



TEMPORARY EVENT FOOD SERVICE APPLICATION

Submit this form to the Health Department at least 7 days before the event! See box below.

Name of event: _____

Date(s) of event: _____ Start time: _____

Name of group/vendor serving food: _____

Person in charge of food booth: _____

Address of group/vendor: _____

Phone: _____ Fax: _____

Cell phone: _____ E-mail: _____

Name of certified food handler: _____

Expiration date of current certification: _____

Type of certification (circle one): ServSafe Nat'l. Registry of Food Safety Professionals Prometric

- 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.** Home base vendors may NOT sell foods at the fair. 501(c)(3) groups are exempt from this requirement*.

MENU (list all food, drinks)	FOOD SOURCE (name of grocery, 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 pre-cooked cold food be reheated to 165° F? _____

3) How will food be kept hot (above 135°F)? _____

4) How will food be kept cold (below 41°F)? _____

5) How will food be transported? _____

6) How long in transit? _____

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

You must submit this form **at least 7 days** in advance of the event by mail, fax, or e-mail to:
Harrison County Health Department; Food Protection
 241 Atwood Street, Suite 200
 Corydon, Indiana 47112
 Phone: 812-738-3237, ext. 1013 Fax: 812-738-4292
 E-mail: tracymonroe@yahoo.com

Permit fees will be collected at the beginning of the event during a health department inspection.

DO NOT SEND FEES WITH THIS APPLICATION!

Fees are \$5.00 per day, with a maximum fee of \$25.00. Non-profit groups are exempt from fees.

*Non-profit groups are exempt from State food rules provided they operate 15 days or less per calendar year.



HARRISON COUNTY HEALTH DEPARTMENT

241 ATWOOD STREET, SUITE 200; CORYDON, INDIANA 47112
PHONE (812) 738-3237, EXTENSION 1013 — FAX (812) 738-4292

WEBSITE: WWW.HARRISONCOUNTYHEALTH.COM

Office hours: Monday – Friday, 8:00 AM – 4:30 PM

Requirements for the operation of a temporary food service establishment

410 IAC 7-24-98 “Temporary food establishment” defined

Sec. 98. “Temporary food establishment” means a retail food establishment that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single event or celebration with the approval of the organizers of the event or celebration.

No foods may be prepared in the home and brought to the site. All foods requiring preparation/ processing must be prepared/processed on site, unless they have been prepared in another licensed establishment and properly transported.

BOOTHS MUST HAVE ALL OF THE FOLLOWING:

2. Floor, walls, ceiling
 - If floor is dirt, gravel or grass, it must be covered with mats (no carpet or tarps), duckboards, or removable platforms.
 - Walls and ceiling must protect the interior from weather, windblown dust and debris, and insects or other animals. Openings must be protected by doors, windows, screens (maximum 16 mesh to 1 inch) air curtains, or other effective means, unless insects or other pests are absent due to the weather. Floor, walls, and ceiling must be weather-resistant and comply with the law (for example, regarding fire retardancy).
3. At least one person who works at the booth must be certified (unless serving only exempt foods. See About Certification of Food Handlers for a list of those foods). Certification must come from one of the following:
 - ServSafe
 - National Registry of Food Safety Professionals
 - Prometric
 - Visit our website for more information on available classes. www.harrisoncountyhealth.com > Environmental Health > Food Safety > Food Safety Certification Classes
4. Handwashing facilities including warm water ($\geq 100^{\circ}\text{F}$), soap, and paper towels. You may NOT use only hand sanitizer; you must have a way to wash hands.
5. Facilities for hot / cold holding of food
 - For hot holding, temperature must be at least 135°F . Hot foods must be reheated to 165°F or more.
 - For cold holding, temperature must be 41°F or less.
 - Must have probe thermometer to monitor internal temperature of food
 - If using coolers with ice for cold holding, melt water must be drained away as needed
6. Thermometers in fridges, freezers, etc. Be sure temperature stays at or below 41°F .
7. Shielded or shatter-resistant bulbs.
8. Bleach (~100 ppm) or quaternary ammonia (~200 ppm) as sanitizer; appropriate test strips. Bleach strips turn blue, quaternary ammonia strips turn green.
9. Chemicals must be labeled.
10. Hair restraints / hats / scarves, etc.
11. **NO** bare-handed contact with ready-to-eat foods. Use sticks or gloves for handling cotton candy. Use single-use gloves, tongs, spatulas, forks, spoons, deli paper, etc., for other foods.
12. The Harrison County Temporary Food Permit fee is \$5.00/day per booth, with a maximum charge of \$25.00.

