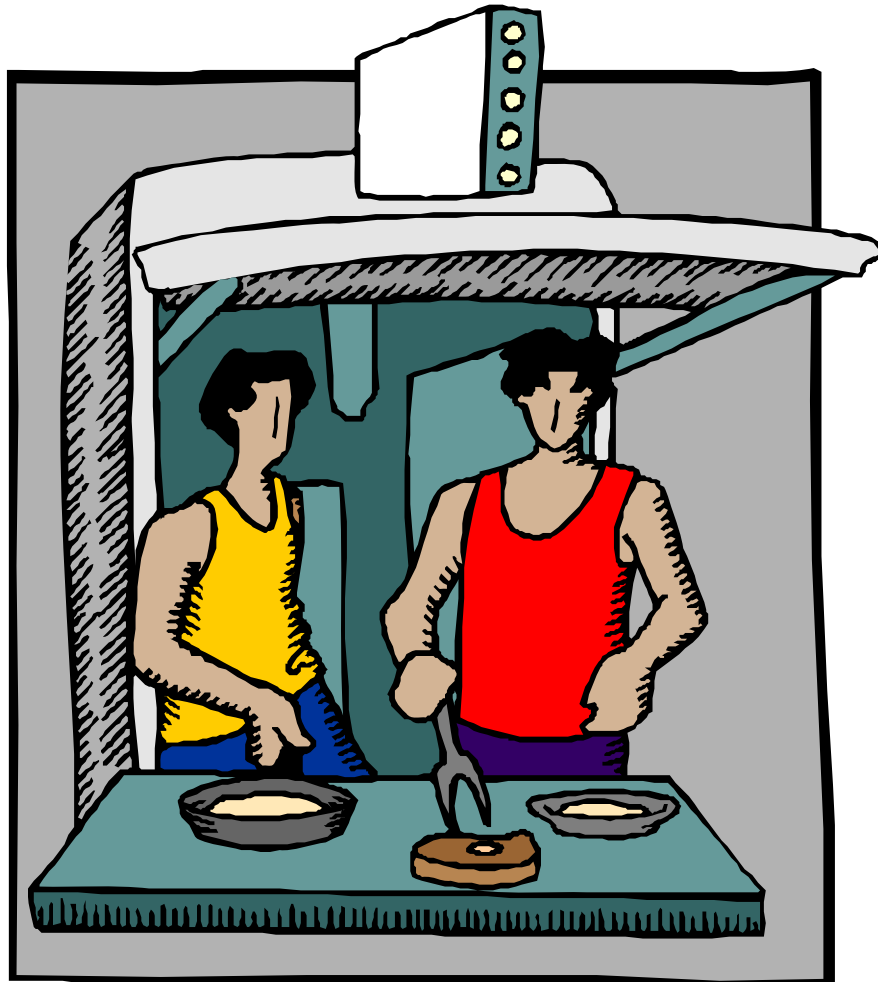


CITY OF RACINE ENVIRONMENTAL
HEALTH DEPARTMENT



REQUIREMENTS FOR A TEMPORARY FOOD SERVICE EVENT

HOW DO I GET A PERMIT?

Temporary Food Service Applications are available at the Environmental Health Department Office in Room 1 of City Hall or on line at www.cityofracine.org. Contact our office to determine if your event requires a permit. We are open from 8:00 am to 11:55 am and from 1 pm to 4:55 pm.

Submit your application with the proper fee to the Environmental Health office. The application must be received **two weeks** before the event or a \$25 late fee will be charged. If the application is received less than 48 hours before the event a \$75.00 late fee will be charged.

Be specific and thorough when filling out the application. Your application will be reviewed and follow-up questions or necessary changes will be discussed with the coordinator. At least one food handler from each group must attend the temporary restaurant class offered by the Health Department . The class covers information on requirements for a food booth and is offered every Thursday.

A temporary restaurant/retail permit is only issued in conjunction with a single event or celebration such as a fair, carnival, circus, public exhibition, anniversary sale or occasional sales promotion. *“Occasional” is defined as no more than 3-days during a 12 month period. For further explanation talk to Environmental Health when the temporary permit is obtained.*

Environmental Health Division
City Hall, Room 1
730 Washington Avenue
Racine, WI 53403
(262) 636-9203

REQUIREMENTS FOR A TEMPORARY FOOD SERVICE EVENT

This information is being provided to help vendors set up and operate a temporary food service event, and contains pertinent information for a successful and safe event.

