Temporary Foodservice Establishment

Food Safety & Licensing Guide

FOOD SAFETY

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Why is a license required?

When people get sick from foodborne illnesses from an event, it is difficult to determine which temporary vendor sold the contaminated food. Public Health wants to help ensure your event is successful and stop any potential spread of illness to protect people's health. Our role is to make sure the foods served meets the minimum safety standards found in the *Michigan Food Law of 2000 Act 92*.

A Temporary Foodservice Establishment (TFE) license is required when food is served to the public at a fixed location for a temporary period. It is an agreement to operate in accordance with all applicable federal, state and local laws. To be consistent with national standards for food establishments, Michigan models their food safety rules according to the *FDA Food Code.*

or *48 million* people get sick each year from contaminated food.

This booklet is a resource to guide you on how to fill out an application before the inspection occurs, explain the requirements to operate and ensure the person in charge is knowledgeable about food safety.

Free food served to the public may need a license.

Contact your local health department for requirements.

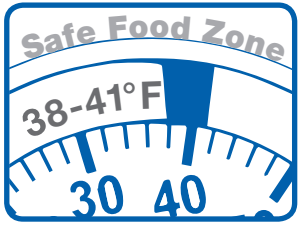
GOALS

- **Increase food safety for consumers.**
- **Decrease common food service violations.**
- **Better communication to prepare for successful events.**

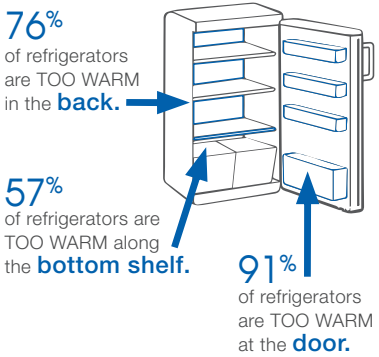
5 Risk Factors

Top five causes of foodborne illness.

- **Food from Unsafe Sources**
  - Non-licensed Establishment
  - No Home Prepared Food
- **Improper Holding Temperatures**
  - Cold Holding
  - Hot Holding
  - Thawing
  - Cooling
- **Inadequate Cooking Temperatures**
  - Cooking
  - Reheating
- **Contaminated Food Equipment**
  - Cutting Boards
  - Utensils
  - Other Food Contact Surfaces
- **Poor Personal Hygiene**
  - Unhealthy Employees
  - Improper Hand Washing
  - Bare Hand Contact with Ready-to-eat Food