**** Non-profit groups are legally exempt from all of the above, unless they operate more than 15 days a year. To prevent foodborne illness, smart operators will comply with food safety rules as much as possible.**

REGARDING FLOOR, WALLS AND CEILINGS IN TEMPORARY FOOD ESTABLISHMENTS

410 IAC 7-24-399 **Surface characteristics of materials**

Sec. 399. (a) ...materials for ...floor, wall, and ceiling surfaces ...shall be as follows:

- (1) Smooth, durable, and easily cleanable for areas where retail food establishment operations are conducted.
- (3) Nonabsorbent for areas subject to moisture, such as the following:
 - (A) Food preparation areas.
 - (C) Warewashing areas.
 - (D) Employee toilet rooms.
 - (E) Mobile retail food establishment servicing areas.
- (b) In a temporary food establishment:
 - (1) if graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with:
 - (A) mats;
 - (B) removable platforms;
 - (C) duckboards; or
 - (D) other suitable materials;that are effectively treated to control dust and mud; and
 - (2) walls and ceilings may be constructed of a material that protects the interior from:
 - (A) the weather; and
 - (B) windblown dust and debris.

410 IAC 7-24-413 **Protected outer openings**

Sec. 413. (a) Except as specified in this section, outer openings of a retail food establishment shall be protected against the entry of insects and rodents by:

- (1) filling or closing holes and other gaps along floors, walls, and ceilings;
- (2) closed, tight-fitting windows; and
- (3) solid, self-closing, and tight-fitting doors.
- (d) Except as specified in subsections (b) and (e), if... a temporary retail food establishment is not provided with windows and doors as specified under subsection (a), the openings shall be protected against the entry of insects and rodents by:
 - (1) sixteen (16) mesh to one (1) inch screens;
 - (2) properly designed and installed air curtains; or
 - (3) other effective means.
- (e) Subsection (d) does not apply if flying insects and other pests are absent due to the location of:
 - (1) the establishment;
 - (2) the weather; or
 - (3) other limiting conditions.

410 IAC 7-24-414 **Protective barriers on exterior walls and roofs**

Sec. 414. (a) Perimeter walls and roofs of a retail food establishment shall effectively protect the establishment from the:

- (1) weather; and
- (2) entry of:
 - (A) insects;
 - (B) rodents; and
 - (C) other animals.

The above is from the Indiana Food Code, Retail Food Establishment Sanitation Requirements, Title 410 IAC 7-24. The complete rule can be found online at http://www.in.gov/isdh/files/410_iac_7-24.pdf

About Certification of Food Handlers

The companies shown below are not the only ones offering certification, but they do offer classes relatively close to Harrison County. For a complete list of exam and training providers, visit <http://www.in.gov/isdh/21059.htm>
The companies listed below offer **ServSafe**, **National Registry of Food Safety Professionals**, or **Prometric** certification. All are good for 5 years and are accepted in all Indiana counties.

<p><u>Hoosier Hospitality Consulting</u> Offering ServSafe classes in Corydon 4 times a year! www.hoosierhospitalityconsulting.com 317-650-1126</p>	<p><u>Indiana Restaurant Association</u> www.indianarestaurants.org Phone: Toll free! 800-678-1957</p>	<p><u>Safe Food Handler's Corporation</u> Offering classes in Clarksville once a month! www.sfhcorp.com Phone: Toll free! 888-793-5136</p>
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In February, 2001, Senate Bill 404 created Indiana Code 16-42-5.2. This bill:

- created food safety certification rules in Indiana
- mandated that the State develop a rule to administer the program, and
- mandated that the State develop **penalties for non-compliance** (fines up to \$100 a day)

As of January 1, 2005, **Indiana requires at least one certified food handler per food service establishment.**

- The food handler must **pass an accredited exam** ("accredited" exams are offered by all of the companies listed above)
- A food service establishment has 6 months to initially get a certified food handler and 3 months to get one if/when their certified food handler leaves.
- Only one certified food handler is required if the owner operates more than one food service establishment on contiguous properties.
- The certified food handler must provide their name, certification, and photo ID upon request. A person cannot represent themselves as certified unless they are legally certified.
- Schools, prisons and jails must also comply.
- The certified person does not need to be present at all times.
- **Even not-for-profit entities such as churches, fraternal organizations, etc., must have a certified food handler if they provide food for sale to the public (such as "benefit" or fund-raising dinners) more than 15 days a year** (this rule was changed in 2008)

