

PIMA COUNTY HEALTH DEPARTMENT

Requirements for Temporary Food Facilities



Consumer Health & Food Safety

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Telephone: (520) 243-7908 ▪ Fax: (520) 628-9597 ▪ E-mail: chfs@pima.gov

PERMIT APPLICATION

- Application fees **MUST** be submitted to the Health Department **at least 14 days before the event to avoid a late fee.**
- The **permit application must be posted** in the food booth in full view for the Sanitarian and the public.
- Serving open, unpackaged foods (sampling) requires a permit

IF SELLING ONLY PRE-PACKAGED ITEMS, A LICENSE IS NOT REQUIRED

PERSON-IN-CHARGE

- Each booth **must have one person assigned as the "Person-in-Charge"** during all hours of operation.
- The 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.

MENU

- Menu must be **reviewed and approved** by the Health Department.
- Limit menu **items to three (3) potentially hazardous foods.**
- If menu is different than what was stated on the application, the food booth could be closed by the Sanitarian.
- Use food from **approved sources** such as grocery stores, food warehouses or food suppliers. Proof of purchase for **potentially hazardous foods** must be provided to the Sanitarian.

FOOD CANNOT BE PREPARED AT HOME

FOOD WORKER

Screening for Illness and Hygiene

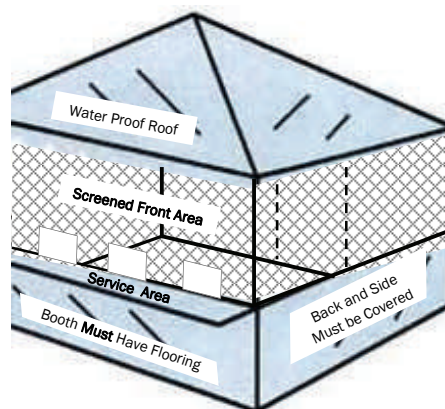
1. Any person who has these symptoms **cannot** handle, cook or serve food:
Vomiting - Diarrhea - Fever - Jaundice - Sore Throat with Fever
2. If a person **has open cuts or sores on the hands, face or arms**, he or she **CANNOT HANDLE FOOD.**
3. Food workers must wear clean outer garments and have their **hair pulled back, wear a cap or hair net.**
4. Food workers cannot eat or smoke inside the food booth.

BOOTHS

- Must be designed to **keep out insects and dust.**
- **Overhead covering is required.**
- **Must have a floor.**
- Must be **fully enclosed** except for the service window, and have only one door or flap for entry.
- **Screening may be used instead of solid material** to create walls as it allows for visibility, air circulation, and keeps out flies.
- Fire resistant materials should be used.
- Food preparation and service area must be kept clean.
- All food **storage and food preparation must be done inside the booth.**

PHYSICAL FACILITIES

ENCLOSED BOOTH



FIRE EXTINGUISHER

A fire extinguisher is recommended for all physical facilities (booths and tents) in case of a fire.

✓ **Check with the local fire department regarding regulations.**

TENTS

- Must be designed to **keep out insects and dust.**
- **Must have overhead covering**, be **fully enclosed**, except for the service window, and have only one door or flap for entry.
- **Screening may be used instead of solid material** to create walls as it allows for visibility, air circulation, and keeps out flies.
- The **ground must be covered** with a tarp, plywood or other material to control dust.
- Fire resistant materials should be used.
- Food preparation and service area must be kept clean.
- All **food must be stored inside the tent.**
- All food preparation, except for cooking, **must be done inside the tent.**

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**. These are called “Instant Read” thermometers.
- Thermometers can be purchased from **grocery, hardware, retail or restaurant supply stores**.
- Clean the thermometer in between taking temperatures of different foods by **wiping the probe with a wet paper towel with sanitizer**.
- 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
Chicken & stuffed foods	165°F
Pork, seafood & steak cuts	145°F
Hotdog, canned chili, canned beans	130°F

SERVING FOOD

PLATES, CUPS AND UTENSILS

SINGLE USE ARTICLES such as **disposable** plates, cups, and utensils must be used to serve food to the public. These **disposable items cannot be re-used**.