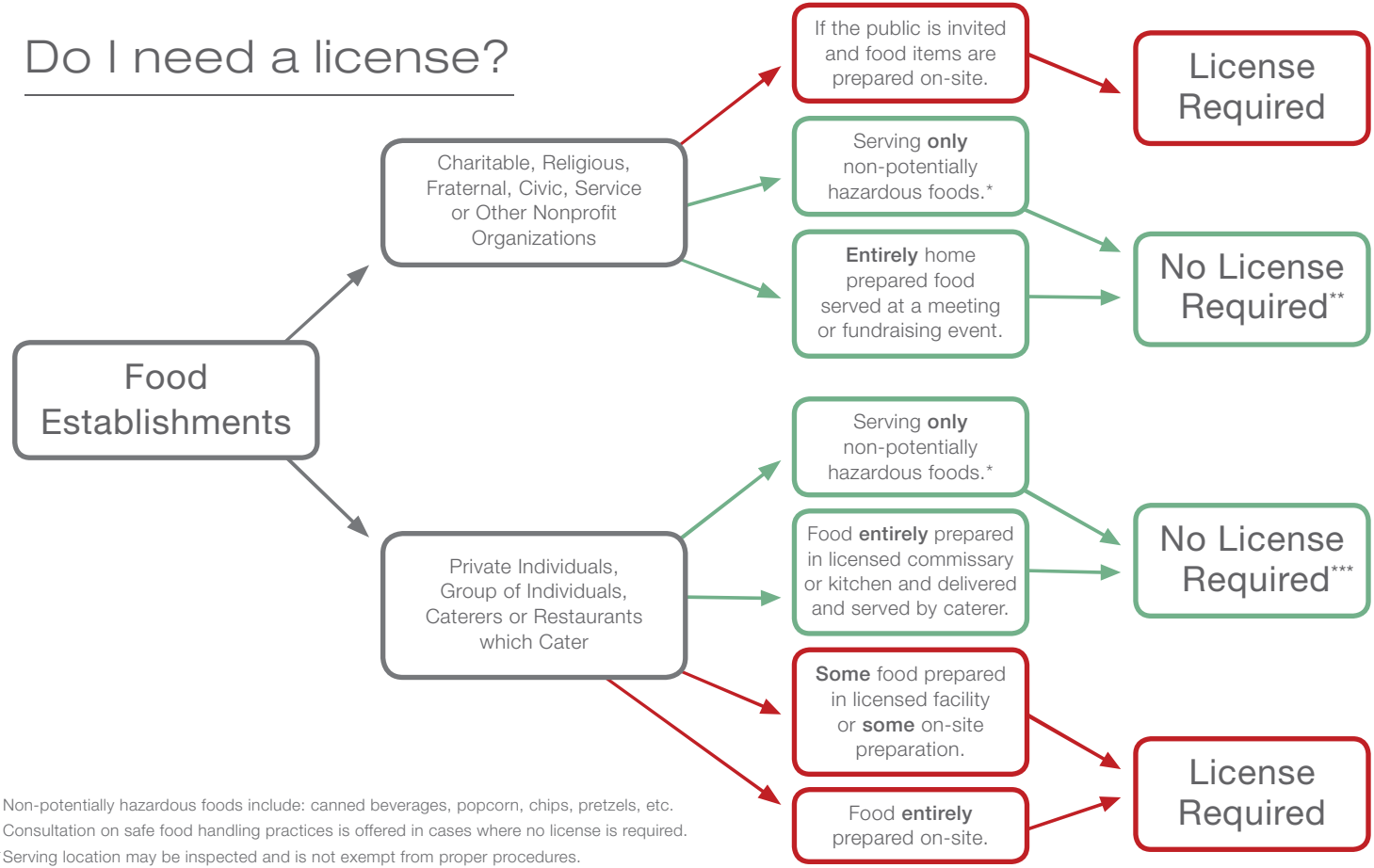


Common Improper Cooling Areas



Preperation and storage of foods at home is **not** acceptable.

Do I need a license?



* Non-potentially hazardous foods include: canned beverages, popcorn, chips, pretzels, etc.

** Consultation on safe food handling practices is offered in cases where no license is required.

***Serving location may be inspected and is not exempt from proper procedures.

How do I apply?

The TFE application provides information to your Local Health Department (LHD) about what foods you intend to serve and how you will serve them. The information provided in the application helps LHDs assess any potential public health risks. Before applying, check with the township or city where you intend to operate to ensure local regulations allow for TFEs and to obtain any necessary approval.

Complete the applicant or business contact information, public event information, print your name, sign and date the application. By signing the application, you state that you are aware each TFE location must be properly equipped and ready to operate by the time indicated. Failure to do so may result in denial of your license.

The temporary license is issued by the health department having jurisdiction where you intend to operate.

Avoid late fees!

Apply early to ensure your license will be issued on time.

More Information

Or

Download Form

Or

Find Location

Visit
http://bit.ly/1wr1ORd

How do I fill out the application?

To identify equipment used at your TFE, check all boxes that apply in sections A-F. If extensive food handling occurs, it must be done in a fully enclosed space. Only food and beverage items listed in your application will be approved to serve.

Approval for any changes must be requested before the event. If you plan to cool any food, contact your inspector to discuss the required method(s).

What foods do you intend to serve and how will you serve them?

No bare hand contact with ready-to-eat food; use suitable utensils (deli paper, spatulas, tongs, dispensing equipment or gloves), change gloves often and your wash hands between glove changes.

If you plan to use more than one location for preparing and/or serving food, more than one temporary license may be required. If a currently licensed kitchen has agreed to allow use of their food license, you must complete the Commissary Agreement form *(Addendum A);* located on page 3 of the TFE License Application *http://bit.ly/1wr1ORd.*

Prior to your event, return your completed application and any applicable fees to the LHD having jurisdiction where you intend to operate. Talk to a representative for a review and approval. The LHD will conduct an on-site inspection when your establishment is ready to operate and issue the actual operating license at that time.

