



Town of Wallingford, Health Department  
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## GUIDELINES FOR TEMPORARY FOOD SERVICE EVENTS



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FOR TEMPORARY FOOD SERVICE EVENTS**

“Permits for temporary food service establishments shall be issued for a period of time not to exceed fourteen (14) days”. “A temporary food service establishment serving food or drink shall comply with all provisions of PHC 19-13-B42 which are applicable to its operation. The local director of health may augment such requirements when needed to assure the service of safe food, may prohibit the sale of potentially hazardous food or drink consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or may modify specific requirements for physical facilities when in his opinion no health hazard will result”. Public Health Code Regulations 19-13-B42 (s)

**LICENSING PROCEDURES**

All vendors must complete a Food Service Application. To avoid delays, please be very specific when completing the form concerning foods to be served/prepared. Applications can be found on the town of Wallingford website, under Health Department.

Applications must be completed with all copies of licenses and certifications can then be submitted to be reviewed and approved by the Health Department within at least 10 days before the event is held. If licensed in another town a previous local health department inspection may be requested. The application must be filled out completely and accompanied by a fee of 10\$ per day. The license is valid only for the dates listed on the application and may be revoked at any time by the Health Department and only allowed for a 14-day maximum period.

An inspection is to be conducted on the day of the event based on the menu provided and the event being held. You will receive your license at the event after the inspection is conducted, unless stated by the Health Director. Please setup your area as shown on application layout. You are not permitted to serve at event until fully inspected by a sanitarian. When sanitarian is on site; area and food shall be set up and ready for inspection.

Contact the Health Department at 203-294-2065 if you have any questions.

**REVOKING OF LICENSES – WILL BE SUBJECT TO CLOSURE**

The food license may be revoked at any time for any reason by the Director of Health or Authorized Agent (Sanitarian), when, in their opinion, such action is warranted. The booth will not be allowed to reopen without the written approval from the Director of Health or the sanitarian. Booths that are not preapproved will be closed.

## **MENU**

All foods served must be from a pre-approved source and prepared in a licensed kitchen.

- NO home cooking. canning or preparation is allowed.
- All meats and poultry must be USDA inspected.
- No wild game or finfish from non-commercial sources are allowed.
- Only shellfish from approved sources may be served. All shellfish tags must be saved for 90 days, and saved in chronological order
  
- All proof of sale must be retained and made available to the sanitarian upon request.

The sanitarian may restrict or modify' the menu and/or preparation methods as necessary to minimize the risk of food borne illness at any point in time during application process or during inspection at time of event.

## **PREPARATION**

The easiest and safest method of preparing food for sale at a temporary facility is "Cook to Order".

Example: Pre-formed frozen hamburger patties that are cooked on a grill and served immediately. The more steps involved between raw product(s) and final service, the greater the potential for food borne illness may occur,

On site preparation should be minimal unless unavoidable. Same day preparation will be the safest procedure. However, Off Site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved.

**Example:** Shish kebab could be pre-assembled, stored overnight, and transported under refrigeration until needed. A large capacity full-service restaurant with walk in refrigerators are better than a smaller cold holding units. All potentially hazardous Foods must be delivered under refrigeration to the temporary event as close to the day of the event as possible. If food is prepared offsite, the establishment must be in compliance with local, state, and federal codes.

# FOOD PROTECTION

The number one cause of food borne illness outbreaks is the failure to keep potentially hazardous foods at the proper temperatures. Potentially hazardous foods are proteins meats, poultry, fish, shellfish, pork or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This also includes sliced melons, sliced tomatoes and other TCS foods. Hold potentially hazardous foods below 41° F or above 135° F. Cook foods without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The following are minimum cooking temperatures:

COOKING: Time-Temperature Control for Safety Foods (TCS)	
Reaching the proper cooking temperature for a specified time is an important factor in reducing the occurrence of foodborne illness.	
Food from plants, fruit, vegetables, grain (e.g., rice, pasta), and legumes (e.g., beans, refried beans) that will be hot-held for service.	<b>135°</b> Minimum temperature for no minimum time
Roasts of pork, beef, and lamb. To slice cook roasts, follow the	<b>145°</b> Minimum 143°F/62°C throughout for 4 minutes
Seafood, including fish and shellfish. Steaks and chops, including pork, beef, veal, and lamb. Commercially-raised game animals. Shell eggs that will be served immediately.	<b>145°</b> Minimum 143°F/62°C throughout for 15 seconds
Ground meat, including beef, pork, seafood, and commercially-raised game animals. Injected and mechanically tenderized meat. Patties, including pettico and steaks. Shell eggs that will be hot-held for service.	<b>155°</b> Minimum 153°F/68°C throughout for 15 seconds
Poultry, including whole/ground chicken, turkey or duck. Stuffing made with fish, meat, or poultry. Stuffed meat, seafood, poultry, or pasta. Dishes that include previously cooked TCS ingredients.	<b>165°</b> Minimum 163°F/73°C throughout for 15 seconds

Reheat previously cooked and chilled foods to 165° F. A long stem dial type (or digital) thermometer must be provided for monitoring food temperatures, range



## OBSERVE SAFE FOOD TEMPERATURES:

(See also Connecticut Department of Public Health temperature requirements in appendix.)

