



Skamania County
Community Development Department

Skamania County Courthouse Annex
Post Office Box 790
Stevenson, Washington 98648
Phone: 509 427-3900 Fax: 509 427-3907

TEMPORARY FOOD SERVICE INFORMATION PACKET

The Skamania County Community Development Department must approve **all** temporary food service establishments and issue a permit **prior** to opening. This packet provides information that will help you plan a successful operation by eliminating potentially dangerous food handling practices.

A. WHO NEEDS TO APPLY FOR A TEMPORARY FOOD SERVICE PERMIT?

Individuals or groups planning to serve food to the public at temporary events in Skamania County must obtain a Temporary Food Service Establishment permit.

If the public is invited to an event by use of flyers, banners, newspaper articles, or by other means, and food is served at that event, then each vender serving food must apply for a temporary food service establishment permit.

B. HOW DO I GET A TEMPORARY FOOD SERVICE PERMIT?

1. Temporary Food Service Application

- a. The Temporary Food Service Application must be filled out completely and submitted to the Skamania County Community Development Department (SCCDD) with the appropriate fee at least fourteen (14) calendar days prior to the event to avoid late fees.
- b. Completed applications can be submitted to SCCDD by mail or hand delivery.
- c. The non-refundable Temporary Food Service fee must accompany the completed application. Review of the application will not begin until both a complete application and fee is submitted. **Fees are subject to change by resolution of County Commissioners.**
- d. An application received too late for adequate review **MAY BE DENIED.**
- e. No application or fees will be accepted at the event – unpermitted establishments will be closed.

2. Application Results

- a. The application will be reviewed and either approved, approved with conditions, or denied.
- b. The review may result in limiting some preparation steps, limiting some menu items and/or imposing additional requirements as necessary to protect public health.
- c. PERMITS
 - i. If approved, you will be issued a Temporary Food Service Establishment Permit.
 - ii. Permits must be posted on site.
 - iii. Permits are only valid for the day(s) specified on your application.
- d. SITE INSPECTION
 - i. Once your site is set up it will be inspected by an Environmental Health Specialist to ensure your establishment is in compliance with all State and County requirements. This inspection is to be completed **prior** to operation.
 - ii. Retention of a temporary food service permit is contingent upon satisfactory compliance with temporary food service regulations.

C. PERMITS ISSUED BY SCCDD FOR EVENTS IN SKAMANIA COUNTY FALL INTO THE FOLLOWING CATEGORIES:

1. Category 1 – Exempt Foods & Bake Sale Items

This Category includes popcorn and flavored popcorn, cotton candy, herbs and spices, processed in an approved facility, machine-crushed ice drinks containing non-potentially hazardous ingredients and made with ice from an approved source, corn on the cob, whole peppers roasted for immediate service, roasted nuts and roasted candy-coated nuts, deep-fried pork skins prepared from pork skins rendered at a food processing plant, caramel apples, chocolate-dipped ice cream bars prepared from prepackaged ice cream bars produced in a food processing plant, chocolate-dipped bananas prepared from bananas peeled and frozen in an approved facility, individual samples of non-potentially hazardous sliced fruits and vegetables, and any other “safe foods” which do not need to be kept cold or hot to prevent bacterial growth. Honey that meets the WSDA requirements for labeling is included. Canned sodas, commercially bottled water, commercially packaged candy, and regular “Americano” style coffee included.

a. Preparation

Bake sale items may be made at home for temporary **charity events only** under standard clean conditions. Bake sale items must be either individually wrapped or covered at the event and served with tongs, papers, or single-use gloves and labeled, “Prepared at a facility not inspected by Regulatory Authority.”

b. Items not acceptable in this category

Items that are not acceptable in this category include, but are not limited to: home-canned vegetables and fruit, baked goods with cream, cream cheese,

meringue, pumpkin or custard fillings, cheesecakes, etc. Refer to Category 3 – Potential Hazardous Foods more information.

c. Permit

To serve these Category 1 items, you are required to submit a Temporary Food Service Application before the event; however, no permit or fee is required.

2. Category 2 – Restricted Menu Items

This Category includes any non-potentially hazardous foods that are purchased or prepared through approved channels and served on-site at the event. Water used in drinks and cooking must be from an approved source. Other options are store bought bottled water or water from an approved facility (not from one's own home).