How to prepare

1 Designate a Person-In-Charge (PIC)

The licensee is the PIC or he/she must designate one who must be present during all hours of operation. The PIC must be qualified, know food code and food law requirements, as they relate to the operation. PICs need to make sure all requirements are followed.

For a successful event and to prevent foodborne illnesses, **PICs must be knowledgeable about:**

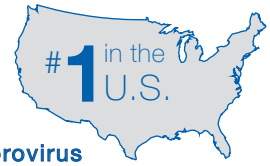
- proper hand washing,
- food handler's health,
- hygiene,
- food sources,
- temperatures,
- handling,
- storage,
- and sanitizing.

Infected food workers cause about seventy percent **70%** of reported **norovirus outbreaks** from contaminated food.

2 Basic Health and Hygiene

Food handlers must:

- have clean outer apparel;
- use proper hair restraints;
- cover cuts, wounds or infected boils with a waterproof bandage and impervious glove;
- be symptom free from diarrhea, vomiting, fever, jaundice or a sore throat;
- be excluded from work if diagnosed with or exposed to:
  - Salmonella,
  - Shigella,
  - E. coli,
  - Hepatitis A,
  - or norovirus.



norovirus is the leading cause of disease outbreaks from contaminated food.

3 Food Source

What are approved food sources?

- Foods from a licensed establishments.
  (restaurants or grocery stores)
- Meats must be USDA approved.

NO home prepared foods!

When do I purchase the food?

- Foods must be purchased the day of the event.
- Otherwise, foods may be stored at a licensed facility until the day of the event.
  (See the Commissary Agreement on page 7.)

How do I store foods?

- Home refrigeration is not acceptable.
- Foods must be stored at proper temperatures.
- Foods must be covered, stored off the ground and not subject to contamination.
  (Crates or carts are recommended.)

How do I transport potentially hazardous foods?

- Potentially hazardous foods must be transported at **41°F** and below or **135°F** or above.
- A cooler with ice is recommended for cold foods and an approved container for hot foods.
- Potentially hazardous foods include:
  - dairy,
  - seafood,
  - poultry,
  - meats,
  - rice,
  - pasta,
  - cooked potatoes,
  - tomatoes,
  - lettuce,
  - sprouts,
  - cut melons,
  - or cooked vegetables

4 Cold Holding

Potentially hazardous foods must be stored cold at an internal temperature of **41°F or below**. Be sure to check internal food temperatures before your inspector arrives. Storage may be in either an electric refrigerator or freezer or an approved cold food storage container. This is to be done when transporting food to the event and during the event.

Containers must be insulated, hard sided, cleanable and maintain food temperature control. All food products must be tightly sealed in bags or boxes to prevent wetness and contamination. Do not leave foods out of the refrigerator to thaw. Contact your LHD to review approved methods.

5 Choosing Event Location

Water Supply

An approved water supply must be available for:

- Cooking
- Drinking
- Hand Washing
- Cleaning
- Sanitizing
  - Equipment
  - Utensils
  - Food Contact Surfaces

Wastewater

Collect all wastewater generated, during the event, and dispose of it properly in a flushable toilet, portable toilet or other approved areas. Wastewater cannot be dumped onto the ground or in storm drains.

Remember your hat and gloves!

Food Protection

Bring proper equipment to cover foods and to store them off the ground. This may include a tent, sneeze guard or plastic wrap. Covering foods and storing them off the ground will help prevent contamination.

Tents or canopies are often required
to protect exposed foods from pests, dust and debris.

Restrooms

Toilet facilities need to be conveniently located and accessible to employees while you operate.

Trash Collection

An adequate number of trash containers must be provided both inside and outside of each TFE site. Trash containers must be removed at a frequency that will minimize odors and conditions that attract or harbor insects and rodents.

During your event.

