



# Fort Wayne - Allen County Department of Health

## BASIC GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

The following guidelines must be met in order to obtain a Temporary Food Establishment permit.

All guidelines listed below (as well as all food protection requirements listed in 410 IAC 7-24) must be followed at all times.

- ◆ **FOOD PREPARATION:** Food must be obtained from sources complying with applicable State and local laws and regulations and only food which is clean, wholesome and free from adulteration and misbranding shall be sold or served. **(No homemade foods or foods that have been stored in a home are allowed.)** All foods requiring preparation, must be prepared on-site unless they are prepared in another licensed food establishment and properly transported.
- ◆ **PROPER COOKING, HOLDING & COOLING PROCEDURES:** *Holding:* Cold foods must be maintained at 41°F or below and hot foods must be maintained at 135°F or above during all times of preparation, holding, display and service. A dial-faced stem-type thermometer or a digital stem-type thermometer (accurate from 0°F to 220°F) must be provided, properly calibrated, and used to insure proper cooking and holding temperatures. *Cooling:* All potentially hazardous foods must be properly cooled from 135°F down to 70°F within two hours and from 70°F down to 41°F or below within an additional 4 hours.
- ◆ **REHEATING:** All potentially hazardous foods must be rapidly reheated to 165°F within 2 hours. Proper cooking equipment must be used to reheat foods. Hot-holding equipment is to be used only for holding foods hot once they are cooked/reheated.
- ◆ **PROPER COOKING TEMPERATURES:**

Cooking Temperature	FOOD ITEMS
165°F for 15 seconds	Poultry; foods containing poultry; stuffed meats, fish or pasta; stuffing containing fish or meat. Game animals and foods containing game animals
165°F for 2 minutes	Microwave cooking for raw animal foods—covered, rotated, stirred, and let stand for 2 minutes.
155°F for 15 seconds*	Injected meats; comminuted raw meat or fish; raw shell eggs that are not prepared for imm. service
145°F for 15 seconds	Raw shell eggs prepared for immediate service; meat and fish not otherwise specified in this chart.
145°F for 4 minutes*	Roasts of beef, corned beef, pork, cured pork.
135°F	Potentially hazardous food cooked for hot-holding: fruits vegetables, and potentially hazardous foods not otherwise listed that will be hot-held.

- ◆ **ICE FOR CONSUMPTION:** Ice which is to be consumed must come from an approved source. It must be kept in closed/covered containers and dispensed with ice scoops that are properly stored and used. Ice for consumption may not be used for storage of food or beverage products.
- ◆ **ICE AS A REFRIGERANT:** Storage of open food products in contact with ice is prohibited. Storage of packaged food products in contact with water or undrained ice is prohibited. If ice is the principle means of refrigeration, it must be done in such a way so that the ice is constantly draining (into proper area—not onto ground). Commercial-type freeze packs or dry ice may also be used to maintain temperature if mechanical refrigeration cannot be provided. Proper temperatures, however, must be maintained at all times.
- ◆ **FOOD HANDLING:** If food is to be handled, proper tongs, utensils, or single-use plastic gloves **must be provided and used.** Bare hand contact with ready-to-eat open foods is not allowed. (“Ready-to-eat” means no further washing, cooking or additional preparation steps will take place before it is served.)
- ◆ **PROTECTION FROM CONTAMINATION:** Food products must be kept shielded and protected from contamination by consumers at all times during storage, preparation, and service. Overhead protection must be provided over all food and beverage service, preparation, storage, and warewashing and handwashing areas. **(Note: Food being grilled, for instance, is not required to be provided with overhead cover due to fire safety reasons. Prior to grilling and once taken off grill, the food must be properly protected.)**
- ◆ **DISHWASHING FACILITIES:** Facilities must be provided to wash, rinse, and sanitize multi-use utensils and equipment used for food preparation at the site (for each individual vendor, in most circumstances). If any utensils are taken off-site for washing, it must done in a licensed food establishment. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried. **Proper Set-up:**



This area must have overhead coverage.

- ◆ **SANITIZER:** Sanitizing solution used for dishwashing and in wiping cloth buckets must be maintained at proper concentrations at all times as stated by the manufacturer’s guidelines.

**Note:** Sanitizers must be labeled as such and be provided with manufacturer’s use guidelines. In other words, it must tell you how to properly mix the chemical to yield proper sanitization.