Restricted Food Examples:

Espresso	Lemonade	Elephant ears
Pretzels	Fried bread	Ice cream cone

Commercially canned nacho cheese

Pizza if purchased hot from a licensed pizza parlor and sold within 30 minutes

Other low risk items approved by SCCDD

a. Preparation

Restricted menu items must be prepared either on-site in the Temporary Food Service Booth or in an approved facility (A restaurant kitchen or certified community kitchen). Please contact SCCDD for information regarding certified community kitchens in your area.

b. Permit

Vendors serving non-potentially hazardous foods must apply for and be issued a Temporary Food Service Establishment Permit by SCCDD before the temporary event begins. A permit fee is required.

3. Category 3 – Potentially Hazardous Foods

Potentially hazardous food are those foods containing dairy products like milk, cream, or cheese; cooked beans, vegetables, grains, pasta, or potatoes; meat; egg; fish or shellfish. Also included are processed meats and fish such as sausage, hamburgers, hot dogs, and jerky that must meet local, state, and federal guidelines. Cooked rice, potatoes, and beans are considered potentially hazardous food since they can support the rapid growth of disease causing bacteria.

This Category also includes chili, spaghetti, hamburgers, marinated meats for barbecue, ethnic foods likes lumpia or sushi, or any other handmade soups,

gravies, salads, cut melons, sandwiches, or desserts; and any other food deemed potentially hazardous by the SCCDD including milk and/or egg based cream or custard pies (i.e pumpkin pie).

a. Preparation

All foods must be made either on-site in the Temporary Food Service Booth, or in an approved facility (a restaurant kitchen or certified community kitchen). Please contact SCCDD for information regarding certified community kitchens in your area. **No potentially hazardous foods made from one's personal kitchen may be served to the public.**

b. Permit

Vendors serving potentially hazardous foods must apply for and be issued a Temporary Food Service Establishment Permit by SCCDD before the temporary event begins. A permit fee is required.

c. Note

- i. Potentially hazardous foods may be served at temporary events only under compliance with strict environmental health guidelines.
- ii. Hazardous foods will be analyzed to determine the hazard associated with a particular food prepared by a temporary food service establishment. If necessary, SCCDD may impose additional requirements to protect against health hazards related to the operation of the temporary food service establishment. This may include limiting preparation steps or prohibiting some menu items.

D. REQUIREMENTS TO OPERATE

1. Workers

a. Food Service Workers License

At least one person with a current Food Workers License shall be present in the temporary food establishment at all times. Class and testing for this license is held Monday thru Thursday, 7:30am to 4:00pm at the Skamania County Annex Building located at 170 NW Vancouver Avenue, Stevenson, WA 98648. No appointment is necessary. A \$10.00 fee, per person, is required prior to testing.

b. Ill Workers

Sick people **cannot** work in any food concession. A person who has vomiting and/or diarrhea, or a communicable disease, such as Salmonella, Shigella, E. coli, or Hepatitis A is prohibited from working. Workers with an open sore or infected cut on their hands must wear a bandage **and** gloves at all times while in the food booth.

c. Sanitation

Food workers must wash their hands when they return to the food service booth and after using the toilet, after eating, smoking, or handling unclean items. Proper hand washing is critical in the prevention of food-borne illness. Workers must wear clean clothes. Long hair must be restrained, and hands and nails must be clean.

d. Smoking, Eating, and Drinking

No smoking, eating, or drinking is allowed within the food service booth.

e. Unauthorized Persons

No unauthorized, non-working persons, including young children, are to be in the food service booth.

2. Thermometers and Temperatures

a. Thermometers

- i. A stem-type thermometer with a range of 0°F - 220°F must be available for checking hot and cold temperatures. Use the stem-type thermometer to check internal temperatures of food products. A stem-type thermometer is the only way to assure that the food you are serving is being maintained at a proper temperature.
- ii. All refrigerators, cold holding unit, and freezers must also have an accurate visible thermometer.

b. Food Cooking

- i. Food cooking should be done on a grill or propane stove. All potentially hazardous food must be heated from 41°F to at least 165°F (140°F if produced in a food processing plant) within one hour.
- ii. Grills, BBQ's and deep fat fryers must be on a stable surface. When barbecuing or using a grill, the equipment must be separated from the public to protect the public from burns or splashed of hot grease (rope off or use another effective method.)
- iii. All parts of cooked, potentially hazardous foods must reach internal temperatures as outlined below:
 - (1) Poultry, poultry stuffing, stuffed meats165°F
 - (2) Ground, fabricated or restructured meats155°F
 - (3) Pork or any food containing pork150°F
 - (4) Seafood and other potentially hazardous foods140°F
 - (5) Rare roast beef and rare beef steak130°F

c. Cooling

- i. Cooling of potentially hazardous food is prohibited. Cooling means taking a food from cooked temperature to cold temperature.
- ii. Cooling large quantities of hot food is prohibited at temporary facilities.
- iii. If foods are prepared in an approved kitchen, one of the following methods must be used for cooling large quantities of hot foods:
 - (1) Cool in an ice bath to 45°F and then put into a refrigeration unit.
 - (2) Cool in shallow uncovered containers with a food depth of no more than 4 inches (2 inches for thick foods) in a refrigeration unit of 45°F or less.

