

## **GREENLEE COUNTY HEALTH DEPARTMENT TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS AND INFORMATION SHEET**

*Definition – A Temporary Food Establishment is a food service establishment that operates at a fixed location for a period of not more than 14 consecutive days in conjunction with a single event or celebration.*

**ALL TEMPORARY FOOD ESTABLISHMENT OPERATORS WITHIN GREENLEE COUNTY MUST OBTAIN A TEMPORARY FOOD SALES PERMIT FROM THE GREENLEE COUNTY HEALTH DEPARTMENT.**

### **DIRECTIONS FOR OBTAINING A TEMPORARY FOOD ESTABLISHMENT PERMIT:**

1. Obtain an Application for Temporary Restaurant (or Temporary Food Sales) Permit from the Greenlee County Health Department.
2. Submit a completed application to the Greenlee County Health Department office in Clifton, AZ, no later than **one week prior to the event date**. One may also fax a completed application to 928-865-1929 no later than one week prior to the event date.
3. If any advanced preparation of food is necessary, a letter from the owner of the approved establishment / kitchen must accompany the application.

**DO NOT PREPARE FOODS IN A PRIVATE HOME. THIS DEPARTMENT WILL DISCARD SUCH FOOD.** The exceptions to foods prepared in homes are foods allowed for Bake Sales (a separate information sheet available from the health department, *Bake Sales – Public Health Guidelines*, provides information for bakes sales).

4. A minimum of **one** certified food handler **must be present** in the food booth at all times.
5. A permit to operate will be issued only after **ALL** requirements are met.
6. **Effective January 1, 2008**, the fee for a temporary food establishment permit is \$20 for a one (1)-event permit, and is \$50 for an annual permit. No fee is charged for permits to schools, churches, food banks, youth or senior centers, youth groups, and other non-profit groups.
7. To obtain or renew a Greenlee County Food Handler Certificate, one must now take the on-line Food Handler's Course. The classroom course is not currently offered in Greenlee County.
8. The online food handler's course:
  - a. Is available at <http://greenlee.foodsafetytrainingonline.com/>.
  - b. Requires a course fee of \$10.
  - c. Payment online requires a credit card or an electronic check (call the Health Department clerk, 928-865-2601, to obtain details on how to pay the course fee with cash, check, or money order).
  - d. A Greenlee County Food Handler's Certificate obtained online is valid for 3 years from the date of issue.

### **GENERAL REQUIREMENTS:**

1. All perishable, or potentially hazardous foods or beverages (e.g. meat, milk products, items made with milk or egg products such as custards, cheese), will be maintained at or below a temperature of forty-one degrees [41°] Fahrenheit, or at or above one-hundred forty degrees [140°] Fahrenheit.

**AT ANY TIME, FOOD THAT IS NOT AT THE PROPER TEMPERATURE WILL BE DISCARDED IMMEDIATELY!**

2. Check with the Environmental Health Specialist about the proper way to thaw food.  
**DO NOT RE-FREEZE THAWED FOODS.**
3. All perishable or potentially hazardous foods and beverages will be prepared or packaged [wrapped] either in an approved food establishment or in a proper on-site facility (**NOTE - FOOD PREPARED IN PRIVATE HOMES IS NOT ALLOWED**). Beverages, served in containers other than the original cans or bottles, may be subject to contamination due to exposure to dirt, debris, or insects. Because of this, extra precautions are necessary. If you place ice in beverages, you will need an ice scoop for scooping ice to place in beverages and you will store the ice scoop in such a way that the ice scoop does not contaminate the ice.

Also, see #8 below.

4. Utensils, bowls, plates, and cups intended for service to the public will be disposable, single-service items and will be stored at least six (6) inches above the ground/floor.
  5. Food, packaged or unpackaged, and cooking equipment should not contact soil, pavement, or grass, and should be kept at least six (6) inches above the ground/floor.
  6. Condiments (e.g., catsup, salsa, and mayonnaise) will be dispensed in single service packets packaged by an APPROVED source, or dispensed from APPROVED pump dispensers, or from squeeze bottles manufactured for food service. OPEN TRAYS, BOWLS, AND OTHER SUCH ITEMS ARE PROHIBITED AS SERVICE FOR CONDIMENTS INTENDED FOR CUSTOMER USE.
  7. An adequate number of receptacles with covers must be provided for any garbage produced during operation. Garbage is not to be handled in such a way that would encourage flies.
  8. Ice used to store/cool packaged food or beverages cannot be used in drinks.
  9. Adequate hand washing facilities must be available at the booth. An example of an adequate facility is a gallon container of water with a spigot attached and with a pail to catch the wastewater. Soap and paper towels must be conveniently located at the hand washing facility.
  10. A bleach solution [one (1) teaspoon of household bleach per gallon of water – desired range is 50-100 ppm] must be available for sanitizing cooking equipment, utensils, and food contact surfaces. Most any non-scented household bleach, such as Clorox, may be used to make the bleach solution. Sanitizer test strips are also required to test the strength of the sanitizer solution. Other approved sanitizers, and their corresponding tests strips, are allowed.
  11. *Individual food booths must be constructed in the following manner:* The booth must be made of canvas or similar material. Depending on ground conditions, a tarp may be necessary to provide adequate flooring. Insect protection, such as from flies, bees, and wasps, may become a concern. During the 8-9 months of the year that these insects are active, one must protect food and food-contact surfaces from contamination from these insects. It is wise to screen-in the booth using sixteen (16) mesh screening or solid material. WARNING! SHOULD THIS DEPARTMENT, UPON INSPECTION, FIND THAT INSECT CONTROL IS INADEQUATE, YOU WILL BE ORDERED TO CEASE OPERATION UNTIL ADEQUATE PROTECTION IS IN PLACE. THIS MAY MEAN A TRIP TO A HARDWARE STORE TO OBTAIN ADEQUATE SCREENING OF YOUR BOOTH. Booths located on dirt or gravel will be required to be completely enclosed on three (3) sides with solid material and the fourth side screened-in or with a service window in a solid material. Individual food booths must be completely constructed prior to food preparation and service (otherwise, dirt or dust from construction may fall into the food).
  12. NO PERSON HAVING AN INFECTED CUT OR SORE ON THE HANDS, FACE, ARMS, OR OTHER EXPOSED PART OF THE BODY, OR HAVING A COMMUNICABLE DISEASE (with some exceptions), MAY WORK IN A TEMPORARY FOOD FACILITY. CLEAN CLOTHES ARE REQUIRED. HANDS WILL BE WASHED BEFORE HANDLING FOOD, AFTER USING THE TOILET, AFTER SMOKING, AFTER EATING, AFTER TOUCHING YOUR FACE OR CLOTHES, BEFORE PUTTING ON GLOVES, AND AS OFTEN AS NECESSARY.
- SMOKING AND EATING IN THE FOOD PREPARATION AREA ARE PROHIBITED.
13. Beer/wine service will be required to have a booth with a protected area or overhead canopy.
  14. Do not touch or contact ready to eat foods with bare hands – instead, use utensils, deli paper, tongs, or non-latex single-use gloves to handle ready to eat foods.
  15. Hair restraints are required – acceptable hair restraints include hats, caps, and hairnets.
  16. FURTHER REQUIREMENTS MAY BE IMPOSED AT THE TIME OF INSPECTION.

Please direct any questions to the Greenlee County Health Department, 253 Fifth Street, PO Box 936, Clifton, AZ 85533, 928-865-2601/2811.