



Washington County Health Department

806 Martinsburg Rd Suite 100 Salem, IN 47167

Phone: (812) 883-5603 Ext. 2003 Fax: (812) 883-5017

Regarding: Temporary Food Establishment Operating in Washington County, Indiana

To whom it may concern:

All Temporary Food Establishments in Washington County are required to meet minimum sanitation requirements and obtain permits as set forth in the Washington County Food Ordinance and the Indiana Retail Food Establishment Sanitation Requirements 410 IAC 7-24. If you hold a yearly food permit, then you are not required to file a temporary application. Please expect an inspection at time of event. A summary of these basic requirements for Temporary Food Establishments is provided.

Temporary Food Establishments may need a Certified Food Handler (i.e., ServSafe, National Registry of Food Safety Professionals, or Certified Professional Food Manager which are a 5-year certification). A copy of the Food Handler Certificate must be provided, if required by law, before a permit may be issued. The certified food handler requirement does not apply to a food establishment when the food establishment's food handling activities are limited solely to exempt food types listed in 410 IAC 7-22. Due to the complexity of the exemptions, please contact the Washington County Health Department food specialist prior to making application. You may visit the following web site for answers to frequently asked questions regarding the food handler rule and list of exempt/nonexempt food items:

<https://www.in.gov/health/food-protection/files/FoodHandler-Final.pdf>

Please complete the enclosed Temporary Food Permit Application for each food stand/truck. These permits are valid for the specific event and stand specified. Permits may not be transferred from one unit to another or switched between sites or events. An application fee is required for each permit. **Application for Temporary Food Establishment Permit must be submitted to the Washington County Health Department at least 72 hours prior to event, or a late fee may apply.**

You may mail your completed Temporary Food Permit Application(s) and the appropriate fee to the Environmental Health address provided on the top of the page. Permit application may also be made by visiting the Health Department from 8:00 a.m. to 4:00 p.m. Monday through Friday. Permit application must be submitted and reviewed before the establishment will be allowed to operate.

If you have any questions, you may contact me by email at jeverhart@washingtoncounty.in.gov or by phone at (812) 883-5603 Ext. 2003. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Everhart".

Joshua Everhart, Food Specialist
Washington County Health Department



Certified Food Handler Exempt List for Temporary Events

Washington County Health Department

806 Martinsburg Rd Suite 100 Salem, IN 47167

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The following is a list of food items that will or will not require a Food Protection Manager Certification (5-year certification) at a temporary event.

| <u>Exempt Food Items</u> | <u>Non-Exempt Food Items</u> |
|---|--|
| <ul style="list-style-type: none"> • Heating and serving precooked foods • Any prepackaged food sold in its original package, either potentially or non-potentially hazardous • Popcorn, kettle corn, caramel corn, and chips • Shaved ice products and ice • Cotton candy, elephant ears and funnel cakes • Continental breakfast items (i.e., rolls, coffee, juice, milk, cold cereal) • Pretzels with open dips (i.e., cheese and marinara that are pre-manufactured) • Roasting and grinding of coffee beans • Deli's that only serve pre-sliced meat and cheese • Deli's serving pre-manufactured salads (i.e., potato and macaroni salad) • Baked goods (i.e., bread doughnuts, rolls, cookies) • Confectionaries (i.e., candy, jams, jellies) • Any Non-potentially hazardous beverages (i.e., slushies wine, beer, soft drinks) • Spices and dry rubs • Whole vegetables, fruit, and herbs (i.e., produce stands not cutting melons) • Hot dogs with simple condiments (i.e., ketchup, mustard, relish) • Canned soups, sauces, and dips • Waffles and pancakes, syrup • Honey, Maple Syrup • Air-cooled hard boiled eggs | <ul style="list-style-type: none"> • Ice cream not packaged • Unpackaged drinks/beverages that are composed of potentially hazardous food ingredients (i.e., milk shakes, coffee, and smoothie drinks with dairy products) • Cooking raw meat products (i.e., hamburgers, chicken, sausage, bacon, steaks, pork) • Potentially hazardous food handling (i.e., meat cutting rooms, deli slicing meat and cheeses) • Cream Pies made from scratch • Soups and gravies made on-site with potentially hazardous foods • Eggs prepared on-site • Sandwiches prepared onsite with potentially hazardous foods • Processed foods prepared onsite (i.e., such as acidified, low acid canned, smoke, and garlic and oil mixtures) • Other foods prepared on site with potentially hazardous foods (i.e., tacos, salads, egg rolls) • Hot dogs and nachos prepared onsite with potentially hazardous food toppings • Cutting melons and raw seed sprouts • Seafood (i.e., fish, crustaceans, molluscan shellfish) |

