

## Clinton County Health Department Temporary Food Establishment Guidelines

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According to the **Clinton County Health Department Food Ordinance No. 2007-19-CM**; temporary food service establishments shall operate in conjunction with a single event or celebration, and operate no more than fourteen (14) consecutive days.

### **Temporary Food Application**

At least fourteen (14) days prior to the event or celebration, all temporary food vendors must submit to the health department a **Temporary Food Application**, permit fee, and any other information or requirements the Clinton County Health Department may request.

### **Event Coordinator and Application**

The Event Coordinator is the person responsible for making sure the food vendors are in compliance with the Clinton County Health Department rules, regulations, and guidelines for the temporary event. All temporary food vendors must get permission from the event coordinator before setting up at a temporary event.

The event coordinator must submit a **Coordinators Application** to the Clinton County Health Department at least twenty (20) days prior to the temporary event. There is no charge for the coordinator's application.

If educational training is requested by the event coordinator, the Clinton County Health Department must be notified at least two (2) weeks prior to the meeting.

When there is no event coordinator, the food vendor is responsible for getting all information that is required of the temporary event to the health department.

### **Temporary Food Vendors Exemption**

Any organization that meets the Senate Enrolled Act 190 (IC 16-18-2-137), 501(c)3 Not for Profit tax exempt requirement, and operates less than fifteen (15) days in a calendar year, is exempt from obtaining a temporary food permit and inspection by the Clinton County Health Department.

Not for Profit organizations must submit their tax exempt IRS 501(c)3 ID number to the Clinton County Health Department prior to the event.

### **Courtesy Evaluation**

The Senate Enrolled Bill 190 Act states, Not for Profit 501(c)3 organizations operating less than fifteen (15) days in a calendar year do not meet the definition of a "food establishment". Any Not for Profit organization setting up a food booth at a temporary event must make a request in writing three (3) weeks prior to the event if they would like to have a food safety courtesy evaluation done by the Clinton County Health Department. A **Courtesy Evaluation Request Letter** must be on the organization letter head, and must have the date and the location of the event, the 501 (c) 3 number, and the foundation status. The letter must be signed by an officer of the organization. A courtesy evaluation will be done during the time of the event. This will not be a regulatory inspection and anything found during the courtesy evaluation will be a recommendation, not a violation of the law or food code rule.

### **Temporary Food Inspection Report**

Temporary food inspections are recorded on a legal document. The inspection report is used to document any violations that do not meet the criteria of Retail Food Establishment Sanitation Requirements 410 IAC 7-24.

The inspection report is reviewed and signed by the person in charge and a copy is given to that person at the end of the exit interview.

All critical violations need to be corrected before the report is signed.

### **Sick and Infection Control Policy**

Any person who has been diagnosed with Norovirus, E. coli (0157:H7), Salmonella typhi, Hepatitis A, Shigella, or any communicable disease that can be transmitted through an infected food handler shall not be allowed to work. Any person who has vomiting, diarrhea, fever, jaundice, sore throat with a fever, acute respiratory infection with a cough or nasal discharge, or infected wounds containing pus shall not work preparing or serving food, or handling equipment at the food booth and/or commissary.

### **Food Handlers Certification**

Each temporary food booth is required to have a person certified in food safety, and must have a Food Handler's Certificate on site during operation. The certified person must be an employee of the temporary food establishment.

Anyone serving **only** cotton candy, hot dogs, pretzels, prepackaged foods, drinks, ice cream, funnel cakes, elephant ears, candy apples, and popcorn are not required to have a food handler's certificate.

### **Commissary**

A commissary is a facility where food is prepared, packaged, and stored, where single use items are stored, and equipment is cleaned and stored. This facility must be approved by the Health Department.

If a mobile food service unit participates at a temporary event in Clinton County, the mobile unit must first meet all design and operational criteria of a mobile food service operation as indicated in 410 IAC 7-24.

The facility that is used for a commissary by a mobile food vendor that prepares their food off site, and operates at a temporary event must have a **Commissary Agreement** signed by the owner or the person who is leasing or renting the property to the mobile unit operator. The commissary agreement must be submitted at the time of the application.

An inspection for approval must be made by the Clinton County Health Department or any other local health department that has jurisdictional authority over the commissary.