Please contact the Racine City Environmental Health Department when planning a temporary food service event. We are pleased to help with plans and inform you of the steps to be taken to ensure a safe and sanitary event that will protect the public from possible food borne illness.

Failure to comply with any of the requirements may result in non-issuance of a permit or a citation and fine.

Other agencies you may need to contact:

Noise Variance – Environmental Health, Room 1 – **636-9203**

Peddler's/Seller's Permit – City Clerk, Room 102 – **636-9171**

Alcohol/Soda License – City Clerk, Room 102 – **636-9171**

Special Event at a Park – Parks and Recreation, Annex
Building Room 127 – **636-9131**

FOOD SOURCES

All food must be from an approved source. **Home-prepared food is NOT allowed.** All food must be prepared at the temporary event or an approved licensed facility.

PROPER TEMPERATURES

Cold Holding

- Perishable food must be stored at 41°F or less at all times.
- Perishable food shall be stored in approved mechanical refrigeration. Ice storage of certain foods may be allowed.

Hot Holding

- Approved equipment shall be used for hot holding, e.g., Nesco roasters, pizza ovens, steam tables or other approved hot holding equipment. **Sterno heated metal pans are not allowed.**
- Provide a metal stem thermometer for checking food temperatures. Check temperatures often.
- Potentially hazardous food must be held at 135°F or above at all times.

Reheating

- Potentially hazardous food previously cooked and then refrigerated must be rapidly reheated (within 2 hours) so all parts of the food reach a temperature of at least 165°F before serving or hot holding.
- Leftovers may **NOT** be reused (this means that perishable food already heated to be served may not be reheated).

Thawing

Food must be thawed using one of the following methods:

- In refrigeration units
- Under cold running water
- In the microwave as part of the cooking process

Cooking

All parts of cooked, potentially hazardous food must reach internal temperatures as follows:

Poultry, poultry stuffing and stuffed meats	165°F
Ground, fabricated or restructured meats	155°F
Whole cuts of meat	145°F
Seafood and other potentially hazardous food	145°F

SANITIZING PROCEDURES

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

1 capful of liquid bleach + 1 gallon of water = 100 ppm sanitizer
½ capful of liquid bleach + 1 gallon of water = 50 ppm sanitizer

* If Ultra bleach is used, use the chemical test strips to check for proper concentration.

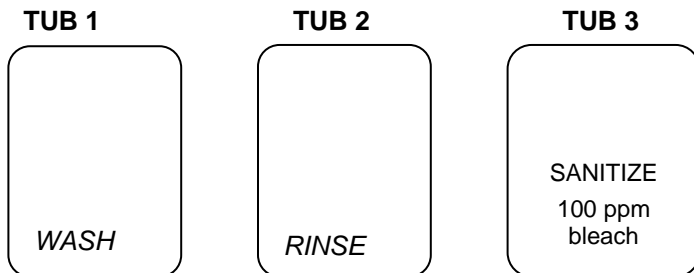
Chemical test strips must be available to check the concentration of the sanitizer. Do not add soap or detergent to the water because soap binds with the chlorine in the bleach making it ineffective.

Wiping cloths must be stored in a sanitizing solution. Be sure to wipe all surfaces with the sanitizing solution, especially after working with raw meats. Change the solution often.

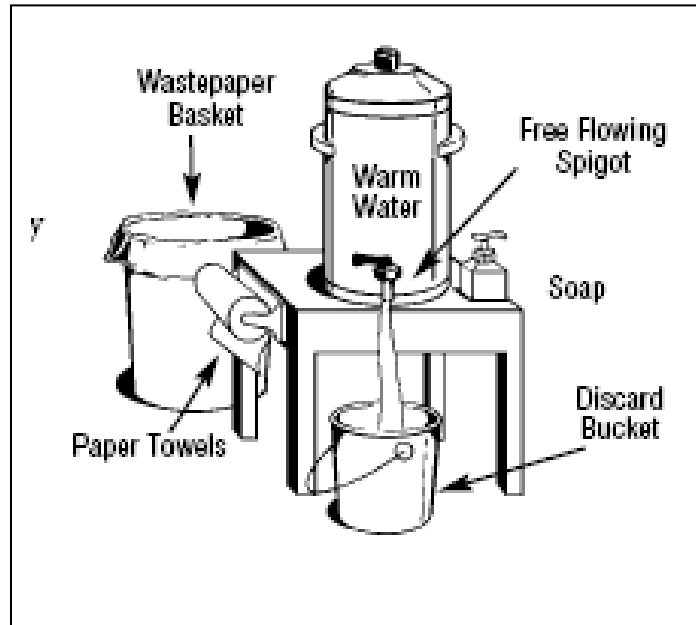
DISHWASHING PROCEDURE

A dishwashing area must be provided onsite and be setup in this order:

1. **Wash** in hot water & detergent
2. **Rinse** in clear water
3. **Sanitize** in 100 ppm bleach (soak for 2 minutes)
4. **Air dry**



HAND WASHING FACILITY SET-UP



- Warm water shall be stored in a container or coffee urn with a turn spout that allows the water to be free flowing. A bucket must catch the wastewater.
- Hands must be washed:
 - Before starting work
 - After handling raw meat, poultry or vegetables
 - After using the restroom
 - After eating
 - After using tobacco
 - Any other time hands may become soiled
- Food handlers shall wear clean clothes or aprons and hair restraints.
- **Bare hands may not touch ready-to-eat food.** Utensils, deli tissue or disposable gloves must be used.

SET-UP AND FOOD PROTECTION

- Extensive food preparation (cutting, chopping, slicing, mixing) must occur indoors or inside a screened enclosure.
- Grease producing cooking requires ground covering.
- Provide pallets, boxes or shelves so all food, utensils and items can be stored at least 6 inches off the ground.
- Cover all food to protect them from contamination.

- Condiments must be available in single service packets or stored protected from contamination.
- Chemicals, such as bleach, must be stored away from food storage, preparation and service areas.
- Smoking, eating or drinking in booths while working is **NOT** allowed. This includes candy and chewing gum.
- Water shall be from an approved source and fit to drink.
- Ice must be from an approved source.
- Do **NOT** dump wastewater down storm sewers. All wastewater must be disposed of in a sanitary sewer.
- Cooking areas shall be roped or effectively blocked.
- Area shall be clean and litter free. Provide adequate covered trash containers.

THERMOMETERS

- A metal-stem thermometer with a range of 0-220°F in 2° increments must be available for checking hot and cold temperatures.
- Use the metal-stem thermometer to check internal temperatures of food products often.
- A metal-stem thermometer is the only way you can assure that the food you serve is being maintained at proper temperatures.
- All refrigerators, cold holding units, and freezers must have an accurate, visible thermometer.

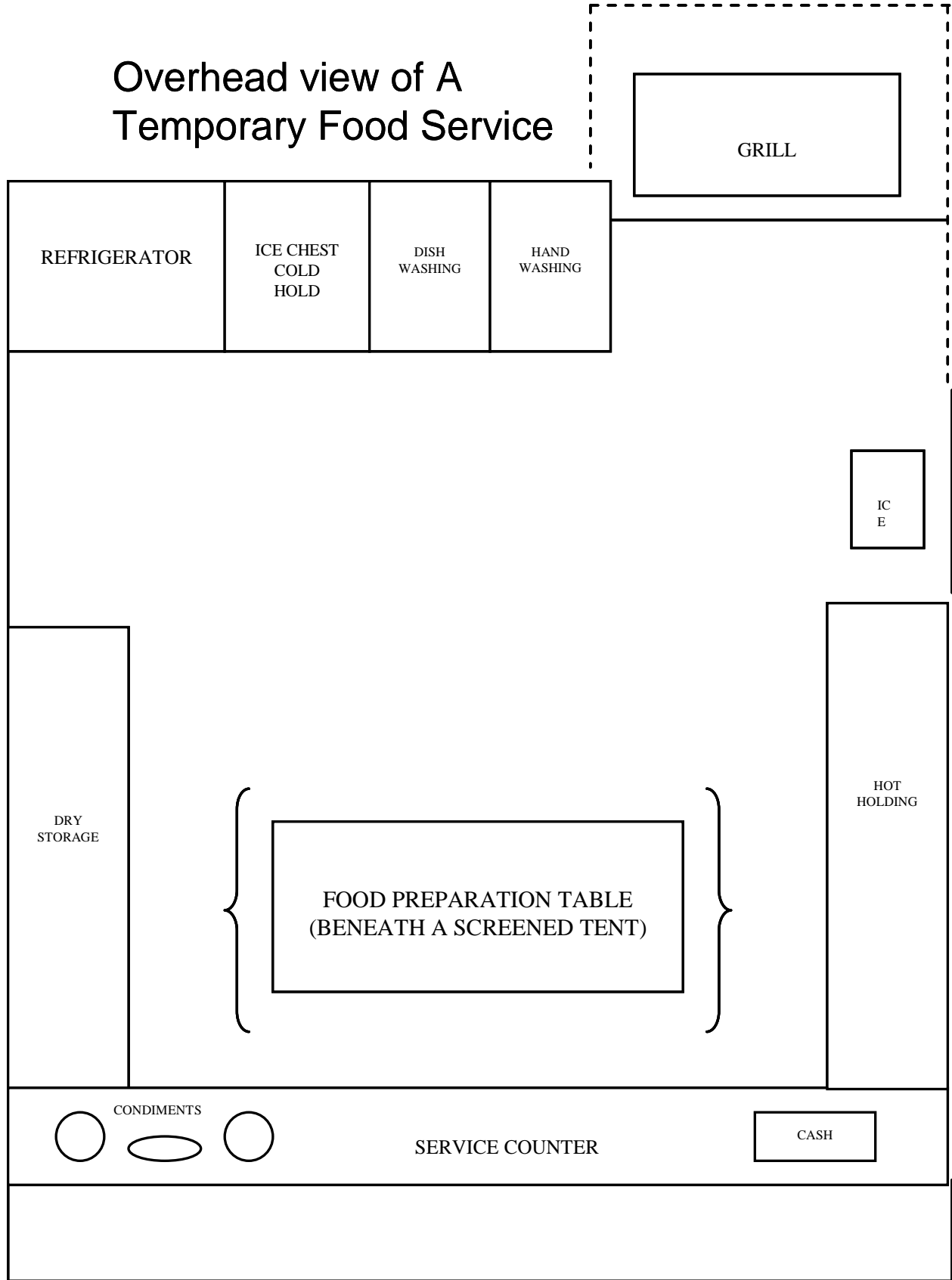
ADEQUATE HOT AND COLD HOLDING FACILITIES

- Plan your menu around the available hot and cold facilities and electricity.
- Do not serve products when the available equipment cannot maintain the proper temperature.
- Any potentially hazardous food found at improper temperatures will be prohibited from being served.

SET-UP DIAGRAM

FRONT OF BOOTH

Overhead view of A
Temporary Food Service



FRONT OF BOOTH

CHECK LIST

- ❑ Arrive at your event in sufficient time to have everything set up on time.
- ❑ 5-gallon hand washing facilities (soap, paper towels, warm free flowing or running water and catch bucket).
- ❑ 5 basins necessary (3 dish washing, 1 wiping cloths, 1 wastewater).
- ❑ Adequate hot and cold holding facilities.
- ❑ Ice/dry ice as needed.
- ❑ Ice must have 50 ppm chlorine when used for canned soda storage.
- ❑ Overhead protection and screened in area, if there is extensive food preparation.
- ❑ Metal-stem thermometer with a range of 0-220°F, in 2° increments.
- ❑ Roped off grill area.
- ❑ Wiping cloth buckets with proper sanitizing solution and chemical test strips.
- ❑ Dishwashing facilities (wash, rinse, sanitize, air dry).
- ❑ Hairnets, caps, and gloves for all food handlers.
- ❑ Proper utensils and equipment.
- ❑ All storage is 6" off the ground.
- ❑ Single service utensils and condiments are properly dispensed and covered.
- ❑ Posted Food Service Permit.
- ❑ Serving utensils stored in food product at 135° F or above.
- ❑ Sanitizer and approved test strips.
- ❑ Adequate water supply.
- ❑ Food grade hose, if required.
- ❑ Back flow prevention device at hose bibb.
- ❑ Electrical cords of adequate size to carry the load/adequate compressor if needed.