- ◆ **UTENSILS:** Only single-service/use eating and drinking utensils may be provided for use by the consumer. (No re-use of these single-service items will be permitted.) Multi-use eating and drinking utensils are prohibited. The utensils must be placed in a container with the handles facing up and eating surface protected or completely wrapped to prevent possible contamination. Straws and toothpicks should be individually wrapped or in a dispenser.
- ◆ **CONDIMENTS:** Condiments must be individually packaged or from approved dispensers (and the dispensers must be covered to prevent possible contamination). If they require refrigeration, proper cooling provisions must be made during service/display.
- ◆ **FOOD STORAGE:** All food and beverage products, ice, utensils, dishes, equipment, handwashing and warewashing facilities, and single-service items must be stored up off the floor/ground at least six (6) inches at all times.
- ◆ **WIPING CLOTHS:** In between uses, wiping cloths must be properly stored in sanitizer solution. Wiping cloths must be marked and used for specific purposes as follows: (1) Wiping cloths used for raw animal food spills/cleanup, (2) Wiping cloths used for other food spills/cleanup, and (3) Wiping cloths used for general cleaning — not for the other two types of food spills. This is to prevent cross-contamination.
- ◆ **WATER SUPPLY:** 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). These units must be approved for continuous pressure if used in situations where water is continuously provided to the unit by a hose, etc. All hoses must be N.S.F. (National Sanitation Foundation) approved or the equivalent for use with potable water.
- ◆ **WASTE DISPOSAL:** All solid and liquid waste must be disposed in a sanitary and approved manner. An adequate number of non-absorbent garbage and rubbish containers must be provided, used, and maintained in a sanitary manner. The containers must be kept covered during periods of non-use.
- ◆ **HANDWASHING FACILITIES:** At least one convenient handwashing facility must be available for employee handwashing on site at all times at each unit. This facility must consist of, at least, warm running water, soap, and individual paper towels. (If a sink is not available for handwashing, “running” can mean a large thermos, urn or container in which warm water is held for dispensing via spigot while handwashing. A container or bucket would then need to be placed under the thermos spigot to catch the wastewater.) Employees must wash their hands at all necessary times during food preparation and service (i.e. before beginning work, after handling raw animal foods, after sneezing, coughing, touching face or hair, after using the restroom, after taking out trash, etc.) — as specified in 410 IAC 7-24.
- ◆ **INSECT CONTROL:** Air curtains, screening or fans must be provided and used for insect control. Doors to food preparation areas must be solid or screened and shall be self-closing (and kept closed at all times).
- ◆ **HAIR RESTRAINTS:** Effective hair restraints must be provided and used by all persons preparing or serving food — such as hair nets, visors, hats, scarves, etc. Beards should also be restrained with a beard snoot or other means.
- ◆ **HYGIENE:** NO smoking, eating, or drinking is permitted in any food preparation or service areas. Clothing must be kept clean and not used to wipe hands. (Covered employee beverage containers are allowed if stored and utilized properly.)

**Allen County Code - Title 10, Article 2**

10-2-10-2: “The Health Commissioner may order the revocation or suspension of any permit issued for a temporary food service establishment or temporary food market which order shall include the prohibition of any further sale or serving of food or beverages for the following reasons:.

A. Interference with the Health Commissioner, or his/her authorized representatives, in the performance of his/her duties. Interference shall be defined as the process of obstructing, hampering or blocking the Health Commissioner in the performance of his/her duties.

B. As a result of the willful and/or continuous violation of any provision of this Ordinance.”

10-2-10-3(A)(1): “If the permit is for a Temporary Food Establishment, said suspension/closure may be ordered immediately. The permittee may request in writing that he/she be afforded a hearing within twenty-four (24) hours as set forth in 10-2-10-4.”

***IMPORTANT: No food preparation may take place until your establishment has been inspected and the food permit has been issued to you. This includes cleaning and cutting of food products.***

***If you would like to prepare foods before your scheduled inspection time — contact this Department before the event to discuss the appropriate provisions you will need to make.***

**ALL OF THE ABOVE GUIDELINES MUST BE FOLLOWED TO INSURE RECEIPT OF TEMPORARY FOOD PERMIT.**

**PERMIT APPLICATION AND PAYMENT ARE HANDLED ONLY AT THE:**

**Fort Wayne - Allen County Department of Health**

**200 E. Berry St., Suite 360 Fort Wayne, IN 46802 — (260) 449-7561 — (260) 427-1391-fax**

**(Due to computer receipting and Departmental policy, permit applications and payments are ONLY accepted from 8:00-5:00pm at the above location, Monday - Friday — with the exception of holidays.)**

**THE ACTUAL TEMPORARY FOOD SERVICE PERMIT IS ISSUED ON-SITE AND ONLY AFTER INSPECTION. THE PERMIT MUST BE POSTED IN VIEW OF THE PUBLIC.**