### **Out of Town Vendors**

Temporary food vendors with commissary's and mobile units not located in Clinton County Health Department jurisdiction, must submit the most current inspection report for their mobile unit and/or commissary from the county where the unit and facility are located. *Fax number 1-765-659-6387.*

### **Person in Charge**

There shall be a person in charge when the temporary food establishment is in operation, and when food is prepared at the commissary site. The person in charge shall be knowledgeable in food safety.

### **Self-Inspection Check List**

The **Self Inspection Check List** provided by the Clinton County Health Department is a self-inspection evaluation form to help food vendors determine if there are any violations that need to be corrected prior to the start of the temporary event.

### **Food Source and Home Prepared Foods**

All food must be prepared at the food booth or at an approved facility.

Food prepared for service and/or stored at home is **prohibited**.

All meats and chicken must come from an approved source.

Home canned foods are **prohibited**.

Ice used as food (in drinks) or for cooling food must come from an approved potable source, and cannot be made at home.

### **Hand Washing**

Hand washing reduces the spread of microorganisms that cause diseases, and is the easiest way to prevent cross contamination to food, utensils, and equipment.

A **Hand Washing Station** must be setup at each food booth with a minimum ten (10) gallon insulated container that has a flip or twist spigot that provides free flowing warm water at least 100 degrees F. The station must also have soap, disposable towels, a waste receptacle, and a catch bucket for waste water.

Clean and sanitize the inside of the insulated container before filling and using for hand washing container.

**Hair Restraints**

Effective hair restraint, such as; ball caps, head bands, visors, hair nets and bandanas must be worn by any person preparing food and/or washing utensils and equipment.

**Personal Hygiene**

Any person handling food must wear clean clothing and a clean apron.  
 Any person wearing artificial nails and nail polish when handling exposed food must wear disposable gloves.  
 Hand washing must be done prior to putting on disposable food gloves.  
 Drinking in the food booth and mobile unit is allowed, but **a lid must be provided for all drinking cups.**  
 Eating, chewing gum, chewing tobacco or smoking is **not** allowed in the food booth or mobile unit.

**Bare Hand Contact**

Food handlers shall not use their bare hands when handling ready-to-eat foods.  
 Acceptable utensils, such as; single use gloves, deli paper, tongs, spatulas, or any dispensing utensils can be used as barriers when handling ready-to-eat foods.

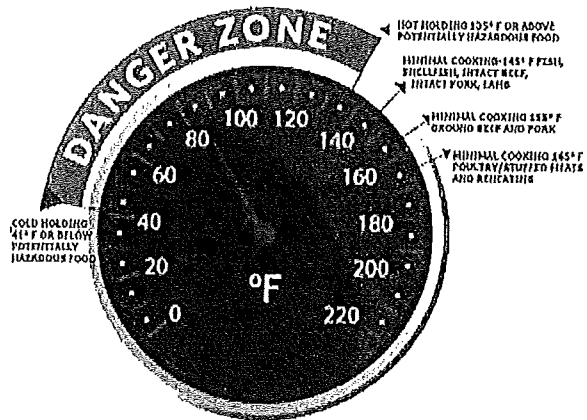
**Thermometers**

When checking internal temperatures of potentially hazardous food make sure the Probe Thermometer used is properly calibrated.  
 Each probe thermometer needs to be **Checked for Calibration** prior to the temporary event.  
 The probe thermometer should range from 0' to 220°F .

**Cooking Temperatures**

Reaching the required internal cooking temperatures associated with each potentially hazardous food is an essential part of killing microorganisms.  
 All potentially hazardous foods have a minimum cooking temperature.

Eggs	—	145°F
Fish	—	145°F
Whole Beef, Pork and Lamb	—	145°F
Ground Beef and Pork	—	155°F
Poultry and Stuffed Meats	—	165°F
Reheating	—	165°F



**Cold Holding**

Potentially hazardous foods must be held cold at **41°F or below.**  
 Cold holding slows the growth of bacteria, so the colder potentially hazardous food is held, the slower bacteria will grow.  
 When using **refrigerators and freezers** make sure they are working properly before the temporary event, and they should be plugged in at least two (2) hours prior to the start of the event.  
 When using Insulated coolers for refrigeration, the inside surface of the coolers must be smooth, easily cleanable, clean, and have a plug at the bottom of the cooler to allow for **self-draining.**

### **Hot Holding**

Potentially hazardous food must be held at **135° F or above**.

Once fruits and vegetables are cooked they must be hot held at 135° F or above.

Roasters, crock pots, and commercial portable warmers are acceptable for hot holding potentially hazardous food.