A Probe thermometer or a thermocouple must be available, calibrated and used to check internal food temperatures: thermometers may be purchased from restaurant supply companies, online, or from large department stores. Must be able to measure accurate Fahrenheit temperature. All refrigerators, cold holding units, and freezers must have an accurate, visible thermometer, kept in the warmest part of the unit.

All equipment MUST be capable of maintaining food at these safe temperatures: refrigerated trucks, refrigerators, and coolers with ice or ice packs must be provided for keeping food cold. If available a refrigerated truck could be used for bulk storage, and small refrigerators or coolers used for short-term service near cooking equipment, Obviously, an ample supply of ice and ice packs must be provided. All units must be provided with accurate and properly

calibrated thermometers placed in the warmest part of the unit to monitor cooler air temperature.

If coolers are used, they must be a non-porous type (no Styrofoam). Food shall not be placed directly in contact with ice. Ice should be well drained and not used for any other purpose than what it is intended for. Ice for drinks must be stored in separate clean containers. Remember: Ice is considered a food item. All ice must be from an approved source; do not bring ice from home.

To defrost any frozen foods in the refrigerator below 41<sup>0</sup> F or under a consistent water flow. Never defrost at room temperature on any equipment, unless slacking frozen French fries.

Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. When temperature reaches 70 degrees within the two hours, foods must be placed in a cold holding equipment.

All potentially hazardous foods must be transported under refrigeration and kept in compliance with food temperature codes regardless of the distance to be traveled.

As previously stated, the "Cook to Order" method is best. If foods need to be held hot, gas fired steam tables are preferred. Other warming units for example Sternos can be used as long as they are capable of holding foods over 135<sup>0</sup> F. Warming units shall never be used to heat or cook foods. They are designed only to hold foods that have just been heated or reheated correctly.

### **Do not cross contaminate!**

Separate raw, cooked potentially hazardous foods, as well as ready to eat food items. Do not interchange utensils, cutting boards, containers, wiping cloths, or other equipment that has been previously used for raw foods. Designate raw/cooked (or ready to serve) equipment to avoid cross contamination.

**Example:** DO not slice onions or tomatoes for hamburgers on a cutting board that was previously used to cut raw chicken: do not use the same knife to slice cooked food and raw food.

Never reuse marinade. Once the meat is removed for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be reused. Always use a freshly made marinade if recipe calls for adding while meat is cooking.

Never pool eggs unless to be for immediate use.

(Pooled eggs are the mixing of multiple shell raw eggs together.) When large quantities of eggs are called for, liquid pasteurized eggs must be used. Example of items such as making scrambled eggs, French toast, pancakes, funnel cakes, or other batters, vendor shall only use liquid pasteurized eggs.

Discard leftovers at the end of the day that exceeds the four-hour time limit; do not re-serve.

All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service. Foods must also be protected from contact by multiple customers.

All preparation and service must be done under a tent or similar approved structure with overhead protection. Store foods in food grade containers and keep them covered. Store all foods off the ground on shelves or stacked on empty crates. All equipment must be clean and in good repair.

Sugar, mustard, ketchup, and other condiments that can be individually packaged or dispensed in a manner that prevents contamination, such as squeeze bottles or pump dispensers.

Avoid any unnecessary bare hand contact with ready to eat food. Use utensils such as tongs, spoons, and spatulas are some examples. They may be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use deli paper or disposable gloves. Remember, gloves are NOT substitute for hand washing and should be changed frequently.

Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner that protects the items from any possible contamination.

Example: Store utensils with handles up to allow customers to pick them up without touching the food end or have prewrapped setting.

Utensils during working hours make sure you have access to a 3-bay cleaning, extra utensils for backups, or 171 degrees clean hot water bath to store utensils in. All self-service type displays are not allowed at temporary events.

