list of foods.
 - Double Fee if Permit is Issued in the Field
- \$90.00 Food Sampling/Grocery Annual
 - Double Fee if Permit is Issued in the Field
- \$120.00 Low Hazard Menu - Single Event (Less than 21 consecutive days)
 - Fully Cooked or Processed in Food Processing Plant
 - Plus fast track if less than 7 Days Prior to Event**
- \$180.00 High Hazard Foods - Single Event (Less than 21 consecutive days)
 - Plus fast track if less than 7 Days Prior to Event**
- \$60.00 Non-profit Low Hazard Menu - Single Event
 - Plus fast track if less than 7 Days Prior to Event**
- \$90.00 Non-profit High Hazard Menu - Single Event
 - Plus fast track if less than 7 Days Prior to Event**
- \$110.00 Re-Occurring Temporary - Limited Foods
 - Double Fee if Permit is Issued in the Field
- \$150.00 Re-Occurring Temporary - Low Hazard Foods
 - No more than 3 days/week at recurring event at one location with same menu.
 - Plus fast track if less than 7 Days Prior to Event**
- \$300.00 Re-Occurring Temporary - High Hazard Foods
 - No more than 3 days/week at recurring event at one location with same menu.
 - Plus fast track if less than 7 Days Prior to Event**

**** Additional fast track fees if submitted less than 7 days in advance:**

- Submitted 3 – 6 days prior to event - \$75.00
- Submitted 0 – 2 days prior to event - \$115.00
- Field Issued Permit – Double Permit Fee Plus \$150.00

Rules for Operating

Post rules for all volunteers/employees to read and review

A copy of Washington State Retail Food Code is available at <http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>

The Permit Holder and PERSON IN CHARGE of a temporary food establishment must comply with the requirements of WAC 246-215 except as otherwise provided. The permit holder shall be the Person in Charge or shall designate a Person in Charge.

A PERSON IN CHARGE must be:

- Present at the food establishment during all hours of operation. For most temporary operations this would require at least 2 people to have a food worker card.
- Must obtain a valid Washington food worker card before beginning work and submit a copy(ies) with application. Food worker cards are available at: www.foodworkercard.wa.gov
- Allow only employees and other persons authorized by the Health Officer to be present in the temporary food establishment.

The PERSON IN CHARGE must ensure the following requirements are followed to minimize the possibility of foodborne illness.

Food Sources and Protection

1. **All FOOD, including WATER AND ICE**, must come from approved sources.
2. **FOOD ITEMS MUST BE PREPARED AND COOKED ON-SITE IN AN ACCEPTABLE MANNER.** No preparation, cooking, or pre-cooking is allowed in private homes. Any off-site preparation requires prior approval by CCHHS and must be done in a CCHHS approved facility.
3. **STORAGE OF FOOD AND EQUIPMENT** is done at approved locations. **NO STORAGE OF FOOD AT PRIVATE HOMES.**
4. **FOOD IS TRANSPORTED AND STORED** in properly designed food grade containers (i.e., no plastic garbage bags).
5. **FOOD IS PROTECTED** from potential contamination during transport.
6. **CONDIMENTS NOT IN INDIVIDUAL PACKAGES** are provided in dispenser bottles or in other containers protected from contamination.
7. **FOODS ON DISPLAY** must be covered, wrapped or otherwise protected from contamination. No customer self-service from open containers.

Foodworker Hygiene

Post Handwashing Sign ([Appendix A](#)) on or above handwashing station

1. **ILL PERSONS SHALL NOT WORK** in any food service establishment with:
 - A symptom such as diarrhea, vomiting, or jaundice;
 - Illnesses including Norovirus, *Salmonella*, *Shigella*, *E.coli*, or hepatitis A;
 - An uncovered lesion that appears inflamed or infected;
 - Sore throat with fever.
2. **WASH HANDS FOR AT LEAST 20 SECONDS BY**
 - Scrubbing for at least 10 to 15 seconds (paying particular attention to the areas underneath the fingernails), followed by;
 - Thorough rinsing under clean, running warm water; and immediately follow with thorough drying with single use towels.
3. **WASH HANDS**
 - Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and;

- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
 - After using the toilet room;
 - After caring for or handling service animals or aquatic animals;
 - After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
 - After handling soiled equipment or utensils;
 - During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
 - When switching between working with raw food and working with ready-to-eat food;
 - Before putting on gloves for working with food unless a glove change is not the result of contamination; and
 - After engaging in other activities that contaminate the hands.
4. **NO BARE HAND CONTACT WITH READY-TO- EAT FOODS IS ALLOWED.** Use tongs or other utensils, napkins, and/or disposable food gloves.