Potentially hazardous foods should be checked periodically during the event to make sure hot and cold foods are kept at the correct temperatures.

### **Cooling**

Cooling potentially hazardous food must be done correctly.

Proper Cooling Methods:

1. Ice Bath Method

2. Refrigeration:

The two (2) step method:

Cooling from 135° F – 70° F within two (2) hours,  
and 70° F – 41° F within the next four (4) hours.

3. Freezer

### **Ice**

**ICE IS A FOOD!!!**

Ice used in beverages, as an ingredient in food, or for the storage of food has to come from a potable water source.

When using ice as a coolant for refrigeration in ice chests, there needs to be enough ice chests and enough ice provided to keep all parts of potentially hazardous food at the correct temperatures.

Ice chest need to be self-draining.

### **Reheating**

When potentially hazardous food is cooked, cooled, and reheated the food must be rapidly reheated to 165° F before serving.

Reheating shall not exceed two (2) hours.

**DO NOT** use crock pots to cook or reheat potentially hazardous food.

### **Time as a Public Health Control**

When using Time as a Public Health Control instead of Temperature Control for potentially hazardous food, **the time must be clearly documented** on all potentially hazardous food, and **food must be discarded within four (4) hours**. This is the **only way Time and not Temperature** can be used when holding potentially hazardous food.

Before using Time as a Public Health Control for potentially hazardous foods, approval must be obtained from the Clinton County Health Department prior to the event.

### **Transporting**

All potentially hazardous food must be transported at the correct temperatures.

Cold food must be transported at 41° F or below and hot foods must be transported at 135° F or above.

Food must be stored in food grade, nonabsorbent, smooth and easily cleanable containers.

Containers must be covered and sealed so cross contamination will not occur.

### **Thawing**

Potentially hazardous foods shall not be thawed at ambient temperatures.

**Thawing can be done:**

• Under refrigeration at 41° F or below.

• Completely submerged under continuous cold running water not to exceed 70° F.

• In a microwave but immediately cooked without interruption.

### **Cross Contamination**

Any food on display must be shielded or covered from cross contamination.

Store different raw meats separately, in sealed containers, this will prevent cross contamination from occurring.

## **Cleaning Equipment and Utensils**

All equipment, utensils, and food contact surfaces shall be:

1. Wash (detergent)
2. Rinse (clear water)
3. Sanitize (chlorine or quaternary ammonia)
4. Air Dried

If returning to the commissary is **not** an option, the food booth must have the required **Dish Washing Station**, which are the three (3) compartments/tubs at the food booth to properly wash, rinse, and sanitize equipment and utensils.

**Test Strips** The correct test strips are required to test the concentration level for chemical sanitizers:

- » Chlorine 50 – 100 ppm
- » Quaternary Ammonia 200 ppm

## **Chemical Storage**

Store all chemicals separate from food, food preparation areas, equipment, and single use equipment.

## **Dry Storage**

All food and equipment must be stored at least six (6) inches off the ground, unless food and equipment are stored in nonabsorbent hard plastic or metal containers.

Store all personal belongings in a separate location away from food, equipment, and food preparation areas

## **Water Source**

All water must come from a potable water source.

If well water is used for food or the storage of food, a water sample must be submitted to a certified laboratory, and the results must be sent to the Clinton County Health Department at least thirty (30) days prior to the temporary event.

## **Waste Water Disposal**

Absolutely no grease and liquid waste water shall be disposed on the ground or in storm drains.

## **Tents/Canopies/Mobiles Units**

Temporary food booths must be completely covered with leak proof and water resistant overhead protection. Overhead protection needs to cover where food is prepared, food and equipment is stored, food is displayed, and equipment is washed.

**No** overhead protection shall be provided for cooking grills and smokers.

Barriers must be provided to prevent the public from entering the food booth

If propane tanks are used they must be secured outside the food booth.

## **Lights**

Enough Lighting must be provided for food booths and mobile units when operating after dark.

Lights must be shatter proof or shielded.

## **Fire Extinguishers/Fire Prevention Rules**

Any food vendor that prepares food using a grill or deep fryer needs to have a fire extinguisher at the food booth.