## **SANITATION**

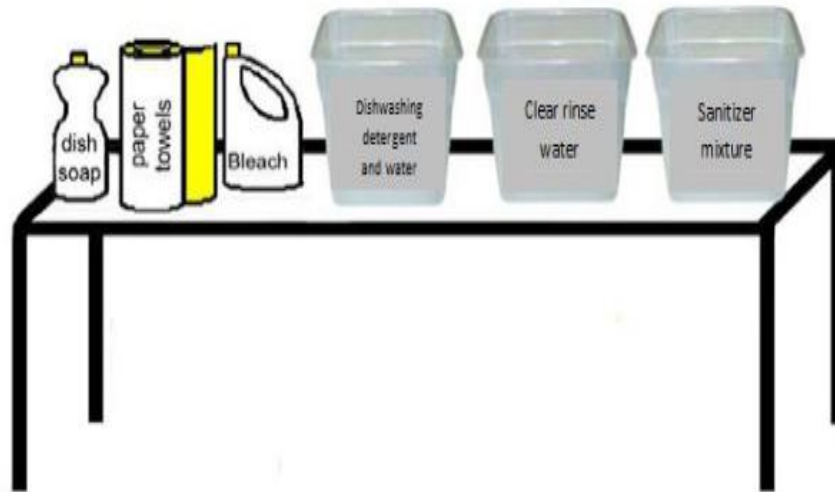
(Inspection Form Items 6.8.9.14.26.27)

The food area must be maintained in sanitary manner at all times. All food contact surfaces, and equipment shall be cleaned at regular intervals (4 hours or less) and as often as necessary to maintain cleanliness. A bleach solution (100 ppm) or other approved sanitizing solution, such as Nu-foam or Ammonia Quat, shall be provided in sufficient quantities for sanitizing all food contact surfaces and test strips for the correct solution shall be available.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.:

- WASH (in hot soapy water)
- RINSE (in hot clean water)
- SANITIZE (soak for 1 minute in sanitizer and water solution; if using approximately 1 teaspoon of unscented bleach; gallon of water or cup / 10 gallons of water, for any other sanitizing solution follow manufactures specification).

- ALLOW TO AIR DRY (never towel dry)



For short term events this requirement may be waived provided that a supply of extra replacement utensils is available.

An adequate supply of clean wiping cloths must be provided for cleaning purposes, when not in use they must be stored in sanitizing solution. If using a spray bottle a single use wiping towel is to be used.

Each food area must be provided with a hand washing station consisting of an adequate supply of warm potable water (minimum -5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Portable hand sinks are available from some rental agencies. Liquid hand soap, paper towels, and a bucket to catch wastewater must also be provided. See diagram in Appendix for an example set up.

An adequate number of toilets must be provided for public use. The actual number of toilets and location will be determined on an individual basis depending on attendance and menu. As a minimum, provide one hand washing station for every 5 toilets. Toilets shall be clean and in good condition.

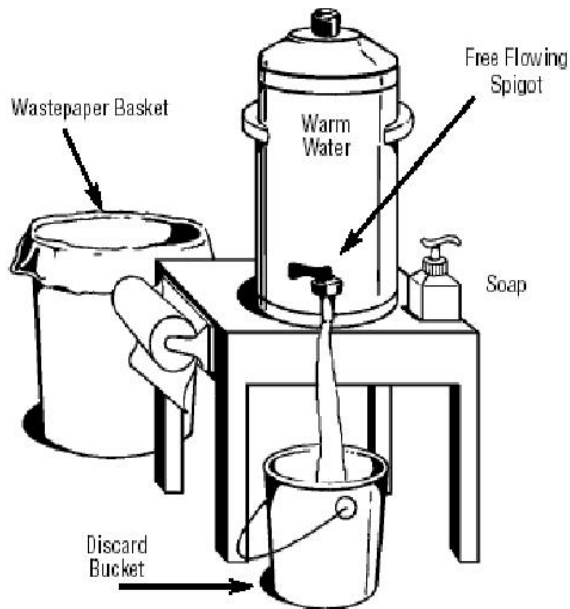
All liquid waste must be collected and disposed of in a manner that will not create a nuisance or public health hazard. Dumping liquid waste on the ground, in waterways, or storm drains is not allowed. Waste cooking oil and grease must be disposed of in an approved manner. This type of grease cannot be dumped with the other trash. A grease container must be provided, and arrangements made with a grease hauler for removal. Wastewater shall not be used for any purpose and shall be disposed of in an approved manner such as in a sink or toiler connected to a sewer or septic system.