Temperature Controls/Thawing

Some foods require TIME/TEMPERATURE CONTROL FOR SAFETY (TCS)

See Temperature Requirements in [Appendix B](#)

1. **ACCURATE THERMOMETERS MUST BE PROVIDED AND USED.** In most cases a digital thermometer with a thin tip probe is required. If you are planning on using another type of thermometer it must be preapproved by CCHHS prior to use. Thermometers must be checked for accuracy. See Calibrating Thermometers in [Appendix C](#).
2. **FOODS MUST BE PROPERLY TEMPERATURE CONTROLLED** during transport to the temporary event location.
3. **COLD FOODS MUST BE HELD AT 41°F. OR BELOW IN REFRIGERATORS OR INSULATED ICE CHESTS.** Time/Temperature control for safety foods must be cold before ice chest storage. Thermometers must be present in each refrigerator or ice chest.
4. **FOODS TO BE HOT HELD MUST BE HELD AT 135°F. OR ABOVE.** Foods to be hot held must be properly cooked first or rapidly heated to proper temperatures before hot holding. Don't heat in crockpots.
5. **COMMERCIALY PROCESSED FOODS REHEATED FOR HOT HOLDING** must be reheated from 41° to 135°F or above within one hour.
6. **COOLING OF HOT FOODS ONSITE IS NOT ALLOWED.** Use of leftover foods that have been cooked or hot held is not allowed.
7. **FOODS THAWED AS PART OF A COOKING PROCESS MUST NOT BE GREATER THAN 4 INCHES THICK.**

Booth Requirements

1. **HANDWASHING FACILITIES MUST**
 - Be conveniently located in all food preparation areas include:
 1. Potable, warm, running water
 2. Soap and paper towels
 3. A 5-gallon or larger insulated with a continuous-flow spigot (no push buttons) or a plumbed sink
 4. A 5-gallon container to catch wastewater