This is not an all-inclusive list and is subject to change whenever further interpretations become available.

EXEMPT FOODS DOES NOT NECESSARILY MEAN YOU DO NOT NEED A FOOD PERMIT DURING AN EVENT.

To obtain a food permit and you are in the non-exempt food category, then you will need to have a Food Protection Managers Certification prior to receiving your permit.

Washington County Health Department
806 Martinsburg Rd. Suite 100
Salem, IN 47167
(812) 883-5603 Ext. 2003
Fax: (812) 883-5017

Temporary Event Application

\$35.00

Application Date: _____

Name of Event: _____

Date(s) of Event: _____ Start Time: _____

Location of Event: _____

Name of Group/Vendor Serving Food: _____

Person in Charge: _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Fax: _____

Name of Certified Food Handler: _____

Expiration Date of Current Certification: _____
(Five Year Certification)

Certification Number: _____

Name of Commissary: _____

County Commissary is Located At: _____

- List ALL food and drinks to be served and source of product.
- No food prepared in the home may be served. This includes baked items.

Menu (list all food, & drinks)

Food Source (name of grocery store, caterer, restaurant)

Important: Proper hand-washing facilities MUST BE PROVIDED AT YOUR BOOTH!

1.) How will food be cooked at the event? _____

2.) How will food be kept hot (above 135F)? _____

3.) How will food be kept cold (below 41F)? _____

4.) How will food be transported? _____

5.) How long in transit? _____

6.) How will food be protected from contamination during transportation, storage, serving & display? _____

Name of Applicant: _____
(Print)

Signature: _____ Date: _____

YOU MUST SUBMIT THIS FORM AT LEAST 7 DAYS IN ADVANCE of the event by mail to

Washington County Health Department; Food Protection
806 Martinsburg Rd. Suite 100
Salem, IN 47167

Office Use Only

Permit Number _____

Issued Date _____

Amount Paid _____

Check Number _____



Temporary Food Establishment Checklist

Use this Temporary Food Establishment Checklist to ensure your facility will have all the necessary equipment and supplies to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-24 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 Health Department of jurisdiction within timeframe established by local ordinance and prior to the date of operation (and must be received during normal business hours).
- Proper floor plans and menus must be submitted for review and approval by the Health Department of jurisdiction within timeframe established by local ordinance and prior to the date of operation. (Sec. 106, 110, and 111)
- Your Temporary Food Establishment permit, once issued, must be always displayed in view of the public during the event for which it was issued.
- Although not required by law, the event organizer should submit a site map of the event area detailing vendor locations, toilet facilities, trash facilities, water hook-up and all requirements stated in the local ordinance of the health department of jurisdiction.
- Certified Food Protection Manager: If more than one (1) food establishment operated by the same individual is located on same property or on contiguous properties, only one (1) Certified Food Protection Manager is required for the 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 7-24 Section 118 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) of all food and water products. If well water is utilized, proper paperwork regarding testing must be provided. (Sec. 142-160 and 320-328)
- All food must be safe, unadulterated, honestly presented, and properly labeled as applicable. (Sec. 140, 139, and 146)
- No homemade or home-canned foods or foods that have been stored in a home are allowed to be used. (Sec. 142)
- 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:

- All potentially hazardous foods requiring refrigeration must be held at 41°F or below (or 45°F or below as detailed in Sec. 187) at all times. Stored frozen foods shall be maintained frozen and should be stored at 0°F. (Sec. 197)
- All potentially hazardous food requiring hot-holding must be held at 135°F or above at all times. (Sec. 187)
- All potentially hazardous food requiring hot-holding must be cooled from 135°F down to 70°F within 2 hours and from 70°F down to 41°F or below (or 45°F or below as detailed in Sec. 187) within 4 hours. The entire cooling process must be completed with 6 continuous hours. (Sec. 189 and 190)
- All potentially hazardous foods requiring reheating must be rapidly reheated to 165°F within 2 hours. (Sec. 188)

- All potentially hazardous foods requiring thawing must be thawed in accordance with *Section 199*.
 - All food products must be cooked to the proper internal food temperatures as detailed in *Sections 182-197*.
 - 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 temperatures. (Sec. 235, 254 and 257)
-

Food Preparation:

- 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 will take place before it is served.) (Sec 171)
 - Food products must be protected from potential contamination by consumers (or environment) during all times of storage, preparation, and service. (Sec 179, 181, 203 and 204)
 - 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. (Sec. 179, 204, 427)
 - All food and beverage products, ice, utensils, single-service and single use items, dishes, equipment, handwashing and warewashing facilities must be stored up off the floor/ground at least 6 inches at all times.
 - Condiments must be protected from contamination by being kept in dispensers that are designed to provide protection, protected food displays provided with proper utensils, original containers designed for dispensing, or individual packages or portions. Proper temperatures must be maintained at all times. (Sec. 179-180, 187)
 - Follow up if you've not heard anything within the time frame discussed.
-

Utensils/Dishware:

- Only single-service/use eating utensils/dishware may be provided by the consumer. No re-use of these items is permitted. (sec. 249)
 - The single-service/use utensils must be placed in a container with handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged. (Sec 250)
 - Straws and toothpicks must either be individually wrapped or individually dispensed. (Sec. 250)
-

Ice Use:

- Ice, which is to be consumed, must come from approved source, and be properly labeled. (Sec. 146 and 169)
- 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. (Sec. 170)
- Storage of open food in contact with ice is prohibited. (Sec. 176)
- 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 the packaging, wrapper, or container. (Sec. 176)
- If ice is the principle means of refrigeration, it must be done in such a way so that the ice is constantly draining (into a proper area; not the ground). (Sec 176, 380)

Handwashing Facilities:

- At least 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. (Sec 128, 130, 343-345)
- The handwashing facility must consist of, at least, warm running water, hand soap, individual paper towels, a container to catch 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 a free-flowing spigot while handwashing. (Sec. 342, 346-349)
- Employees must wash their hands at all necessary times during food preparation and service. (Sec 129)

Dishwashing Facilities:

- Facilities must have provisions available to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service. (Sec. 270, 289, 291-292, and 342)
- If any of the above items are taken off premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- Proper sanitizer (via heat or chemical means) must be provided AND used in/at each unit. (Sec. 248-320, 342)
- If chemical sanitizer is used, a proper test kit must be provided AND used in/at each unit. (Sec. 291)
- Manual dishwashing should be set up to operate in the following sequence: **WASH** (soapy water with 110°F temperature), **RINSE** (warm, clean water), **SANITIZE** (via heat or chemical), and **AIR DRY**. (Sec. 270, 273, 304)
- If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (as detailed in Section 294 or in accordance with the Code of Federal Regulations and the manufacturer’s directions): **CHLORINE** 25-200 ppm), **QUATERNARY AMMONIA** (200ppm), or **IODINE** (12.5-25ppm).
- All chemical sanitizers must be labeled *in accordance with Sections 437 and 443*.