## **PERSONAL AND HYGIENIC PRACTICES**

1. A copy of the basic rules (attached) must be posted in the booth and read by all food handlers. A logbook showing name, address, phone number, date & time worked must be signed by all food handlers. This logbook must be retained for minimum of 2 weeks after the event and made available to the health department for examination upon request.
2. Only food workers/volunteers are allowed in the booth. No pets or animals except service animals.
3. No person with a communicable disease (boils, open sores, infected wounds, acute respiratory infection, diarrhea, fever or vomiting) or highly infectious diseases.
4. All workers must wear clean outer garments and maintain a high degree of personal cleanliness. Tank tops, sleeveless T-shirts or flip flops are not permitted.
5. Wash hands frequently but always upon entering the food area, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, before and after glove change etc.
6. Long hair must be tied back. Hats, hairnets, or some other type of hair restraint required.



## 7. Hand Washing Station:



Typical outdoor hand washing station must be set-up as above and provide liquid soap in a dispenser; paper towels; and container for waste water. Water container must be clean and have a valve or spigot that remains open to allow for adequate hand washing if there are not accessible approved hand sinks with running water.

## CONSIDERATIONS

**Lighting:** Provide adequate lighting in food area. Electric supply and connections will be inspected by the Wallingford Fire Marshal.

**Garbage:** All solid waste must be collected and disposed of in an approved manner that will not create a nuisance or public health hazard. Garbage bags that are full must be closed and shall not be stored in or near the food area. Garbage cans must be covered when not in use.

Measures shall be taken to prevent rodents and insects from contacting food and equipment.

Hazardous and toxic chemicals shall be stored in properly labeled containers and not adjacent to food items.

Water: Potable water shall be provided for use in food preparation and cleaning purposes. This may be either piped in from an approved source. The water supply must be connected to prevent the backflow of any contaminants into the potable water supply.

Protection/Screening: The food area must be covered with a type of overhead protection, unless the food items offered for sale are commercially pre-packaged food items dispensed in their original container,

Walls may be required if the food and equipment to be protected from weather, windblown dust, or other sources of contamination.

Unless otherwise approved by the local Director of Health, outdoor food booths shall be located on concrete, asphalt, non-absorbent matting, tight-wood, removable platforms, or duckboards.

Food Defense: Measures shall be taken to prevent contamination of food and equipment. Keep all food stored away and secured at all times. Make sure the area is secured and protected overnight. Be aware of unauthorized personnel loitering around or entering the booth and food storage areas.

**FOOD AND UTENSIL STORAGE: All food and utensils should be stored above the floor.**



## Internal Cooking Temperatures:



### Safe Minimum Internal Temperature Chart

Safe steps in food handling, cooking, and storage are essential in preventing foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four guidelines to keep food safe:

- **Clean**—Wash hands and surfaces often.
- **Separate**—Separate raw meat from other foods.
- **Cook**—Cook to the right temperature.
- **Chill**—Refrigerate food promptly.

Cook all food to these minimum internal temperatures as measured with a food thermometer before removing food from the heat source. For reasons of personal preference, consumers may choose to cook food to higher temperatures.

Product	Minimum Internal Temperature & Rest Time
<b>Beef, Pork, Veal &amp; Lamb Steaks, chops, roasts</b>	145 °F (62.8 °C) and allow to rest for at least 3 minutes
<b>Ground meats</b>	160 °F (71.1 °C)
<b>Ham, fresh or smoked (uncooked)</b>	145 °F (62.8 °C) and allow to rest for at least 3 min.
<b>Fully Cooked Ham (to reheat)</b>	Reheat cooked hams packaged in USDA-inspected plants to 140 °F (60 °C); all others to 165 °F (73.9 °C).

Product	Minimum Internal Temperature
<b>All Poultry</b> (breasts, whole bird, legs, thighs, and wings, ground poultry, and stuffing)	165 °F (73.9 °C)
<b>Eggs</b>	160 °F (71.1 °C)
<b>Fish &amp; Shellfish</b>	145 °F (62.8 °C)
<b>Leftovers</b>	165 °F (73.9 °C)
<b>Casseroles</b>	165 °F (73.9 °C)

### Food Safety Questions?

#### Call the USDA Meat & Poultry Hotline

If you have a question about meat, poultry, or egg products, call the USDA Meat and Poultry Hotline toll free at **1-888-MPHotline (1-888-674-6854)**. The Hotline is open year-round



Monday through Friday from 10 a.m. to 4 p.m. ET (English or Spanish). Recorded food safety messages are available 24 hours a day. Check out the FSIS Web site at [www.fsis.usda.gov](http://www.fsis.usda.gov).

Email questions to [MPHotline.fsis@usda.gov](mailto:MPHotline.fsis@usda.gov).

#### AskKaren.gov

FSIS' automated response system can provide food safety information 24/7 and a live chat during Hotline hours.