**County and City  
Contact Agencies  
Non-Emergency Telephone Numbers**

<b>COUNTY</b>	<b>CONTACT</b>
Clinton County Parks Department (Special Events)	765-659-6335
Clinton County Sheriff's Department	765-654-5563
Clinton County Highway Department	765-659-8541
Clinton County Building Commission	(765)423-9766
Clinton County Health Department	765-659-6385
<b>CITY - FRANKFORT</b>	
Frankfort Parks Department	(765) 659-3422
Frankfort Street Department	(765) 659-2912
Frankfort Police Department	765-654-4431
Frankfort Fire Department	765-654-4329
Frankfort Building Services	(765) 654-5278
<b>CITY - ROSSVILLE</b>	
Rossville Fire Department	765-379-2330
Rossville Police Department	765-379-2183



**CLINTON COUNTY  
HEALTH DEPARTMENT**

Stephen Tharp, M.D., Health Officer  
400 E Clinton Street  
Frankfort, IN 46041  
Phone 765/659-6385  
[clintonco.com/healthdept.cfm](http://clintonco.com/healthdept.cfm)

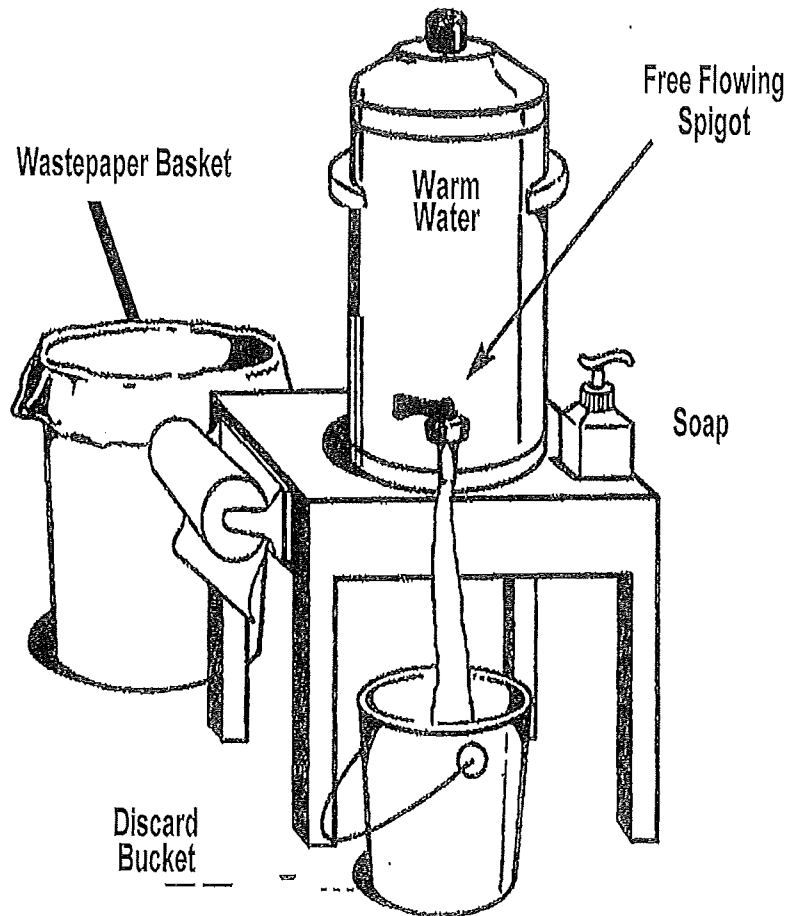
# Clinton County Health Department

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## Temporary Hand Washing Station

Any temporary food booth that handles food and/or drinks are required to have a hand washing station setup with following items during the time of the event.

1. Thermal Insulation Cooler (10 gallons minimal) with a free flowing spigot (water flows without holding spigot)
2. Warm Water
3. Liquid Soap
4. Disposable Paper Towels
5. Catch Bucket (for waste water) and (waste water is not to be disposed of on the ground)
6. Waste Receptacle (hard plastic or metal container)



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Clinton County Health Department  
400 E Clinton St  
Frankfort, IN 46041  
Phone: 765-659-6385

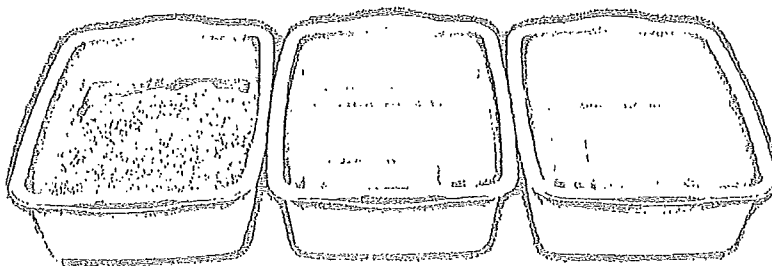
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[clintonco.com/healthdept.cfm](http://clintonco.com/healthdept.cfm)

# Clinton County Health Department

If during a temporary event - equipment cannot be returned to the commissary to be properly cleaned.  
A three (3) compartment dish washing station must be available to properly clean equipment.