HANDLING READY-TO-EAT FOODS

Use Gloves and Tongs

- Food workers **cannot touch READY-TO-EAT food with their bare hands** (such as bread, cheese, lettuce, tomatoes)
- Food workers must **wash their hands before putting on gloves**.
- Food workers must **wear non-latex gloves** or use a **clean utensil to transfer food to the CONSUMER’S plate**.

SAMPLING FOOD

- Use portion cups, sheets of deli tissue or napkins to place serving portions of chips, crackers or bread;
- Use toothpicks or other utensils so only one food item can be selected at a time.
- Make sure dips or sauces are in squeeze bottles or have spoons in them. Do not allow customers to “dip” their chip in the sauce.

RE-HEATING

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

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, seafood, meats, cheeses, or cut fruit, must be held at 41°F or below**.
- **Refrigerators that are connected to electricity onsite 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.
- **Replacing ice as it melts is recommended**.

FOOD TRANSPORTATION

- Food moved from one location to another must be done **under temperature control**.
- Use refrigeration devices, hot warmers or insulated containers to maintain **Hot Foods at 130°F or above and Cold Foods at 41°F or below**.

KITCHENWARE AND UTENSILS

Bring **extra cooking and serving utensils, pots and pans that**

It is very difficult to clean and sanitize soiled ware at an event

are already clean and change out every **4 hours**.

To comply with the Food Code, a three-compartment sink or a setup similar to a three-compartment sink is required. (See **Ware**

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.

- ▶ **Bring at least 10 gallons of very warm water for this purpose.**



FOOD EQUIPMENT



Commercial Food Vendors, Food Businesses or Concession Trailers are required to use ANSI- or NSF-approved equipment.

Individuals or Organizations must use equipment similar to ANSI- or NSF-approved equipment and suitable for the task being performed.

Sufficient cooking or re-heating food equipment is required.

Cutting Boards and Worktables

All food-contact items must be smooth, non-porous, easily cleanable or disposable, and in good repair.

- 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 **different worktables** to prevent cross-contamination from raw animal foods and other foods. Use **two tables or work surfaces** for cutting raw foods separate from cooked foods.

Hot-Holding Equipment

Must keep cooked foods hot at **130°F or above.**

Use roasters, commercial food warmers or similar equipment.

Only use crock-pots for holding commercially packaged foods, such as canned chili, hotdogs or canned nacho cheese.

▶ **DO NOT USE CROCK-POTS TO HEAT FOODS** ◀

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

Cold-Holding Equipment

Must keep foods cold at **41°F or below.**

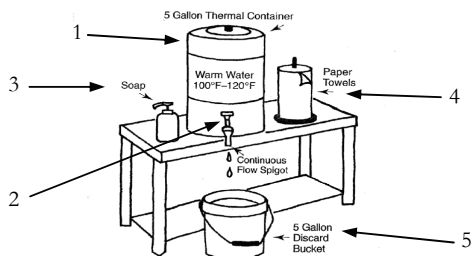
The Health Department encourages renting refrigerators for multiple day events.

IF COOLERS ARE USED, there must be **one for raw foods, another one for storing cooked foods and clean produce, and a separate one for ice used for beverages.**

(Restroom Hand Sink NOT Appropriate)

HAND WASHING

- 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 below.**
- Hand sanitizer cannot be used for required handwashing



Gravity Flow Hand Wash Setup

1. Use a **large urn or igloo** filled with very warm 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, and
5. Use a **bucket to collect the dirty water** from washing hands.

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 Storm Water Drains** •

GARBAGE AND LIQUID WASTES

From Hand Washing and Ware Washing

- 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.
- All garbage must be kept in a **sealed container.**



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
- 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
- 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
- Food grade plastic wrap for covering food
- Adequate hot and cold holding equipment; and cooking or re-heating equipment
- Source for fresh water and wastewater disposal
- Pallets, boxes or shelves for food storage
- Covered trash container(s)

DISHWASHING FACILITIES, if event lasts more than 4 hours:

- 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)

Please be responsible and ONLY serve Safe and Wholesome food.