Mobile phone users can access [m.askkaren.gov](http://m.askkaren.gov).

[PregunteleaKaren.gov](http://PregunteleaKaren.gov)

The Food Safety and Inspection Service (FSIS) is the public health agency in the U.S. Department of Agriculture responsible for ensuring that the nation's commercial supply of meat, poultry, and egg products is safe, wholesome, and correctly labeled and packaged.

The USDA is an equal opportunity provider and employer.  
June 2012

Raw animal food cooked in a microwave oven shall be rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat: covered to retain surface moisture; heated to a temperature of at least 165° F. in all parts of the food and allowed to stand covered for 2 min. after cooking

#### **Cold and Hot Holding Temperatures:**

41° F. or less; 135° F or greater for all potentially hazardous foods except whole beef and pork roasts which may be held hot at 130° F. or above.

Ready-to-eat food taken from a commercially processed, hermetically sealed container should be heated to 140° F. or greater for hot holding.

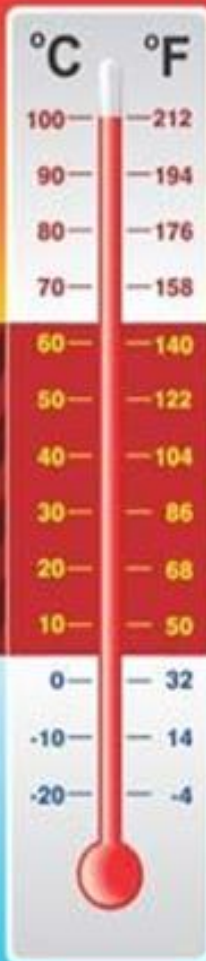
Cooled and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.

#### **Cooling and Re-Heating Requirements:**

**Food Code states that cooked potentially hazardous food (foods that require time-temperature control to keep them safe for consumption) should be cooled “rapidly,” from 135 in 2 h or less, and from 70 to 41F in 4hr additional or less. Proper cooling is cooling that minimizes the amount of time that food is in the temperature “danger zone” of 41 to 135F, the temperature ranges in which foodborne illness pathogens grow quickly. TCS Food Hot Holding Shall be reheated so that all parts of the food reach a temperature of at least 165 °F. for 15 seconds within 2 hours except remaining with unsliced portions of roast beef which may be reheated to 145 °F. for 3 minutes within 2 hours. Ready-to-eat food taken from a commercially processed, hermetically sealed container shall be heated to a temperature of at least 135° F. for hot holding. Cooked, cooled, and refrigerated food that is prepared for immediate service in response to an individual consumer order may be served at any temperature.**



# Keep Food Out Of The **DANGER ZONE**



**75°C/167°F**

Cooked food should reach a core temperature of 75°C / 167°F

**75°C/167°F**

Reheat cooked food to at least 75°C / 167°F

**63°C/145°F**

Hot food should be kept at a core temperature of at least 63°C / 145°F

## **DANGER ZONE**

(Between 5°C and 63°C / 41°F and 145°F)

Some bacterial growth may occur. Bacteria can multiply by dividing into two every 10 to 20 minutes. (1 bacteria can grow into 2 million after 7 hours)

**5°C/41°F**

Refrigerate food at 5°C / 41°F or less



Defrost food in a chiller

**90 minutes**

Cooling of food should take no longer than 90 minutes

**-18°C and -22°C  
0°F and -8°F**

Frozen food should be kept between -18°C and -22°C / 0°F and -8°F

## BASIC FOOD BOOTH REQUIREMENTS FOR TEMPORARY EVENTS

1. KEEP FOODS AT SAFE TEMPERATURES:  
COLD FOODS BELOW 41<sup>0</sup> F  
HOT FOODS OVER 135<sup>0</sup> F  
REHEAT FOODS TO 165<sup>0</sup> F
2. WASH HANDS FREQUENTLY AND PROPER GLOVE USE
3. SANITIZE UTENSILS AND CUTTING BOARDS (USE PROPER SANITITIZING SOLUTION)
4. DO NOT CROSS CONTAMINATE (SEPARATE RAW, COOKED FOODS, AND READY TO EAT FOODS)
5. NO SMOKING WITH IN 25-50 FEET OF PUBLIC
6. USE UTENSILS NEVER BARE HAND CONTACT
7. KEEP FOODS COVERED
8. DO NOT EAT WHILE WORKING UNLESS ON BREAK
9. WEAR HAIR RESTRAINTS INCLUDING FACIAL BEARDS
10. DO NOT WORK IF YOU ARE ILL
- 11.Keep a food worker roster

These requirements must be posted in the booth and read by all food handlers/volunteers