Exemptions:

- Food establishments that minimally handle food, such as:
 - serving precooked (in the manufacturing facility) foods such as hot dogs/sausages
 - serving nachos, pretzels or frozen pizza
 - preparing or serving continental breakfasts; such as rolls, coffee, juice, milk, cold cereal
 - preparing beverages or ice
 - preparing non-potentially hazardous food such as elephant ears, funnel cakes, cotton candy, confectionaries, baked goods, popcorn, chips, and grinding coffee beans
 - handling non-potentially hazardous prepackaged foods
 - heating of bakery products
 - providing food in its original packaging



TEMPORARY FOOD ESTABLISHMENT CHECKLIST

Harrison County Health Department, 241 Atwood Street, Suite 200, Corydon, IN 47112
Phone (812) 738-3237, extension 1013 Fax (812) 738-4292
www.harrisoncountyhealth.com

Use this checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-24 is required. ("Sec." or "Section" refers to Sections in 410 IAC 7-24).

The Indiana Food Code applies to temporary vendors as well as restaurants, and can be found online at our website: www.harrisoncountyhealth.com → Environmental Health → Food Safety → Indiana Retail Food Code 410 IAC 7-24. **Be sure to read the entire food code before proceeding.** Any brochures that may be enclosed with this checklist are only basics for the operation of a food facility.

ADMINISTRATIVE INFORMATION:

- Temporary Food Establishment permit applications must be submitted to the Harrison County Health Department at least 14 day(s) prior to any date of operation** (and they must be received during normal business hours). Permit fees (\$5.00/day per booth/trailer, with a maximum charge of \$25.00) will be collected the first day of the event when preliminary inspections are conducted.
- Menus must be submitted for review and approval by the Harrison County Health Department at least 14 days prior to any date of operation. (Sec. 106, 110, and 111)
- Your Temporary Food Establishment permit, once issued, must be displayed in view of the public at all times during the event for which it was issued.
- Although not required by food 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 Harrison County Food Ordinance.
- Certified food handler.** Certification must come from one of the following: ServSafe, National Registry of Food Safety Professionals, or Thompson Prometric (for more information, visit www.harrisoncountyhealth.com > Environmental Health > Food Safety > Food Safety Certification Classes). If more than one (1) food establishment operated by the same individual is located on the same property or on contiguous properties, only one (1) certified food handler 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) for 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 and HANDLING:

- All potentially hazardous **foods requiring refrigeration must be held at 41°F or below** (or 45°F or below as detailed in Section 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 cooling must be cooled from 135°F down to 70°F within two (2) hours and from 70°F down to 41°F or below (or 45°F or below as detailed in Section 187) within an additional four (4) hours. The entire cooling process must be completed within six (6) continuous hours. (Sec. 189 and 190)
- All potentially hazardous **food requiring reheating must be rapidly reheated to 165°F** within two (2) hours. (Sec. 188)
- All potentially hazardous **food 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 food temperatures. (Sec. 235, 254 and 257)

FOOD PROTECTION:

- ❑ 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 steps will take place before it is served.) (Sec. 171)
- ❑ Food products must be protected from potential contamination by consumers (or the 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. (Sec. 179, 204, 427) Light bulbs must be shielded or shatter resistant.
- ❑ All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times. (Sec. 177, 239 and 244)
- ❑ 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)

UTENSILS / DISHWARE:

- ❑ Only single-service/use eating and drinking utensils/dishware may be provided for use 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 the 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 an 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 its packaging, wrapping, or container. (Sec. 176)
- ❑ **If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining** (into a proper area; not onto the ground). (Sec. 176, 380)

HANDWASHING FACILITIES:

- ❑ **At least one (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 (100° F), hand soap, individual paper towels, a container to catch the 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 free-flowing spigot while handwashing. (342, 346-349)
- ❑ Employees must wash their hands at all necessary times during food preparation and service. (Sec. 129)
- ❑ **Employees may not use only hand sanitizer.** Hands must be properly washed.

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, 342)
- ❑ If any of the above items are taken off the 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° water 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 (25-200ppm), 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 the manufacturer's 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 food spills/clean-up, (2) wiping cloths used for other 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 or 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, scarves, etc. (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 the 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 the 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 their arms and hands. An exception would be the wearing of a plain ring, such as a wedding band. (Sec. 134)

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, 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 the minimum requirements described in Sections 362 and 364. Walls and ceilings must protect the interior from weather, windblown dust and debris, and insects or other animals. They must be weather resistant and comply with the law (for example, regarding screen size and fire retardancy). If floor is dirt, gravel or grass, it must be covered with mats (no carpet), duckboards, or removable platforms.

POISONOUS/TOXIC MATERIALS

- ❑ Containers of poisonous or toxic materials and personal care items shall bear a 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 the common name of the material.** (Sec. 438)
- ❑ Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles. (Sec. 439)
- ❑ Poisonous or toxic materials shall be used according to the manufacturer's labeling instructions that state that use is allowed in a retail food establishment. (Sec. 441)
- ❑ A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food. (Sec. 442)

Food Safety at Temporary Events



Prepared by:
Indiana State Department of Health Food Protection Program

14 Steps to Safe and Sanitary Food Events

Church suppers, street fairs, civic celebrations and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a real challenge. This 14-step guide will help you keep your temporary event free of the risk of food poisoning.

Permits. Be prepared to tell the department where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination. *In the event of a foodborne illness, it will help if you can show you ran your event "by the book".*

Booth. Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window, and have only one door or flap for entry. Clear plastic or light-colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded. *The more your food is exposed to outsiders, the greater the likelihood of contamination.*

Menu. Keep your menu simple, and keep potentially hazardous foods (meat, eggs, dairy products, potato salad, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Cook to order so as to avoid the potential for bacterial contamination. Use only foods from approved sources, avoiding foods that have been prepared at home. *Complete control over your food, from source to service, is the key to safe, sanitary food service.*

Cooking. Use a thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hamburgers and other ground meats should be cooked to an internal temperature of 165° F; poultry parts to 180° F; pork and other meats to 160° F. *Most illnesses from temporary events can be traced back to lapses in temperature control.*

Reheating. Rapidly heat foods to above 165° F. Do not attempt to heat foods in crock pots, steam tables, or other hot holding devices, or over "Sterno". *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*

Cooling and Cold Storage. Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4" deep and refrigerate. Lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.*

Transportation. If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 135° F) and cold foods cold (below 41° F). *Neglecting transportation can undo all of your other good measures to prevent contamination.*

Hand Washing. Provisions must be made for an adequate hand washing facility. In a pinch, a large urn full of water, a soap dispenser, a roll of paper towels, and a bucket to collect wastewater may do the trick. The use of disposable gloves can provide an additional barrier to contamination, but gloves are not a substitute for handwashing. *Frequent and thorough hand washing remains the first line of defense in preventing foodborne illness.*

Health and Hygiene. Only healthy workers should prepare and serve food. Any who show symptoms of a disease – cramps, nausea, fever, vomiting, diarrhea, jaundice, etc. – or who have open sores or infected cuts on the hands should not be allowed in the food booth. Workers should wear clean outer garments and should not smoke in the booth. Ill or unclean personnel are a frequent cause of foodborne diseases. *Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers' hands.*

Food Handling. Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins, or other tools to handle foods. *Touching food with bare hands transfers germs to the food.*

Dish Washing. Use disposable utensils for food service. Keep your hands away from food contact surfaces and never reuse disposable ware. Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in clean water; chemical sanitizing; and air drying. *Clean utensils provide protection against the transfer of harmful germs.*

Ice. Ice used to cool cans and bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense the ice; never the hands. *Ice can become contaminated with bacteria and viruses and can cause foodborne illness.*

Wiping Cloths. Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach per gallon of water). Change the solution every 2 hours or more often if needed. Check the concentration of your sanitizer with your chemical test strips on a regular basis. Various environmental factors, from sunlight to heat, can render your sanitizer useless, especially if you are using bleach. *Well sanitized work surfaces prevent cross contamination and discourage flies.*

Insect Control and Wastes. Keep foods covered to protect them from insects. Store pesticides away from food. When you apply them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in a sewer or public toilet. *Flies and other insects are carriers of diseases. The chemicals used to kill them can be toxic to humans.*

Clean Hands for Clean Foods

Since the staff at temporary food service events may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may be used as a guide:

- Use soap and water
- Rub your hands vigorously as you wash them.
- Wash all surfaces, for at least 20 seconds, including:
 - Back of hands
 - Wrists
 - Between fingers
 - Under fingernails using a good brush
- Rinse your hands well
- Dry hands with a paper towel
- Turn off the water using the paper towel instead of your bare hands

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- After touching any bare human body parts other than clean hands and clean, unexposed portions of the arms
- After using the toilet room
- After caring for or handling animals
- After coughing, sneezing, using a handkerchief or disposable tissue
- After drinking, using tobacco, or eating
- After handling soiled surfaces, 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
- Directly before touching ready-to-eat food or food-contact surfaces, and
- After engaging in other activities that may contaminate the hands.

The Top Six Causes of Food Poisoning

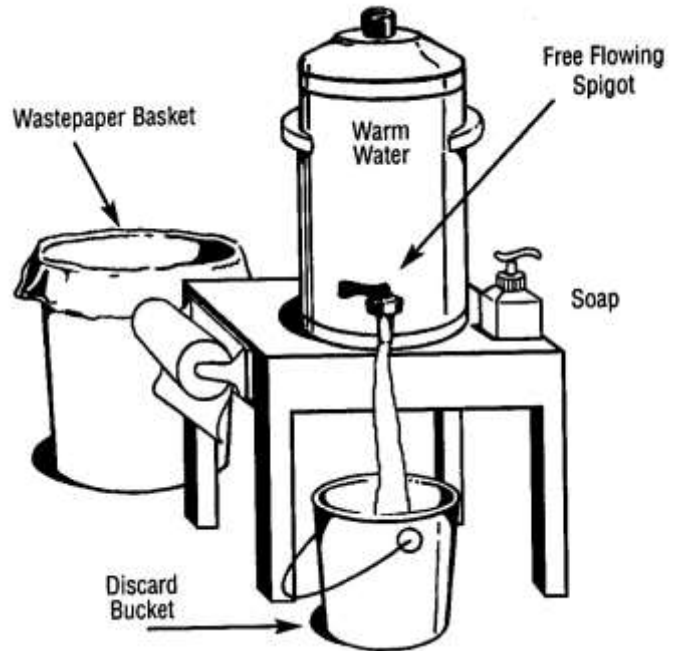
From past experience, the US Centers for Disease Control and Prevention list these six circumstances as the ones most likely to lead to illnesses. Check through the list to make sure your event has covered these common causes of foodborne disease:

- **Inadequate Cooling and Cold Holding.** More than half of all foodborne illnesses are due to keeping foods out at room temperature for more than 2-4 hours.
- **Preparing Food Too Far Ahead of Service.** Food prepared 12 or more hours before service increases the risk of temperature abuse.
- **Poor Personal Hygiene and Infected Personnel.** Poor handwashing habits and food handlers working while ill are implicated in 1 out of every 4 illnesses.
- **Inadequate Reheating.** When leftovers are not reheated to above 165° F, illness can result.
- **Inadequate Hot Holding.** Cooked foods not held at 135° F or above until served can become highly contaminated.
- **Contaminated Raw Foods and Ingredients.** Serving raw shellfish or raw milk that is contaminated, or using contaminated raw eggs in sauces and dressings, has often led to outbreaks of foodborne disease. It is always safer to use pasteurized products.
- **REMEMBER: WHEN IN DOUBT, THROW IT OUT!**

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:

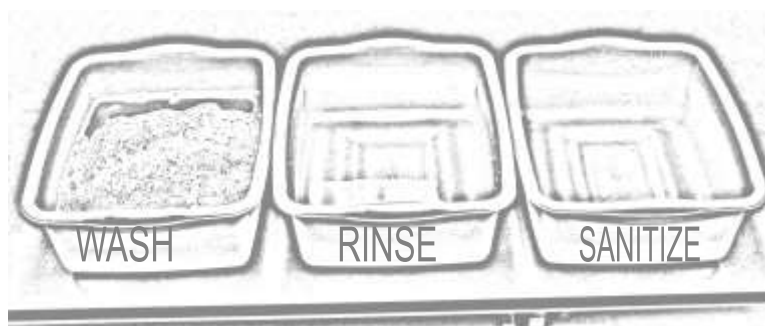


- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following 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
50-100 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.