1 Hand Washing Station

- Only used for hand washing.
- Conveniently located for food handlers.
- Set up using a large insulated container with a spigot.
- Spigot must turn on and off.
- Provides warm water flow over a person's hands into a waste receiving bucket of equal or larger volume.
- Hand soap, single-use paper towels and a waste basket must be provided.

Large insulated drink coolers work well.

Fill with warm water.

Have a bucket to collect wastewater.

Have plenty of soap and paper towels available.

2 When to Wash

Proper washing of hands by food handlers is critical to assure food safety. All people working in the TFE must wash their hands.

Hand washing needs to include lathering with soap and water for 20 seconds, rinsing under warm running water and drying with a disposable paper towel.

Wash your hands:

- after eating or drinking,
- after using the toilet facilities,
- after coughing or sneezing,
- after using facial tissue,
- between glove changes,
- upon entering food preparation and service areas,
- immediately before food preparation,
- when switching between raw and ready-to-eat foods,
- after using tobacco in any form,
- after handling soiled equipment and utensils,
- after handling animals,
- after touching bare human body parts,
- and as often as necessary to remove soil and contamination to prevent cross contamination.

3 Bare Hand Contact

Food handlers may not use their bare hands to touch any exposed ready-to-eat foods. Barriers such as gloves, deli papers or suitable utensils must be used. Acceptable utensils include spatulas, tongs or scoops.

4 Food Storage

Prevent Cross Contamination

- Seperate raw animal foods from ready-to-eat foods during storage, preparation, holding and display.
- Different types of raw meat must be stored in different coolers.
- Unwashed fruits and vegetables should be stored away from washed fruits and vegetables.
- Equipment and utensils (including knives, cutting boards and food storage containers) must be thoroughly washed, rinsed and sanitized after being used for raw animal foods and before ready-to-eat food use.

Covered

Once prepared, cover the foods to prevent contamination. If there is extensive food preparation (cutting, mixing and assembling) then overhead protection with walls or screens may be required to protect foods from pests, dust or debris.

Off the Ground

All food, equipment, utensils and single service items must be stored at least 6” off the ground or floor on pallets, tables or shelving.

If graded to drain, a floor may be concrete or machine laid asphalt. The floor may be grass, dirt or gravel if it is covered with mats, removable platforms, duckboards or other approved materials. Floors must be effectively treated to control dust and mud.

5 Cleaning and Sanitizing

Wash Station Set-up

The minimum requirements for a wash station set-up should consist of 3 basins. Each basin needs to be large enough for complete submersion, have a hot (drinking quality) water supply and a disposal system for the waste water.

Wash
to remove any food residue, grease and oils with soapy water.

Rinse
to remove any soap suds to allow proper sanitation.

Sanitize
to eliminate any remaining germs.

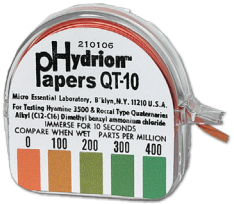
Air Dry
all washed and sanitized items.

Sanitizer Solution

- Unscented Chlorine Bleach
- Quaternary Ammonia

Sanitizer Test Kits

Follow label directions.



Quaternary

Chlorine

Cloth Wipes

When cloth wipes are used for food spills, they must not be used for any other purpose. They must be stored clean and dry or in a clean sanitizing solution.

6 Hot Holding & Cooking

Potentially Hazardous Foods

The goal is to keep potentially hazardous foods out of the **danger zone (41°- 135°F)**. Hot food storage units (electrical equipment, propane stoves or grills) must be used and capable of holding potentially hazardous foods at 135°F or above.

Proper Cooking Temperatures for Common Foods

- **165°F for 15 seconds** chicken and reheated foods
- **155°F for 15 seconds** ground meats *(hamburgers and sausage)*
- **145°F for 15 seconds** fish, pork, beef and raw eggs
- **135°F for hot holding** commercially prepared foods *(precooked meats and canned goods)*

Thermometer Calibration

1. Fill a container with ice and add cold water to fill any spaces. The ice should fill the bottom of the container and not float.
2. Insert the thermometer into the mixture.
3. Let the thermometer stabilize.
4. The thermometer is calibrated when the indicator reads 32° +/- 2°F (0°C).

