

Food Vendor Checklist for Temporary Events

Compliance with all applicable sections of the Indiana Food Code 410 IAC 7-24 is required.

Administration:

- Complete the Temporary Food Service Permit Application and return it at least **8 days prior to setup*** at the scheduled event.
- Submit fee with the application: \$20 a day per unit (maximum \$100 per unit per event). ***\$30 a day per unit if applied 3-7 days ahead of event (\$150 max) and \$40 a day per unit if applied 48 hours ahead of event (\$200).**
- A partial year food permit (6 months or less) is also available to cover multiple events within a 6 month period. The partial year permit fee is \$150.
- Attach a copy of a food protection manager certificate with application—if applicable.
- Food vendors operating without a permit **will be subject to closure** and may not be allowed to operate at future events in Porter County.

Food Sources:

- All foods must be prepared on-site or in a licensed establishment. If food is prepared off-site prior to the event, provide a copy of the retail food establishment permit of your commercial kitchen or a commissary agreement with an approved commercial kitchen.
- **No home prepared or home canned** foods are allowed.
- Food must come from approved sources.

Food Preparation, Handling and Protection:

- All potentially hazardous foods must be thawed, cooked, cooled and reheated to the proper temperatures. Keep cold foods 41°F or below, keep hot foods 135°F or above.
- Probe type thermometer must be available on site and used at all times.
- No bare hand contact with ready-to-eat foods (i.e. hot dogs, buns, lettuce, cheese, cones). Use gloves, tongs, deli tissue, or other utensils.

- Food products must be protected from contamination (dirt, chemicals, human) at all times.
- All food, bagged ice, equipment and single-service/ use items must be stored at least 6 inches off the ground or floor.
- Food and condiments must be properly handled, stored, displayed and served.
- Protect foods during transportation keeping them covered, and hot foods at 135°F or above and cold foods at 41°F or below.
- Chemicals must be stored separately from food, equipment and single use items and contents labeled.
- Overhead protection must be provided over all food service, preparation, storage, warewashing and handwashing areas. Exceptions may be over open flames and fryer units.
- Ground covers, such as: mats, platforms, duckboards or other suitable materials must be used if not located on concrete or asphalt.

Single-Service/Use Utensils:

- Only single-service/use eating and drinking utensils can be used for serving food and drinks.
- Single-service/use items must be protected from all contamination.

Ice Use:

- Ice, which is to be consumed, must come from an approved source, be properly labeled and protected from contamination.
- Ice, being used as refrigeration, must constantly drain in a proper area (**NOT ON** the ground).

Handwashing Facilities:

- A handwashing station within each booth or mobile unit **is required** (unless only selling or sampling pre-packaged foods requiring no on-site preparation and/or cooking).
- Handwashing station must be equipped with **warm** running water, soap, paper towels. Portable hand washing stations are acceptable

and must also be equipped with **warm** running water (via spigot), soap, paper towels, and a catch bucket to collect wastewater until it is properly disposed.

- If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location.
- Hand sanitizers **ARE NOT** an acceptable substitute for required handwashing set up.

Dishwashing Facilities:

- Utensils and equipment three-step wash, rinse and sanitizing setup within the food booth or mobile unit. (Example: **Three (3)** separate basins, bus tubs or food grade buckets).
- If utensils or equipment are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment or commissary.
- Proper sanitizer set up in each booth or mobile unit at 50-200 ppm chlorine (bleach) or 200-400 ppm quaternary ammonia.
- A test kit must be available on site to measure sanitizer concentration.
- Wiping cloths must be stored in sanitizer solution when not in use.

Water and Wastewater Facilities:

- A sufficient supply of drinking water must be supplied for all purposes (handwashing, dishwashing, sanitizing and food preparation). If potable water is not available at the event location then food vendors are responsible for bringing water from an approved source.
- A proper backflow/back-siphon prevention device must protect all water lines to each mobile unit.
- Drinking water hoses must be food grade-drinking water safe and stamped as such.
- All liquid waste must be disposed of in accordance with all applicable laws.
- **DO NOT** dump wastewater/gray water on the ground, in storm sewers, or ditches.

Hygiene and Personal Cleanliness:

- ❑ **No smoking, eating or drinking** is permitted in any food preparation or service area. Closed drinks (lid with straw) are allowed.
- ❑ Clothing must be kept clean and not used to wipe hands.
- ❑ Food handlers must not wear jewelry on hands and arm (wedding band allowed).
- ❑ Food handlers must wear proper and effective hair restraints.
- ❑ Proper handwashing must be done whenever hands become contaminated and prior to food preparation and serving.

Insect Control, Trash, Lighting and Facility Surfaces:

- ❑ Trash receptacles must be provided in each booth or mobile unit.
- ❑ All garbage and trash must be kept in non-absorbent, leak proof, washable receptacles with lids. Lids must be kept in place to control flying insects.
- ❑ Adequate lighting must be provided and kept properly shielded.
- ❑ Establishments set up on surfaces other than concrete or asphalt (grass, gravel or dirt) must provide alternate, solid flooring such as plywood, rolled roofing material, linoleum in the food preparation and service areas. Indoor/outdoor carpeting is **NOT ALLOWED**.

Frequently Asked Questions

Q: What is a Temporary Event?

A: *A Temporary Event is a single community event or celebration that occurs for a period of time not longer than fourteen days. This may include town celebrations, fairs, and festivals. Temporary events do not include events serviced by licensed caterers, such as weddings, private parties, banquets, and some benefits as determined by the Porter County Health Department.*

Q: Do I need a Temporary Food Vendor Permit if I currently hold a valid permit for my Retail Food Establishment?

A: *Yes, The food license that you obtained is good for your restaurant only. Once operations occur outside the premises (not including the patio or sidewalk), a separate permit is required.*

Q: Do I need a Certified Food Manager Certification to sell/sample food at a temporary event?

A: *Yes, unless you are only heating or serving precooked hot dogs or sausage, frozen pizzas, popcorn, nachos, pretzels; providing prepackaged foods in its original container; or preparing or serving beverages.*

Q: Can I prepare or store food products at home?

A: *No, you cannot prepare or store any food products for sale at your home. You must be a retail food establishment, use a commissary, or prepare the food on site.*

Q: When should Temporary Food Permit applications be submitted?

A: *All applications for temporary events must be submitted at least 8 days prior to set-up at the event. Additional fees will be assessed for non-compliance.*

Q: Do I need a Temporary Food Permit if only selling or sampling prepackaged food?

A: *Yes, if the food is potentially hazardous (requiring temperature control). No, if it is prepackaged non-potentially hazardous food.*

For additional questions or clarification contact:

Porter County Health Department Foods Division

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<https://www.in.gov/localhealth/portercounty/food-service-division/>

Hours: 8:30am – 4:30pm

PORTER COUNTY HEALTH DEPARTMENT

FOODS DIVISION

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Mission

The Porter County Health Department promotes and protects the health and well-being of our community.