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



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Catering Guidelines for Pima County

Q: What is catering?

A: Catering is 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 can be a caterer?

A: Any person who has an operating permit from the Pima County Health Department can be a caterer. A business or tax license cannot be substituted for the Health Department's permit.

Q: I contract with customers to purchase, cook and serve food in their private residence. I don't store any food purchased for them in my home. I only use the appliances in my customer's home kitchen for cooking. Do I have to have an operating permit from the Health Department?

A: No, you are a "Personal Chef." Personal Chefs are restricted to storing, preparing and serving food in a customer's private home. All food is purchased for storage, preparation and serving at the customer's home. The Health Department recommends that you attend an accredited course in food safety.

Q: Can a restaurant have a catering operation?

A: Yes, any type of food establishment can have a catering operation if the establishment is able to comply with the Pima County Food Code. The food establishment must have the necessary equipment to prepare the menu items. Preparation, transportation and serving of the food must comply with the regulations in *Pima County Code Title 8*.

Q: Sometimes, I give food away at special events. Is my operating permit sufficient for special events?

A: No, you are required to have a temporary food license if you sell food or give food away. The Health Department operating permit is only for the address shown on the permit.

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

A: No, you are required to obtain a temporary food license in addition to your annual operating license for all special events where the public is invited. The public may gain entry to the event by paying an admission fee or the event could be open to the public

for free. Examples of special events where a temporary food license is required are the Pima County Fair, fundraising events, cook-offs, pizza and other food giveaway promotions, the 4th Avenue Street Fair, the SAHBA Home Show, fiestas and pancake breakfasts or spaghetti dinners advertised to the public.

Private events are those that are by “invitation only.” Typically, private events do not advertise or publicize to attract attendees. A wedding, a club meeting or a training seminar are examples of private events. You do not need temporary food permit to cater or deliver food to a private event.

Q: What if I only provide food for a food booth at a special event, but I will not be onsite to serve the food. Is a temporary license required?

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

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

1. Submit an application and your menu for an operating permit to the Health Department. You will be required to pay the permit fee and a pre-operational inspection fee.
2. The menu can be specific or state the categories of food items from which a customer would order. Any unusual or specialty food processes should be described on the menu.
3. If you plan to rent space, time, and/or equipment in another food establishment that has a current operating permit from the Pima County Health Department, you must obtain a notarized statement from the owner authorizing you to use the establishment. **The notarized statement must be submitted to the Health Department with your application.**
4. If you construct a commercial kitchen, you must first complete the plan review process before applying for the operating license. For the plan review requirements, contact the Pima County Development Services Department at 520-740-6490.
5. If you operate your own food establishment, then the food must be prepared in that establishment.
6. When you are ready for the pre-operational inspection, call Consumer Health and Food Safety at 520-243-7908 to schedule.

Health Department Reminders

1. Comply with *Pima County Code Title 8*, including the “person-in-charge” requirements in the *Arizona Food Code*, Chapter 2-102.11.
2. Provide “Consumer Advisory” statements for any menu items that include raw or undercooked animal foods.
3. Keep all potentially hazardous foods at the correct food temperature: hot holding (130°F or above) or cold holding (45°F or below) at all times, including the time while the food is being transported and served.

4. Help plan the menus, provide the appropriate equipment, and methods to transport and serve the foods safely.
5. Use food from an approved source to prepare the menu items. All foods must meet requirements in the *Arizona Food Code*, including labeling. Caterers cannot use any foods made in a non-licensed or home kitchen including canned, bottled or packaged foods.
6. All food must be delivered to the to the approved food establishment.
7. Store all food at the approved food establishment.
8. Clean and store all equipment and utensils at the approved food establishment.