d. Reheating

- i. All potentially hazardous foods previously cooked and then refrigerated must be rapidly reheated to 165°F or more within one (1) hour when cooked and cooled in an approved food establishment. Reheat no more than one (1) time. Foods must be reheated on a grill or stove or in a microwave. Crock pots, steam tables or other hot holding facilities

are not designed to heat foods; they are designed only to keep foods hot after proper reheating by other means.

- ii. Food found at improper temperatures must be discarded.
 - iii. Any temperature violations will be corrected immediately or the permit will be revoked.
 - iv. Food prepared in private homes **will not** be allowed.
- e. **Thawing**
Foods must be thawed using one of the following methods:
- i. In refrigeration units.
 - ii. Under cold running water.
 - iii. In the microwave as part of the continuous cooking process.
 - iv. Potentially hazardous foods that are thawed as part of a continuous cooking process cannot be greater than four (4) inches thick.

3. **Hot and Cold Holding Facilities**

Plan your menu around the available hot and cold holding facilities. Do not plan to serve products when the available equipment cannot maintain the proper temperature. Any potentially hazardous foods found at improper temperatures will be prohibited from being served, and is required to be discarded.

a. **Hot Holding**

- i. Hot holding potentially hazardous foods can be done by the use of pre-heated food warmers and steam tables. Food must be hot held at 140°F or higher. **Sterno is not allowed for hot holding at outdoor events.**
- ii. Electrical equipment is preferred. However, due to past events during which electrical problems have occurred, propane stoves or grills capable of holding food at 140°F or above may be used and/or should be available for backup.
- iii. Hot held foods which have not been used by the end of the day must be discarded.

b. **Cold Holding**

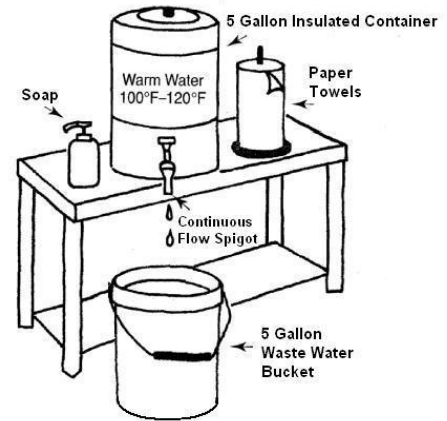
Cold holding of potentially hazardous food can be done by the use of pre-chilled mechanical refrigeration or ice chests. Food must be cold held at 41°F or less. However, due to past events during which an electrical problem has occurred, and ice chest with ice from an approved source (e.g. store bought, bagged ice) should be used as a backup in the event that there is a malfunction in the refrigeration equipment.

4. Sanitation

a. Hand Washing Station

A hand washing station is required to be conveniently located for employees in all food preparation areas. Hand washing stations must be set up prior to any food preparation. Stations must include:

- i. Potable, warm, running water;
- ii. Pump soap dispenser and paper towels;
- iii. A five-gallon or larger insulated container kept supplied with warm water for hand washing delivered through a continuous flow spigot, if permanent plumbing is not available; **and**
- iv. A wastewater retention tank sufficient in size to hold all wastewater generated by the temporary food establishment until emptied in an approved manner, if a public sewage system hookup is not available.



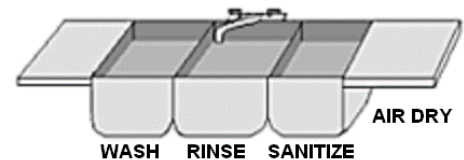
b. Bare Hand Contact

Bare hand contact with ready-to-eat foods is prohibited. Clean disposable food-grade gloves, clean tongs, spoons, or individually wrapped food items must be used so food workers will not handle ready-to-eat foods with their bare hands. Gloves worn must be changed once contaminated. Hands must be washed between glove changes.

c. Dish Washing Station

A three compartment sink with approved drain boards and an adequate supply of hot and cold running water to wash, rinse, and sanitize is required within 200 feet of each temporary food service establishment when:

- i. Equipment or utensils are reused on-site; or
- ii. The temporary food establishment operates for two (2) or more consecutive days; except
- iii. The SCCDD may approve an alternative utensil cleaning method when three-compartment sinks with drain boards are not available and no health hazard will result.