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). (Sec. 334-336, 338, 377)
- If used in continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with manufacturers specifications. (Sec. 336)
- 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. (Sec. 329, 330, 332)
- All water hoses must meet the requirements detailed in 410 IAC 7-24 for use with drinking water. (Sec. 364)
- All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state, and local requirements. (Sec. 374-376, 379-380)

Wiping Cloths:

- In between uses, wet wiping cloths must be properly stored in sanitizer solution that is maintained in accordance *with Section 294*.
- To prevent cross-contamination, wet or dry wiping cloths shall be kept separate from cloths used for other purposes (1) wiping cloths used for raw animal spills/clean-up, (2) wiping cloths used for food spills/clean-up, and (3) wiping cloths used for general cleaning. (Sec. 245)

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 and service area. (Sec. 136)
- Clothing must be kept clean and not used to wipe hands. (Sec. 128, 135)
- Proper and effective hair restraints must be provided and worn by all persons preparing or serving food. *Examples include: hairnets, hats, and scarves* (Sec. 138)
- Beards must also be restrained with a beard snood or other means. (Sec. 138)
- Proper exclusions and restrictions must be placed on ill employees in accordance *with Sections 120-127*.
- Proper handwashing must be conducted at the following times or after any activity during which 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 face, body parts, or hair; after using the restroom; after taking out the trash, etc. (Sec. 129)
- While preparing foods, employees may not wear jewelry on the arms or hands. An exception would be wearing a plain ring, such as a wedding band.

Insect Control, Trash & Refuse, Lighting, and Facility Surfaces:

- 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. (Sec. 412-413 and 415,416)
- 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. (Sec. 381-386 and 388-398)
- Adequate lighting must be provided and kept properly shielded/protected. (Sec. 410-411)
- Floors, walls, and ceilings must meet minimum requirements described in *Sections 362 and 364*.

Poisonous/Toxic Materials:

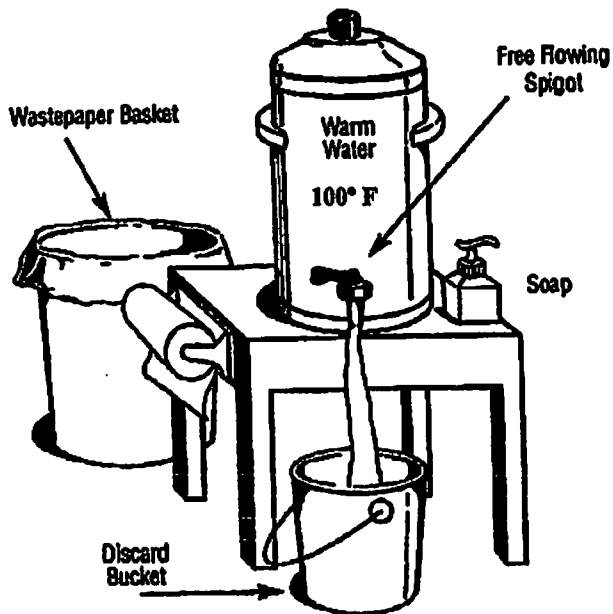
- Containers of poisonous or toxic materials, such as personal care items shall bear legible manufacturer's label. (Sec. 437)
- Working containers used for storing poisonous or toxic materials, such as cleaners and sanitizers taken from bulk supplies, shall be clearly and individually identified with common name of the material. (Sec. 438)
- Poisonous or toxic materials shall be stored so that they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles. (Sec. 439)
- A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food. (Sec. 442)

For complete information regarding handwashing and dishwashing requirements see 410 IAC 7-24.

HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with 100° F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

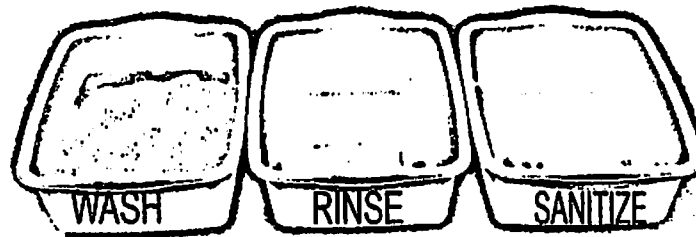
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



DISHWASHING

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. 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



PROPER SANITIZER CONCENTRATIONS

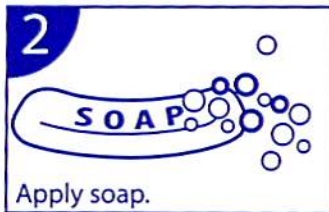
Chlorine
25-200 ppm*

Quaternary Ammonia
200 ppm*

Iodine
12.5-25 ppm*

* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.

Wash away germs for **Clean Hands!**



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