1. Wash (detergent and warm water)
2. Rinse (clear warm water)
3. Sanitizer Solution (Chlorine 50 ppm - 100 ppm or Quaternary Ammonia 200 ppm sanitizing solution)



**WASH**  
(Detergent + warm water)

**RINSE**  
(Clear warm water)

**SANITIZE** (Sanitizer =  
warm water) (Chlorine 50ppm-  
100ppm) (Quaternary Ammonia  
200ppm)

## Test Strips

### Chlorine Test Strips

Chlorine test strips are white in color with a blue color comparison scale.  
Dip the strip and remove immediately from the sanitizing solution.  
Compare strip to the color scale (50 ppm - 100 ppm)



### Quaternary Ammonia Test Strips

Quaternary Ammonia test strips are orange in color with an orange to green comparison scale.  
Dip the test strip and hold for 10 seconds in the sanitizing solution  
Compare strip to color scale (200 ppm)



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## SELF-INSPECTION TEMPORARY FOOD VENDOR CHECKLIST

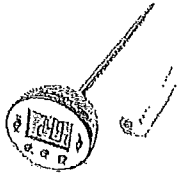
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- Hand Washing Station Set-up (*insulated cooler w/free flowing spigot*), (*Warm Water*), (*soap*), (*Paper Towel*) (*Catch Bucket*), (*Waste Bucket*)
- Washing Hands (*when entering the food booth, after using the toilet, sneezing and coughing, touching raw meat, Etc.*)
- No Home Food Preparation
- Probe Thermometer (*range from 0°F - 220 °F*)
- Check Calibration Probe Thermometer (*ice water 32 °F/0°C*) or (*boiling water 212 °F/100°C*)
- No Bare Hand Contact (*Disposable gloves, Tongs, Deli Paper, Any Suitable utensil*)
- Open wounds covered on fingers or hands (*Both Band Aid and Disposable gloves*)
- Hair Restraint
- No Eating or Smoking in Food Booth
- Lids on Drinks
- Wash all fruits and vegetables (*Cold Water*)
- Thawing Potentially Hazardous Food Properly (*no refrigerator, Under running water at 70 °F, or microwave with direct cooking*)
- Cooling Potentially Hazardous Food Properly
- Reheating Potentially Hazardous Food to at least 165°F
- Cold Holding Potentially Hazardous Food at 41°F or below
- Hot Holding Potentially Hazardous Food at 135°F or above
- Documenting *Time* when temperature control is not used for Potentially Hazardous Foods
- Displayed/Self Service Food shall be Covered/Shielded from contamination
- Test Strips (*Chlorine 50-100 ppm or Quaternary Ammonia 200 ppm*)
- Sanitizing equipment and food contact surfaces (*Chlorine 50-100 ppm/Quaternary Ammonia 200 ppm*)
- Dish Washing - 3 compartment Setup – (*Wash/Detergent*), (*Rinse/Clean Water*), (*Sanitizer*)
- Chemical storage (*Under or Away from food and equipment*)
- Personal items stored away from food, food equipment, and single use items
- Storage (food, food equipment, and single use items) 6" off ground
- Food Handler Certification (For Profit Only) must have a person certified
- Food Handlers Certification (For Profit Only) must have a copy on site *fAMM other Certification must be in food booth*

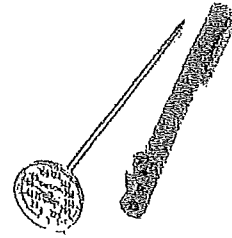
PHF=Potentially Hazardous Food

# Clinton County Health Department

## Digital Thermometer

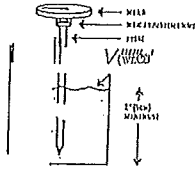


## Dial Thermometer

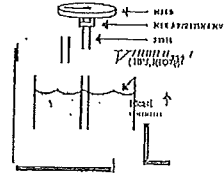


### Checking the Calibration for Dial and Digital Thermometers

#### Ice and Water {32°F / 0°C}



#### Boiling Water {212°F / 100°C}



OR

- Fill a container or glass with ice and water.
- Ice/Water ratio at 75% ice and 25% water.
- Make sure the sensor on the thermometer is completely inserted in the ice and water solution.
- Thermometer needs to read 32°F / 0°C (±2).