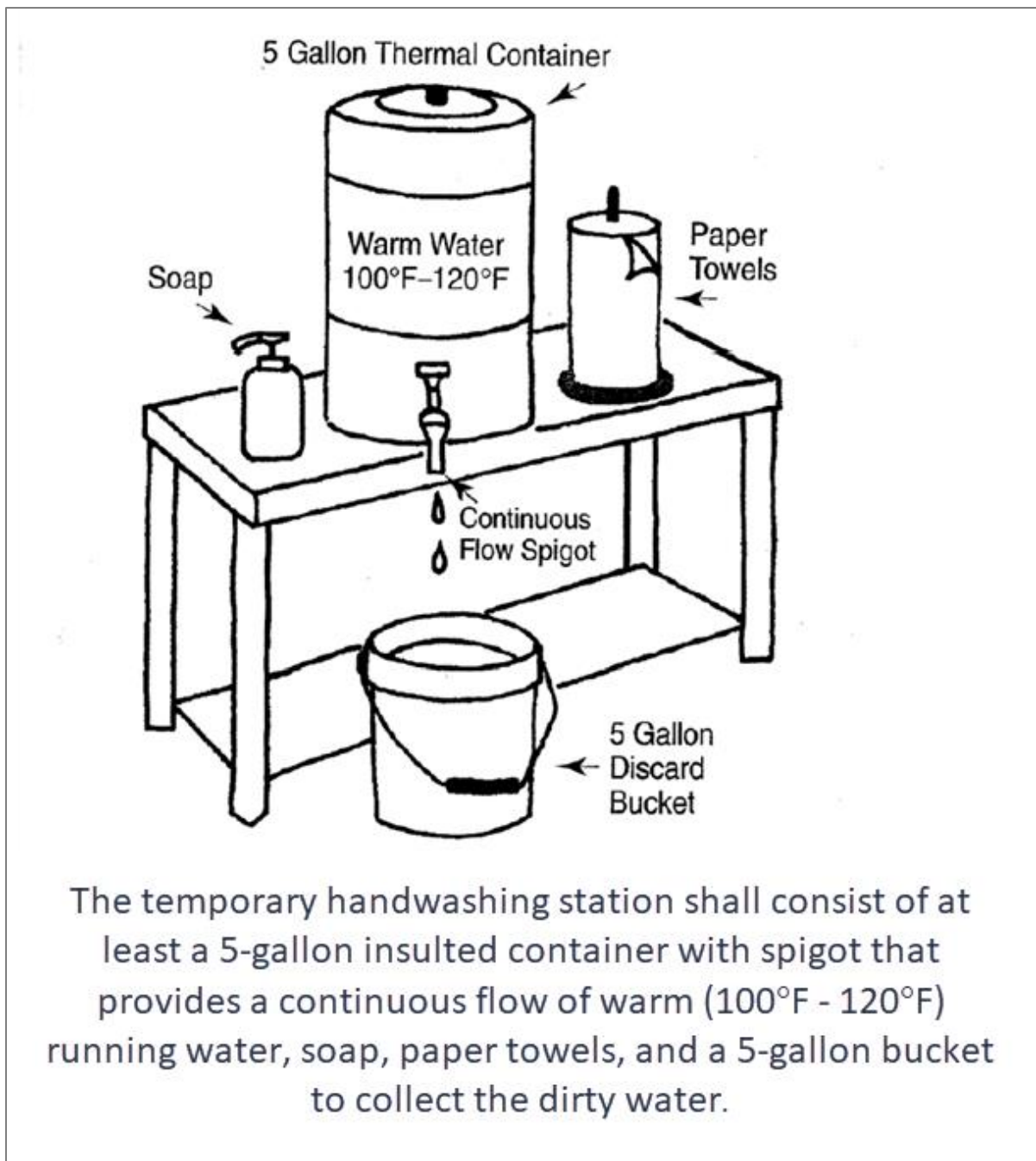
See Handwashing Station Drawing in [Appendix A](#)
2. **ADEQUATE FACILITIES** must be provided for all necessary food preparation steps.
3. **WAREWASHING FACILITIES MUST INCLUDE:**
 - An accessible three-compartment sink with approved drain boards and adequate supply of hot and cold running water within 200 feet if:
 1. Equipment or utensils are reused on-site, or
 2. Operating for 2 or more consecutive days
 - An approved alternative utensil washing. Three tubs can be used in place of a three-compartment sink if they are large enough to fit all utensils and enough water is available to fill the tubs.

- **"WASH, RINSE, SANITIZE" METHOD OF UTENSIL WASHING MUST BE FOLLOWED** for reused utensils and work surfaces. A (1) capful of unscented bleach per gallon of warm water makes an acceptable sanitizing solution.
 - **Test strips for sanitizing solutions must be provided.**
4. **FOOD PREPARATION SINK** available at the booth, supplied with potable running water and indirectly drained to wastewater system if produce needs to be washed on-site.
 5. **WIPING CLOTHS MUST BE STORED IN A SANITIZING SOLUTION** (a capful of bleach per gallon of warm water) and used for sanitizing equipment and food-contact surfaces after cleaning.
 6. **GARBAGE CONTAINERS** with tight-fitting lids should be provided.
 7. **DISCARD WASTEWATER PROPERLY INTO A HOLDING TANK OR SEWER.** Do not dump it onto the ground, street, or into storm drains.
 8. **APPROVED TOILETS AND HANDWASHING FACILITIES WITH POTABLE, WARM, RUNNING WATER** must be available for employees and be readily accessible at all times of operation.
 9. **SEPARATION BARRIER** to protect food preparation and cooking areas from public access.
 10. **ONLY SINGLE-SERVICE ARTICLES** are provided for use by consumers.

Mobile Food Units that are boarded by employees must have Washington State L&I approval whether used for permanent or temporary events

Appendix A

Handwashing Station and Handwashing Sign



A continuous flow spigot can be purchased and put in place of a push button spigot to be in compliance. See Environmental Health for more information.



Be a Germ-Buster... WASH YOUR HANDS!



