

**LICENSE APPLICATION**

- Application fees **MUST** be submitted to Pima County Health Department, Consumer Health and Food Safety **at least 14 days before 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**

- Keep menu items **limited to three (3) time/temperature control for safety foods** . (If menu is different than what was stated on the application, facility is subject to closure per inspector.)
- Use food from **approved sources** such as grocery stores,

**FOOD CANNOT BE PREPARED AT HOME**

food warehouses or food suppliers.

**PERSON-IN-CHARGE**

- Each booth **must 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.

**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.**

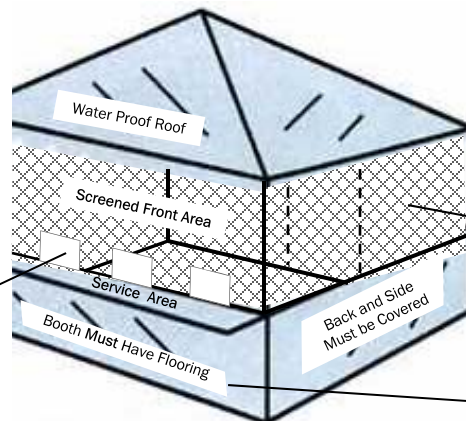
**BOOTHS**

**PHYSICAL FACILITIES**

**TENTS**

- Designed to **keep out insects and dust.**
- Keep food preparation and service area clean.
- When using the City of Tucson booth or similar structure an **overhead covering is required.**
- The booth **must have a floor.**
- Booth 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 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.**

**ENCLOSED 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.

- Designed to **keep out insects and dust.**
- Keep food preparation and service area clean.
- The **tent 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 - 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.**

## 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.**
- 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	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!**

## 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	41°F or less
salads, cut fruit, raw meat, deli meats, cheese	

- 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.

## 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.** & change out every 4 hours.

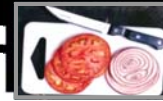
**It is very difficult to clean and sanitize soiled ware at an event.**

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*)

**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:

- 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** for those foods that need cooking or re-heating.

#### 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.**

#### Hot-Holding Equipment

Must keep cooked foods hot at **135°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.

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.

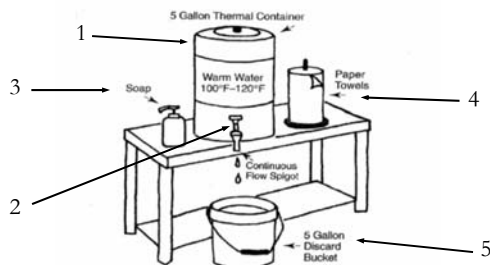
Use **Different Worktables** to prevent cross-contamination from raw animal foods and other foods.

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

(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:**



### 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 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)
- 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
- Adequate hot and cold holding 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 )

PIMA COUNTY HEALTH DEPARTMENT



### Consumer Health & Food Safety

3950 South Country Club Rd., Suite 100, 2nd Floor ▪ Tucson, Arizona 85714  
Telephone: (520) 724-7908 ▪ Fax: (520) 724-9597 ▪ E-mail: [chfs@pima.gov](mailto:chfs@pima.gov)