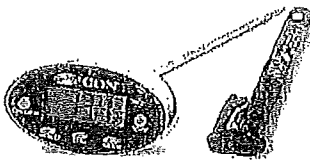
- Fill a pot with water.
- Bring the pot of water to a boil.
- Make sure the sensor on the thermometer probe is completely inserted in the boiling water.
- Thermometer needs to read 212°F / 100°C (±2).

Dial Thermometers: The sensor is the dimple or line X inch from the bottom on the stem of the thermometer.

Digital Thermometers: The sensor is located on the tip of the stem of the thermometer.

### Re-Calibrating Dial and Digital Probe Thermometer

#### Digital Thermometer



- Digital thermometer may have a CAL button for calibration on the front of the thermometer head. (Read instruction to calibrate)
- If there is no CALIBRATION button on the digital thermometer, the thermometer may need to be replaced.

#### Dial Thermometer



- Dial thermometers can be CALIBRATED by turning the nut under the head of the thermometer.
- Place the dial thermometer back in ice and water or hot water until it stops at 32°F / 0°C (±2) or 212°F / 100°C (±2).

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# Frankfort Fire Protection Codes

## "SCOPE" TENTS AND CANOPIES

### **Background:**

These standards are to be followed in the City of Frankfort, which only applies to "Scope Tents & Canopies", which are understood to mean:

- Tents and Membrane Structures less than 200 square feet
- Canopies less than 400 square feet

### **Definitions:**

- **Tent:** enclosed with sidewalls.
- **Canopy:** Open without sidewalls for at least 75% of perimeter
  - Canopies with rigid frames used by vendors shall be anchored by not less than 40 pounds of ballast on each leg of the structure. Ballast can be sandbags, formed concrete anchors, concrete blocks, etc., fixed securely to the frame or leg of the structure.
  - Anchoring with screws or driven rods into the ground or paved surface is prohibited.
- **Commercial Food Heat Processing Appliances:** Appliances used in commercial cooking operations, and which produce grease vapors, steam fumes, smoke, or odors that are required to be removed through a local exhaust ventilation system. *THERE ARE A COUPLE OF WAYS TO TELL IF A PIECE OF COOKING EQUIPMENT IS LISTED FOR COMMERCIAL USE RATHER THAN RESIDENTIAL:*
  - A) THE MANUFACTURER'S TAG WILL SAY "NOT INTENDED FOR RESIDENTIAL USE".
  - B) THERE WILL BE A TAG FROM THE "NATIONAL SANITATION FOUNDATION, NSF" ON COMMERCIAL PIECES.
  - C) THE WARRANTY WILL SAY THAT IT WILL NOT COVER A RESIDENTIAL INSTALLATION

### **General Overview Questions:**

1. What is the "activity" occurring under the tent/canopy?
2. What is the size of the tent? *(Is it a Scope Tent or Canopy? If not, then need to go to different code requirements: Indiana Fire Code)*

*\*The answers to these two questions influence which code or standard is used\**

## "ACTIVITY UNDER THE TENT OR CANOPY"

### **Cooking (No open flame)-**

- Examples: crock pot, electric steam table, sterno steam table, hot dog machine, hot dog warmer, popcorn machine, electric skillet, steamer, coffee pot, kettle corn *(with enclosed burner assembly)*, electric conveyor belt oven, gas or electric pizza oven, gas or electric deep fat fryer, electric fry daddy, BBQ smoker *(with enclosed burner assembly)*, microwave oven.
- Is it a Commercial Food Heat-Processing Appliance? *(If yes, then may need Type II Hood and/or Venting)*

### **Cooking (with open or exposed flame) \*\*IFC chapter 24 regulated\*\***

- Examples of "Open Flame" Cooking in Scope Tents/Canopies: gas burner, gas range, gas grill, charcoal grill, open wood fire, kettle corn *(with open flame burner assembly)*, and BBQ smoker *(with open flame burner assembly)*.
- Is it a Commercial Food Heat-Processing Appliance? *(If yes, then may need Type II Hood and/or Venting)*