Appendix B

Temperature Requirements

TIME/TEMPERATURE CONTROL FOR SAFETY FOOD (TCS): Some foods require time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. TCS includes an animal food that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; cut leafy greens; cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation; fresh herb-in-oil mixtures and garlic-in-oil mixtures unless modified in a way that results in mixtures that do not support growth.

<p><u>Internal Cooking Temperatures</u></p> <p>135°F</p> <ul style="list-style-type: none">• Plant foods for hot holding <p>145°F for 15 seconds:</p> <ul style="list-style-type: none">• Non-pooled unpasteurized eggs• Fish, except as listed below• Meat, except as listed below• Pork, except as listed below• Commercially raised game animals, rabbits <p>158°F</p> <ul style="list-style-type: none">• Ground or comminuted meats or fish• Injected meats• Mechanically tenderized meats• Ratites (ostrich, rhea, and emu)• Pooled unpasteurized eggs• Commercially raised game animals <p>165°F</p> <ul style="list-style-type: none">• Poultry• Stuffed fish, meat, pork, pasta, ratites, or poultry• Stuffing containing fish, meat, or poultry	<p><u>Cold Holding Temperatures</u></p> <ul style="list-style-type: none">• 41°F or less <p><u>Hot Holding Temperatures</u></p> <ul style="list-style-type: none">• 135°F or greater after proper cooking or reheating <p><u>Reheating Temperatures</u></p> <ul style="list-style-type: none">• 41° to 135° F or above within one hour for commercially fully cooked foods reheated for hot holding• 41° to 165° F or above within one hour when cooked and cooled in an approved food establishment
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Appendix C

Calibrating Thermometers

Food temperatures must be checked throughout the food preparation process, and the thermometers used must be accurate. Below is the process to verify that the thermometers you are using meet the accuracy requirements in WAC 246-215.

Ice Bath Calibration

1. Fill a container with crushed ice.
2. Add water until it covers the top of the ice and mix thoroughly, drain excessive water.
3. Insert the thermometer stem so that the sensing area is completely submerged in the ice bath.
4. Keep thermometer in ice bath until reading is steady.
5. If thermometer is reading more than 2 degrees below or above 32°F the thermometer needs to be adjusted or replaced.
6. For digital thermometers see the instructions on package for calibrating thermometers if needed.



Appendix D

Temporary Food Establishment Fee Guide

Limited Menu Foods

- Non-Time/Temperature Controlled Foods such as:
 - Shaved ice, snow cones and drinks with ice added
 - Fudge and other candies
 - Deep fried candy bars
 - Baked goods (No pumpkin pie, cream pie or meringue pies)
 - Elephant ears & funnel cakes
 - Fresh squeezed lemonade
- Ice cream (scooped and soft serve)
- Packaged foods including raw meats
- French Fries
- Espresso lattes or breves (hot or cold)
- Powdered hot chocolate (hot held)
- Commercially Prepared Pizza
- Dipped Commercially Frozen Cheesecake
- Commercially Frozen Onion Rings and Mozzarella Sticks
- Cheese (hard, pasteurized processed, semi-soft and nacho)
- Commercially canned chili or canned gravy
- Commercially fully cooked hotdogs and sausages (not raw)

Low Hazard Menu Foods

- Time/Temperature Controlled Foods not listed in Limited or High Hazard Sections
- Deli meats
- Commercially fully cooked hamburgers and ribs (cannot be raw)
- Cooked vegetables:
 - Grilled onions, baked potatoes, etc.
- Commercially canned foods
- Pasteurized liquid eggs
- Commercial prepackaged salads:
 - Potato, Macaroni, and coleslaw
- Commercially cut melons
- Cut leafy greens (lettuce, spinach, cabbage, etc.) and cut tomatoes
- Potentially hazardous food prepared at a permitted food establishment
- Unpackaged Raw Meat/Fish (i.e., Meat Market/Fish Market) – Other unpackaged foods will change permit to High Hazard

High Hazard Menu Foods

- Any raw animal products:
 - Meat, fish, poultry, and seafood
- Any melons:
 - Washed and cut at temporary location
- Potato and Macaroni salad made from scratch
- Shell Eggs
- Sprouts