

# Temporary Food Establishment Checklist

Name of your Health Department    Street Address    City    State    Zip  
Phone – Fax    Web    E-Mail

Use this Temporary Food Establishment Checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-20 is required, but the following has been highlighted for your assistance.

## **ADMINISTRATIVE INFORMATION:**

- Temporary Food Establishment permit applications and fees must be submitted to the (Your County) County Health Department at least \_\_\_ day(s) prior to any date of operation (and they must be received during normal business hours).
- Proper floor plans and menus must be submitted for review and approval by the (Your County) County Health Department at least \_\_\_ days prior to any date of operation. (Section 427, 430 and 431)
- Your Temporary Food Establishment permit, once issued, must be displayed in view of the public at all times during the event for which it was issued.
- If applicable, the event organizer must submit a site map of the event area detailing vendor locations, toilet facilities, trash facilities, water hook-up and all requirements stated in the (Your County) County Food Ordinance.
- By January 1<sup>st</sup>, 2005, at least one certified food handler (in accordance with 410 IAC 7-22) must be employed at each licensed food establishment. The name and proof of certification must be made available upon request. If the establishment is exempt from 410 IAC 7-22, then all requirements in 410 IAC 7-20 Section 95 must be met.

## **FOOD AND WATER SOURCES:**

- All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. If well water is utilized, proper paperwork regarding testing must be provided. (Sections 118-135, and 291-296)
- All food must be clean, wholesome, free from adulteration and misbranding, and properly labeled as applicable. (Sections 117, 118, 179, and 180)
- No homemade or home-canned foods or foods that have been stored in a home are allowed to be used. (Section 118)
- All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

## **FOOD PREPARATION and HANDLING:**

- All potentially hazardous foods requiring refrigeration must be held at 41°F or below (or 45°F or below as detailed in Section 173) at all times and all frozen foods must be stored hard frozen and should be stored at 0°F. (Sections 168, 173, and 232)
- All potentially hazardous food requiring hot-holding must be held at 140°F or above at all times. (Sections 163, 173, and 232)
- All potentially hazardous food requiring cooling must be cooled from 140°F down to 70°F within two (2) hours and from 70°F down to 41°F or below (or 45°F or below as detailed in Section 173) within an additional four (4) hours. (Sections 171 and 172)
- All potentially hazardous food requiring reheating must be rapidly reheated to 165°F within two (2) hours. (Section 167)
- All potentially hazardous food requiring thawing must be thawed in accordance with Section 170.
- All food products must be cooked to the proper internal food temperatures as detailed in Sections 161-166
- Proper cooking equipment must be used to reheat foods. Hot-holding equipment cannot be used for this purpose.
- A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures. (Sections 206, 238, 260, and 262)

## **FOOD PROTECTION:**

- Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, etc.) must be used to handle open ready-to-eat food products. Bare hand contact with these foods is not permitted. ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.) (Section 136)
- Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service. (Sections 155, 156, 158 and 160)
- Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and handwashing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied. (Sections 156, 160 and 379)
- All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times. (Sections 152, 287 and 286)
- Condiments must be individually packaged or from approved dispensers (and the dispensers must be kept covered to prevent potential contamination). (Section 157) If they require refrigeration, proper temperatures must be maintained at all times.

## **UTENSILS/DISHWARE:**

- Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. No re-use of these items is permitted. (Section 150)
- The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged. (Section 288)
- Straws and toothpicks must either be individually wrapped or individually dispensed. (Section 288)

## **ICE USE:**

- Ice, which is to be consumed, must come from an approved source and be properly labeled. (Section 130 and 180)

- ❑ Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- ❑ Ice for consumption may not be used for storage of food or beverage products. (Section 143)
- ❑ Storage of open food in contact with ice is prohibited. (Section 144)
- ❑ Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container. (Section 144)
- ❑ If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining (into a proper area; not onto the ground) and proper food temperatures must be maintained at all times. (Section 144)

#### **HANDWASHING FACILITIES:**

- ❑ At least one (1) conveniently located handwashing facility must be available for employee handwashing at all times in/at each unit. If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location. (Sections 106, 108, 307, 311 and 314)
- ❑ The handwashing facility must consist of, at least, warm running water, hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, "running" can mean a large thermos, urn, or container in which warm water is held and dispensed via free-flowing spigot while handwashing. (Sections 303, and 384-387)
- ❑ Employees must wash their hands at all necessary times during food preparation and service. (Section 107)