Proper dishwashing requires three steps. The process includes washing in hot soapy

water, rinsing in hot water, immersing in sanitizer, and air-drying.

d. **Produce Washing**

A separate food preparation sink must be available at the temporary food service establishment that is supplied with potable running water drained to an approved wastewater system through an indirect connection, if produce needs to be washed on-site. Alternative produce washing facilities may be used if approved.

e. **Wastewater**

Wastewater should never be dumped into the street, storm drain or onto the ground. Use a container to collect the dirty water and discard it into the sewer.

f. **Single Service Ware**

Only single-service articles are to be provided to customers, such as paper or plastic cups, plates and utensils (unless otherwise approved by SCCDD).

g. **Sanitizing Procedures**

- i. A sanitizing solution must be available at all times during food preparation and food service. Bleach is the most common sanitizer used and the recommended concentration is:

One (1) cap full of liquid bleach added to one (1) gallon of cool/luke warm water.



- ii. Do not add soap or detergent to the water because soap binds with the chlorine in bleach making it ineffective. Also, hot water will cause the bleach to evaporate much faster than using cold water.
- iii. Cloths used for wiping counters, tabletops and food preparation areas must present, clean, used for no other purpose, and must be stored in the sanitizing solution when not in use. Be sure to wipe all surfaces with the sanitizing solution especially after working with raw meats. Change the solution often throughout the day.
- iv. There must be a separate sanitizer bucket used only for raw meats and another used for all other foods.

h. **Water Hoses**

Water hoses must be potable (drinking) water approved and the nozzle ends must be stored off the ground when not in use.

i. **Restroom Facilities**

Approved restroom facilities must be readily accessible to employees during all hours of operation and must be within 200 feet of each booth. The restroom facilities must be supplied with hand washing facilities containing: soap, paper towels, and potable warm running water.

5. Food Sources

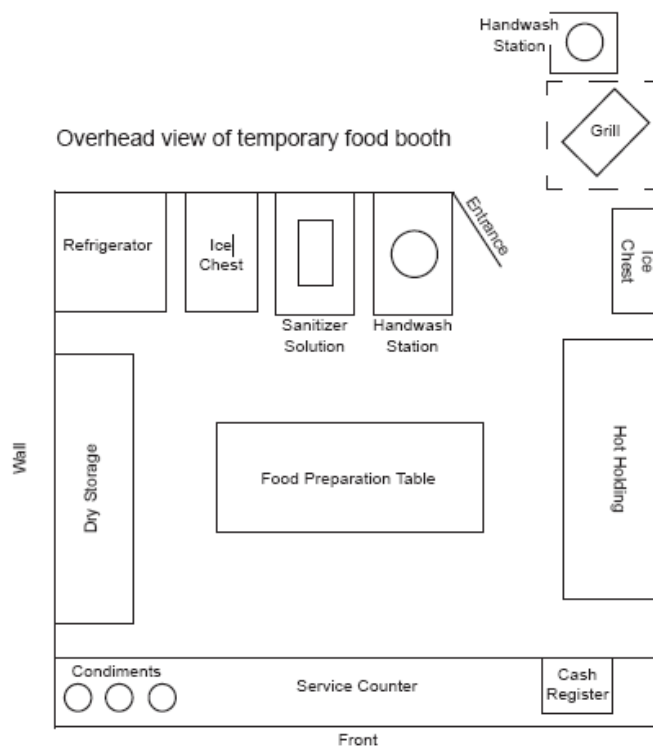
All foods must be from an approved source. Home canned and home prepared foods are **NOT** allowed with the exception of dry baked goods. All foods must be prepared and stored in an approved facility. Raw milk and ice made at home are **NOT** allowed.

6. Food Protection

- Prevent cross-contamination by storing raw meat, poultry and eggs separately and below ready-to-eat food to prevent contamination with blood and fluids.
- Food must be properly transported and stored in designed food-grade containers.
- Provide pallets, boxes or shelves so all food, utensils, and single service items can be stored at least four (4) inches off the ground.
- Cover all foods to protect them from contamination. Any self-service containers (i.e. condiments) must be protected by the use of sneeze guards.
- Chemicals, such as bleach, must be stored away from food storage, preparation, and service area.

E. FLOOR PLAN

To the right is an example of a floor plan for a temporary food establishment. **Prepare a floor plan of your booth and submit it with the application.**



9 - Temporary Food Service Information Packet