Questions regarding food thawing, cooling and reheating, please contact your local health department for more information.

Shopping List

Temperatures & Serving

- ☐ Ice
- ☐ Cooler
- ☐ Extra Utensils (tongs, serving spoons, etc.)
- ☐ Metal Stem Thermometer (reads 0°- 220°F)

Sanitizing & Equipment

- ☐ 3 Basins (wash, rinse and sanitize)
- ☐ Approved Sanitizer Solution (e.g. unscented bleach)
- ☐ Test Papers (appropriate for chosen approved sanitizer)

Personal Hygiene

- ☐ Hats or Hair Nets
- ☐ Gloves (disposable)
- ☐ Hand Soap
- ☐ Paper Towel
- ☐ Insulated Container with Spigot (handwashing)
- ☐ Catch Bucket (hand washing waste water)

Pre-Event Self Inspection

- ☐ All food is purchased and/or prepared at a licensed establishment.
- ☐ Cold storage is 41° F or less.
- ☐ Hand washing station is stocked (dispensing container, hot water, soap and paper towel).
- ☐ Safe water supply is from a regulated source.
- ☐ Dishwashing facilities are set up properly.
- ☐ Proper wastewater disposal.
- ☐ Toilet facilities are conveniently located. *(recommend 50-500 feet)*
- ☐ Clean cloth wipes and a container for the sanitizing solution or disposable paper towels.
- ☐ Garbage containers with plastic liners.
- ☐ Storage of food, utensils, dishes and paper products are off the ground.

We value your feedback: www.surveymonkey.com/s/TFEbooklet

Images Courtesy of:

Page 1 Ottawa County Department of Public Health

Page 2 Ottawa County Department of Public Health

Page 3 CDC.gov/vitalsigns, Making Food Safer to Eat

Page 4 CorbisImages.com, RF Pictures 42-34472060

Page 4 CDC.gov/vitalsigns, Preventing Norovirus Outbreaks

Page 6 Ottawa County Department of Public Health

Page 7 Ottawa County Department of Public Health

Page 8 CDC.gov/vitalsigns, Preventing Norovirus Outbreaks

Page 9 Ottawa County Department of Public Health

Page 10 Ottawa County Department of Public Health

Page 10 http://insidetailgating.com

Page 11 Ottawa County Department of Public Health

Page 12 Ottawa County Department of Public Health

Page 13 ScienceDaily.com, 09004165248

Page 14 CorbisImages.com, Radius Images 42-57057117

Page 15 Ottawa County Department of Public Health

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Resources

Page 3 Michigan Food Law of 2000 Act 92 www.legislature.mi.gov

Page 3 FDA Food Code www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode

Page 4 Texas A&M AgriLife Extension, Family and Consumer Sciences http://fcs.tamu.edu

Page 4 Centers for Disease Control and Prevention Food Safety www.cdc.gov/foodsafety

Page 7 MDARD TFE License Information and Application www.michigan.gov/mdard

Page 8 CDC.gov/vitalsigns, Preventing Norovirus Outbreaks

Michigan Department of Agriculture & Rural Development www.michigan.gov/mdard

Michigan Food Safety Information www.michiganfoodsafety.com

United States Department of Agriculture www.usda.gov

USDA Food Safety and Inspection Service www.fsis.usda.gov

National Sanitation Foundation www.nsf.org

Ottawa County Department of Public Health Food Services www.miOttawa.org/food

Funded by:

Michigan Department of AGRICULTURE & Rural Development

Created by:

miOttawa Department of Public Health

This material is based on work supported by the Michigan Department of Agriculture and Rural Development- Food Safety Education Fund Grants, under Award No. 791N3200269. Any opinions, findings, conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the Michigan Department of Agriculture and Rural Development. This document is for educational purposes only and should not be considered a replacement to reading the Food Code and Michigan Food Law of 2000, copies are available at www.michigan.gov/mdard. It is intended to be a guide for individuals intending to operate a temporary food establishment. Royalty-free images were used for this publication; refers to the right to use copyrighted material or intellectual property without the need to pay royalties or license fees for each use.

For additional information or to submit your application, contact: