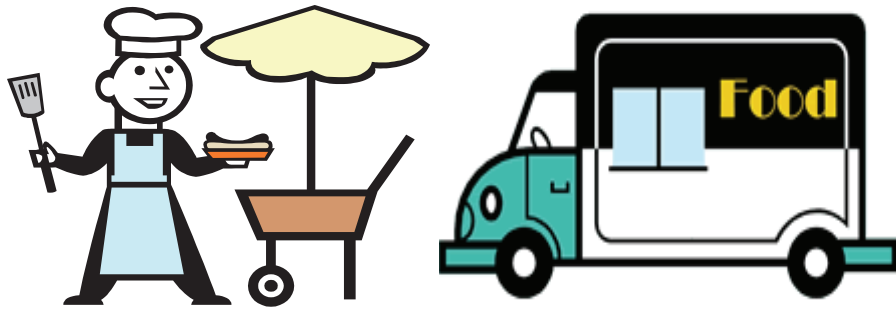


# TEMPORARY FOOD ESTABLISHMENT GUIDELINES



## **Definitions:**

**Temporary food establishment** –means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

**Events** –include such activities as fairs, carnivals, athletic contests, fundraisers and community events.

## **Event/Celebrations in Cedar County that will require licensing:**

The following events would require licensing in order to sell or serve food at– **Ridiculous Days, Cedar County Fair, 4th of July, Taste of Tipton, Hoover Fest, RAGBRAI** and any other activity that falls into the definition of an “event.” *(Farmer’s Markets are not licensed or inspected by the county unless information is provided that a person or persons are selling prohibited items at the farmer’s market.)*

## **Exceptions to licensing:**

- Giving away food, (ex. popcorn at the bank during Ridiculous Days) does not require having a license but will still be inspected.
- Mobile Food Units do not need to obtain a Temporary Food License. Their Mobile Food Unit license will cover them for licensing requirements. They too will be inspected at all events.
- If a temporary food stand is set up by an organization on its own property (ex. a church group on church grounds) they do not need the license for a one day event. If they are set up for 2 or more days, on their own property or not, they will be licensed. Both will be inspected by the county health inspector.

## **Licensing Information:**

Temporary food licenses can be obtained online at the county website or at the Environmental Health and Zoning Department at the Courthouse. All licenses must be returned to the Health Department within a reasonable amount of time before the event in order to be reviewed and accepted.

## **Licensing Fees and Penalties:**

A license fee of \$33.50 should be returned with the license application to the health department. If a Temporary Food Stand is operating during the event without a license the establishment will either have to pay a late fee of \$67.00 to remain open or be shut down for the remainder of the event.

## **Questions or Concerns:**

Meetings to discuss questions or concerns for anyone who would like to set up a Temporary Food Stand is welcome to call the Cedar County Health Department at 563-886-2248 and speak to Phil LaRue or Christina Voss. All stands/events will be inspected by LaRue and/or Voss. Food code books are also available at the Health Department.

**TEMPORARY FOOD ESTABLISHMENT GUIDELINES**  
**IOWA 2005 FOOD CODE**  
**CEDAR COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

**PERSONNEL**

1. A minimum of a two gallon insulated container with a spigot and a basin, soap and dispensed paper towels shall be provided for hand washing. The container shall be filled with hot water.
2. Employees shall have clean outer garments, aprons and effective hair restraints. Smoking, eating or drinking in the food booth is not allowed. All non-working, unauthorized persons are to be kept out of the food booth.
3. All employees (volunteers) shall be under the direction of the **Person-in-Charge**. The **person in charge** shall ensure the workers are effectively cleaning their hands, that potentially hazardous food is adequately cooked, held or cooled and that all multi-use equipment or utensils are adequately washed, rinsed and sanitized.
4. Employees shall not have any open cuts, sores or communicable diseases. The **person in charge** shall take appropriate action to ensure that persons who have a disease or medical condition that can be transmitted by food are excluded from the food preparation.
5. All employees (volunteers) at the establishment **MUST** sign a **LOG BOOK** with the person's name, address, phone number and the date and hours worked. The log book must be maintained by the **person in charge** for 30 days and made available to the Cedar County Environmental Health Department upon request.

**FOOD HANDLING & SERVICE**

1. **Dry Storage:** All food, equipment, utensils and single service items shall be stored **6 inches** off the ground and above the floor on pallets, tables or shelving.
2. **Cold Storage:** Refrigeration units shall be provided to keep potentially hazardous foods at **41° F.** or below. An effectively insulated hard sided container with sufficient coolant (i.e. dry ice) may be approved by the inspector for storage of less hazardous foods, or use at events of short duration as long as the temperature is at 41° F. or below. Raw animal-derived foods shall be stored separately by type to avoid cross contamination.
3. **Hot Storage:** Hot food storage units shall be used to keep potentially hazardous food at **135° F.** or above. For hot holding, electrical equipment is required, unless the use of propane stoves, grill or other device capable of holding food at 135° F. or above are approved by the inspector. Sterno cans are allowed for hot holding, provided that adequate temperatures can be maintained. **Steam tables, crock pots or other hot holding devices are not allowed for heating up foods;** they are only to be used for hot holding after foods have been adequately cooked.
4. **Minimum Cooking Temperature for the Following Foods:**
  - 165° F. Poultry and the following products that are stuffed or in stuffing containing: fish, meat, pasta, poultry or ratites (emu or ostrich). All products cooked in a microwave oven.
  - 155° F. Pork, rabbits, ratites, game meats that are commercially raised, ground or comminuted (such as hamburgers) meat/fish products, raw shell eggs not prepared for immediate consumption.
  - 145° F. Raw shell eggs prepared for immediate consumption, fish or other meat products not requiring a 155° F or 165° F. cooking temperature as listed above.
5. If raw or undercooked animal foods such as beef, eggs, fish, lamb, poultry or shellfish is offered in ready to eat form, the license holder (**person in charge**) must disclose, by written means, which animal-derived foods can be cooked to order and shall post the following language as a **consumer advisory**:  
**“Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry or shellfish reduces the risk of food borne illness. Individuals with certain health conditions may be at a higher risk if these foods are consumed raw or undercooked. Consult your physician or public health official for further information.”**
6. **Thermometers:** Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. Thermometers need to be adjustable or capable of being calibrated. Thermometers must be accurate and have a range from 0° F. to 220° F. Meat or glass thermometers are not acceptable.
7. **Food Display:** Foods on display must be covered and the public is not allowed to help themselves to opened containers of food and/or to uncovered food items. Condiments such as: ketchup, mustard, coffee creamer, sugar and so forth, shall be served in individual packets or from squeeze containers and/or pump bottles. Milk shall be dispensed from the original containers or from an approved dispenser. All fruits and vegetables must be washed before being used or sold. Food must be stored at least 6” off the ground. All cooking and serving areas shall be adequately protected from contamination. BBQ areas shall be roped off or otherwise protected from the public. All food shall be protected from customer handling, coughing or sneezing by wrapping, sneeze guards or other effective means.

8. Food Preparation: Except when washing fruits and vegetables, **food employees cannot contact exposed ready to eat food** with their bare hands. All establishments shall train food employees on the need and public health reasons for adequate hand washing and personal hygiene. The **person in charge** shall monitor employee hand washing practices, to ensure that employees are effectively cleaning their hands. One of the following alternatives shall be used in handling ready to eat food by food employees:
  - The use of single-use gloves, utensils, deli tissue, spatulas, tongs or dispensing equipment.
  - The use of an approved anti-bacterial soap in conjunction with all operations that permit limited bare hand contact with ready to eat foods.
9. Food Approved Source: All food supplies, including ice, shall come from a commercial manufacturer or an approved source. The use of food prepared in the private home is prohibited, except for non-potentially hazardous bakery products. The use of food in hermetically sealed containers that is not prepared in an approved food processing plant is prohibited. Transport vehicles used to supply food products are subject to inspection and shall protect food from physical, chemical and microbial contamination.
10. Leftovers: Leftovers may not be used, sold or given away in a temporary food establishment. Hot held foods that are not used by the end of the day must be discarded.

## UTENSILS STORAGE & WARE WASHING

1. Single service utensils: The use of single-service plates, cups and tableware is strongly recommended. The use of multi-use eating or drinking utensils must be approved by the Cedar County Environmental Health Department.
2. Dishwashing: A minimum of three basins, large enough for complete immersion of the utensils and an adequate means to heat the water are required to wash, rinse and sanitize utensils or food contact equipment.
3. Sanitizers: Fresh or new institutional grade chlorine bleach or another approved sanitizer shall be provided for ware washing sanitization and wiping cloths. An appropriate test kit shall be provided to check the concentration of the sanitizer used. The **person in charge** shall demonstrate knowledge in the determination of the correct concentration of sanitizer to be used.
4. Wiping Cloths: Wiping cloths shall be stored in a clean 100 parts per million (ppm) chlorine sanitizer solution or equivalent. Sanitizing solution shall be changed as needed, so that this solution is maintained in a clean condition.
5. Sanitizer Concentrations: 1 cap or teaspoon : 5 gallons of cool water

## WATER SUPPLY

1. Water Supply: An adequate supply of clean water shall be provided from an approved source. Water storage units and hoses shall be food grade and approved for use in storage of water. Hoses used to convey drinking water shall be clearly and durably identified as to its use if not permanently attached. Water supply systems shall be protected against backflow or contamination of the water supply. Backflow prevention devices, if required, shall be maintained and adequate for the intended purpose.
2. Wastewater Disposal: Wastewater shall be disposed in an approved wastewater disposal system that is sized constructed, maintained and operated according to law.

## PREMISES

1. Floors, Walls & Ceiling: If required, walls and ceilings shall be of tight design, of weather-resistant materials to protect against elements and flying insects. If required, floors shall be constructed of tight wood, asphalt, rubber and/or plastic matting or other cleanable material to control dust or mud.
2. Lighting: Adequate lighting shall be provided. Lights over exposed food preparation areas shall be shielded.
3. Food Preparation Surfaces: All food preparation or food contact surfaces shall be of a safe design, smooth, easily cleanable and durable.
4. Garbage containers: An adequate number of cleanable containers, with tight-fitting covers, shall be provided both inside and outside the establishment. Outside garbage containers should be located far enough away from food prep and service areas to prevent an insect/rodent problem. Garbage shall be removed regularly and disposed of according to law.
5. Toilet Rooms: An adequate number of approved toilet and hand washing facilities shall be provided at each event.
6. Clothing: Personal clothing and belongings shall be stored at a designated place in the establishment. Adequately separated from food preparation, food service and dishwashing areas.
7. Critter Control: No pets are allowed in a temporary food unit. Windows and doors need to be tightly sealed and fitted. **Raid is not an approved insect spray**. Industrial sprays that are EPA approved for food areas/establishments and/or apple cider vinegar can be used for fly control. Spray bottles must be labeled with common name visible at all times.

## 2-102.11 DEMONSTRATION OF KNOWLEDGE

Based on the risks of food borne illness inherent to the food operation, during inspections and upon request the **person in charge** shall demonstrate to the regulatory authority knowledge of food borne disease prevention, application of the hazard analysis and critical control point principles, and the requirements of this code. The **person in charge** shall demonstrate this knowledge by: compliance with this code, by being a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program, or by responding correctly to the inspector's questions as they relate to the specific food operation. The areas of knowledge include:

1. Describing the relationship between the prevention of food borne disease and the personal hygiene of a food employee.
2. Explaining the responsibility of the **person in charge** for preventing the transmission of food borne disease by a food employee who has a disease or medical condition that may cause food borne disease.
3. Describing the symptoms associated with the diseases that are transmissible through food.
4. Explaining the significance of the relationship between maintaining the time and temperature of potentially hazardous food and the prevention of food borne illness.
5. Explaining the hazards involved in the consumption of raw or undercooked meat, poultry, eggs and fish.
6. Stating the required food temperatures and times for safe cooking of potentially hazardous food including meat, poultry, eggs and fish.
7. Stating the required temperatures and times for safe refrigerated storage, hot holding, cooling and reheating of potentially hazardous food.
8. Describing the relationship between the prevention of food borne illness and the management and control of the following:
  - Cross contamination
  - Hand contact with ready-to-eat foods
  - Hand washing
  - Maintaining the food establishment in a clean condition and in good repair
9. Explaining the relationship between food safety and providing equipment that is:
  - Sufficient in number and capacity
  - Properly designed, constructed, located, installed, operated, maintained and cleaned
10. Explaining correct procedures for cleaning and sanitizing utensils and food-contact surfaces of equipment.
11. Identifying the source of water used and measures taken to ensure that it remains protected from contamination such as providing protection from backflow and precluding the creation of cross contamination.
12. Identifying poisonous or toxic materials in the food establishment and the procedures necessary to ensure that they are safely stored, dispensed, used and disposed of according to law.
13. Identifying critical control points in the operation from purchasing through sale or service that when not controlled may contribute to the transmission of food borne illness and explaining steps taken to ensure that the points are controlled in accordance with the requirements of this code.
14. Explaining the details of how the **person in charge** and food employees comply with the HACCP Plan, if a plan is required by the law, this code, or an agreement between the regulatory authority and the establishment.
15. Explaining the responsibilities, rights and authorities assigned by this code to the:
  1. Food employee
  2. Person in charge
  3. Regulatory authority

# Hand Washing Fact Sheet

One of the most important things you can do to prevent the spread of foodborne illnesses is to wash your hands. In fact, the Food Code requires that all food employees keep their hands and exposed portions of their arms clean. By frequently washing your hands, you wash away germs that you have picked up from other people or from contaminated surfaces, and prevent the spread of diseases.

## **When should you wash your hands?**

You should wash your hands often. Probably more often than you do now because you can't see germs with the naked eye or smell them, so you do not really know where they are hiding. Food employees should always wash their hands:

- After using the toilet room;
- After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- After caring for or handling support animals or aquatic animals such as fish in aquariums, shellfish or crustacean in display cases;
- After coughing, sneezing, using a handkerchief or disposable tissue; using tobacco, eating, or drinking;
- After handling soiled equipment or utensils;
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
- When switching between working with raw food and working with ready-to-eat food; and
- After engaging in other activities that contaminate the hands, such as clearing tables, handling dirty dishes or taking out the trash.

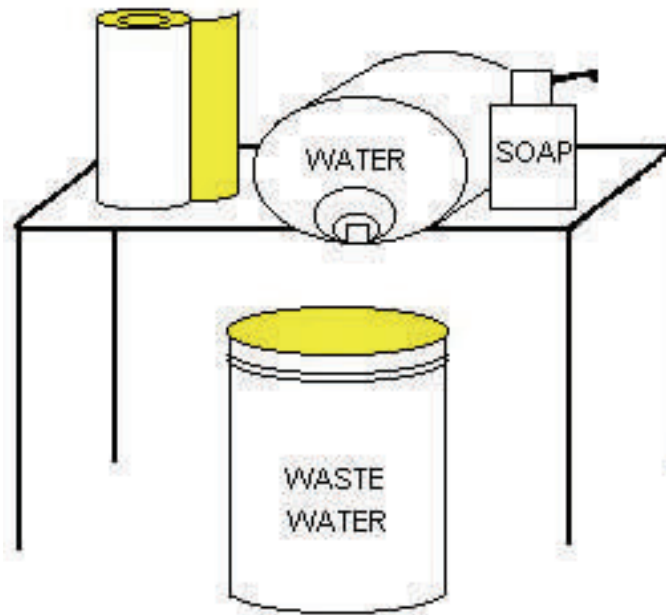
## **What is the correct way to wash your hands?**

It is estimated that one out of three people do not regularly wash their hands, even after using the restroom. The following four steps will help you make sure your hands are properly washed:

1. Wet your hands under warm, running water and apply a liquid, powder or bar soap.
2. Rub your hands vigorously together and scrub all surfaces. Clean under fingernails and between fingers.
3. Continue scrubbing for 20 seconds or about the length of a little tune, like "Happy Birthday to You." It is the soap combined with the scrubbing action that helps dislodge and remove dirt and germs.
4. Rinse thoroughly under running water and dry your hands using an appropriate method, i.e., individual disposable towels; a continuous towel system that supplies the user with clean towels; or a heated-air device.
5. **Hand sanitizers are not a substitute for hand washing.**

**For more information about operating a food establishment, contact the Cedar County Environmental Health Department at 563-886-2248.**

# POSSIBLE HANDWASHING SET-UPS



Option 2: Supply your own handwash station.

## REQUIREMENTS:

1. An accessible and functional hand washing facility shall be provided within the perimeter of any business involved in the sale of food. If only pre-packaged food products are sold, hand washing facilities are not required, but are recommended. Examples: canned pop, boxed candy.
2. Hand washing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. All food products, cooking equipment and serving utensils shall be protected from any splash or spillage involved in the washing of the hands.
4. Single use cloth towels or disposable paper towels shall be provided with each hand washing facility, and will be properly stored or disposed of after being used.
5. Any one of the following set-ups can be used as a hand washing facility:
  - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve. Soap from a sanitary dispenser shall be provided.
  - Minimum of 5 gallons of portable water will be maintained in a container capable of dispensing water through a valve. This valve shall enable a constant flow of water when opened. The waste water shall be collected and disposed of to a sanitary sewer. Soap from a sanitary dispenser shall be provided.
6. An accessible and functioning commercial hand sink will accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. **The sink shall be used for hand washing only.** Hand washing facilities shall be checked regularly for adequate soap, towels and water.

# Hot and Cold Holding Temperatures

## Fact Sheet

All potentially hazardous foods, except those prepared for immediate consumption by a patron, shall be maintained in such a fashion as to prevent the growth or development of bacteria. When holding foods for service, such as on a buffet line, always remember to keep hot foods hot and cold foods cold. Hot-holding equipment must be able to keep foods at a temperature of 135°F or higher, and cold-holding equipment must be capable of keeping foods at a temperature of 41°F or colder. It is the responsibility of the person in charge to know the temperatures of the food being served.

### Hot-Holding Guidelines

When holding hot foods for service, observe the following guidelines:

- Stir the food at regular intervals, as it will help distribute heat evenly throughout the food.
- Keep the food covered as covering will help retain heat and eliminate potential contaminants from falling into the food.
- Use a food thermometer to measure the food's internal temperature every two hours.
- Discard any hot food after four hours if it has not been maintained at a temperature of 135°F or higher.

Other safety precautions regarding hot-holding foods include never using hot-holding equipment to reheat foods. Foods to be reheated should first be heated to an internal temperature of 165°F and then transferred to the hot-holding equipment. Also, never mix freshly prepared food with foods being held for service as this practice can result in contaminated foods.

### Cold-Holding Guidelines

When holding cold foods for service, the following guidelines can help prevent food-related illnesses:

- Protect all foods from possible contamination by covering them or using food shields.
- Use a food thermometer to measure the food's internal temperature every two hours, and take corrective action whenever the temperature of a cold food item goes above 41°F.
- Never store food items directly on ice. All food items, with certain exceptions, should be placed in pans or on plates when displayed. Ice used on a display should be self-draining, and all pans and plates should be sanitized after each use.

Whenever you are dealing with questionable hot and cold-holding practices, always resolve the issue in favor of food safety. It is better to discard potentially hazardous foods than risk your customer's health or safety. One way to avoid discarding too much food is to prepare and cook only as much food as you will use in a short period of time.

**For more information about operating a food establishment, contact the Cedar County Environmental Health Department at 563-886-2248.**

# FOR MORE INFORMATION:



## **Contact:**

Cedar County Environmental  
Health Department  
400 Cedar Street  
Tipton, Iowa 52772  
563-886-2248

Iowa Department of Inspections and  
Appeals  
Lucas State Office Building  
Des Moines, Iowa 50319  
515-281-6538  
[www.dia.iowa.gov](http://www.dia.iowa.gov)

## **Online Training:**

For when you need it information – including videos, podcasts and short lessons-visit the Iowa State University Extension Food Safety Project Web site at: [www.iowafoodsafety.org/](http://www.iowafoodsafety.org/)

## **Face to Face Training:**

Registration information for these two programs is available from local Iowa State University Extension offices and from [www.iowafoodsafety.org/](http://www.iowafoodsafety.org/) (click on food safety education/training on left menu bar).

### **\*ServSafe**

This nationally recognized certification program is recommended for the person in charge of the food stand. The day-long course is taught at various locations throughout the state and includes a textbook and sitting fee for the certification exam. The cost is about \$125 per person.



### **\*SafeFood Program**

This two- to four-hour program covers basic information related to food handling practices and avoiding contamination. It can be taught on site and tailored to fit the group's needs. Participants receive educational handouts and a thermometer or other useful tools to ensure food safety in operations. The registration fee is about \$30 per person.