#### **DISHWASHING FACILITIES:**

- ❑ Facilities must be provided at each unit to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service. (Sections 233, 234, 250-259, and 275)
- ❑ If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- ❑ Proper sanitizer (via heat or chemical means in accordance with Sections 254-259, and 276) must be provided AND used in/at each unit.
- ❑ If chemical sanitizer is used, a proper test kit must be provided AND used in/at each unit. (Sections 240 and 259)
- ❑ Dishwashing should be set up to operate in the following sequence: **WASH** (warm, soapy water), **RINSE** (warm, clean water), **SANITIZE** (via heat or chemical), and **AIR DRY**.
- ❑ If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (as detailed in Section 257 or in accordance with the Code of Federal Regulations and the manufacturer's directions): **CHLORINE** (25-200ppm), **QUATERNARY AMMONIA** (200ppm), or **IODINE** (12.5-25ppm).
- ❑ All chemical sanitizers must be labeled in accordance with Sections 407 and 413.

#### **WATER AND WASTEWATER FACILITIES:**

- ❑ All water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap). (Sections 304, 305, 310, 312, 315 and 335)
- ❑ If used in continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with the manufacturer's specifications.
- ❑ A sufficient supply of drinking water must be supplied for all necessary purposes (handwashing, dishwashing, sanitizing, food preparation, etc.) at all times in/at each unit. (Sections 297, 298 and 300)
- ❑ All water hoses must meet the requirements detailed in 410 IAC 7-20, Sections 231 and 325 for use with potable water.
- ❑ All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state and local requirements. (Sections 333-341)

#### **WIPING CLOTHS:**

- ❑ In between uses, wiping cloths must be properly stored in sanitizer solution that is maintained in accordance with Section 148.
- ❑ To prevent cross-contamination, wiping cloths must be marked and used for specific purposes as follows: (1) wiping cloths used for raw animal food spills/clean-up, (2) wiping cloths used for other food spills/clean-up, and (3) wiping cloths used for general cleaning. (Section 148)

#### **HYGIENE and PERSONAL CLEANLINESS:**

- ❑ NO smoking, eating or drinking (except from a covered container that is stored and utilized properly) is permitted in any food preparation or service area. (Section 113)
- ❑ Clothing must be kept clean and not used to wipe hands. (Sections 106 and 112)
- ❑ Proper and effective hair restraints must be provided and worn by all persons preparing or serving food. *Examples include: hairnets, visors (if effective), hats, scarves, etc.* (Section 115)
- ❑ Beards must also be restrained with a beard snood or other means. (Section 115)
- ❑ Ill employees are not permitted in the establishment (in accordance with Sections 97-104).
- ❑ Proper handwashing must be conducted at the following times or after any activity during which the hands may have become contaminated: before beginning work, after handling raw animal foods, after handling money, before putting on and after removing single-use gloves, after sneezing, coughing, touching the face, body parts, or hair, after using the restroom, after taking out the trash, etc. (Section 107)
- ❑ While preparing foods, employees may not wear jewelry on their arms and hands. (Section 111)

#### **INSECT CONTROL, TRASH & REFUSE, FACILITY SURFACES, TOXIC MATERIAL STORAGE, AND LIGHTING:**

- ❑ If pests are present, effective air curtains, screening, fans, and/or tight-fitting & self-closing entry doors must be provided and used for insect control in/at each unit. (Sections 374, 376, and 402-403)
- ❑ Adequate trash/refuse/garbage facilities must be provided at the event and emptied at an adequate frequency. Grease must be disposed in a manner approved by law. (Sections 342-345, 347, 348, and 351-361)
- ❑ Adequate lighting (in accordance with Sections 372 and 389) must be provided and kept properly shielded/protected.
- ❑ Floors, walls, and ceilings must meet the minimum requirements described in Sections 362 and 364.
- ❑ Poisonous or toxic materials shall be used according to the manufacturer's label instructions that state that use is allowed in a retail food establishment. (Section 411)