



Cowlitz County Health & Human Services Departments

1952 9th Avenue
Longview, WA 98632
TEL (360) 414-5599
FAX (360) 425-7531
www.co.cowlitz.wa.us/hhs

Board of County Commissioners

Arne Mortensen	District 1
Dennis Weber	District 2
Joe Gardner	District 3

COWLITZ COUNTY HEALTH DEPARTMENT TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION PACKET

Please read the entire temporary food service packet for complete information before completing your application.

Anyone wishing to operate a **temporary food service establishment** must apply for and obtain a valid temporary permit from the Health Department and comply with the requirements of the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC.

When a temporary food establishment permit is required a completed application and required fee must be **submitted at least 14 DAYS BEFORE THE PROPOSED EVENT**. If submitted less than 14 days before your event, a fast track fee will be assessed in addition to the regular permit fee and other operational or menu restrictions may be imposed.

A **temporary food service establishment** means a food establishment:

1. Operating at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with a single event or celebration, such as a fair or festival: or
2. Operating not more than 3 days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.

The packet includes:

1. Description of Permit Types and Permit Fees
2. Temporary Rules for Operating
3. Food Temperature Chart
4. Handwashing Sign For Posting In Booth
5. Example Handwashing Station

Post rules for all volunteers/employees to read and review

Post Handwashing Sign on or above handwashing station

POTENTIALLY HAZARDOUS FOOD (PHF) MEANS: means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. PHF includes an animal food that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; cut leafy greens; cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation; fresh herb-in-oil mixtures and garlic-in-oil mixtures unless modified in a way that results in mixtures that do not support growth.

Copy of Washington State Retail Food Code is available at
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>

PERMIT TYPES AND PERMIT FEES

THERE ARE TWO CATEGORIES OF TEMPORARY FOOD SERVICE ESTABLISHMENTS* that are required to submit an application.

1. EXEMPT FROM PERMIT
2. PERMIT REQUIRED
 - a. LIMITED FOOD SERVICE ESTABLISHMENT
 - b. LOW HAZARD FOOD SERVICE ESTABLISHMENT
 - c. HIGH HAZARD FOOD SERVICE ESTABLISHMENT
 - d. RECURRING TEMPORARY FOOD SERVICE ESTABLISHMENT

*A food establishment does not include those exempted from the definition in WAC 246-215-01115(48).

GUIDELINES FOR TEMPORARY FOOD PERMIT FEES (2020)

\$ 0.00	Exempt from WAC - Complete Courtesy Application Form for Menu Review
\$22.00	Exempt Permit Applications - Menu Review – Operate in compliance with WAC
\$55.00	Limited Foods – Single Event (Less than 21 consecutive days) – See Temporary Food Establishment Fee Guide for list of foods. (Double Fee if Field Issued Permit.)
\$55.00	Food Demonstration Single Event (Plus fast track if less than 14 <u>Days Prior</u> to Event)**
\$90.00	Food Demonstration Annual (Plus fast track if less than 14 <u>Days Prior</u> to Event)**
\$120.00	Low Hazard Menu (Fully Cooked or Processed in Food Processing Plant) – Single Event (Less than 21 consecutive days)(Plus fast track if less than 14 <u>Days Prior</u> to Event)**
\$180.00	High Hazard Foods - Single Event (Less than 21 consecutive days) (Plus fast track if Less than 14 <u>Days Prior</u> to Event)**
\$60.00	Non-profit Low Hazard Menu - Single Event (Plus fast track if less than 14 <u>Days Prior</u> to Event)**
\$90.00	Non-profit High Hazard Menu - Single Event (Plus fast track if less than 14 <u>Days Prior</u> to Event)**
** ADDITIONAL FAST TRACK FEES IF SUBMITTED LESS THAN 14 DAYS IN ADVANCE:	
	Submitted 7-13 days prior to event - \$40.00 Submitted 3 – 6 days prior to event - \$75.00
	Submitted 0-2 days prior to event - \$115.00 Field Issued Permit – Double Permit Fee Plus \$150.00
\$110.00	Re-Occurring Temporary – Limited Foods - No more than 3 days/week at recurring event at <u>one</u> location with <u>same</u> menu. Plus \$150.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event
\$150.00	Re-Occurring Temporary – Low Hazard Foods - No more than 3 days/week at recurring event at <u>one</u> location with <u>same</u> menu. Plus \$150.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event
\$300.00	Re-Occurring Temporary – High Hazard Foods - No more than 3 days/week at recurring event at <u>one</u> location with <u>same</u> menu. Plus \$150.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event

RULES FOR OPERATING

The Permit Holder and Person in Charge of a temporary food establishment must comply with the requirements of WAC 246-215 except as otherwise provided. The permit holder shall be the Person in Charge or shall designate a Person in Charge. A PERSON IN CHARGE MUST BE:

- Present at the food establishment during all hours of operation.
- Must obtain a valid Washington food worker card before beginning work and submit a copy(ies) with application.
- Allow only employees and other persons authorized by the Health Officer to be present in the temporary food establishment.

The PERSON IN CHARGE must ensure the following requirements are followed to minimize the possibility of foodborne illness.

FOOD SOURCES & PROTECTION

1. **All FOOD, including WATER AND ICE**, must come from approved sources.
2. **FOOD ITEMS MUST BE PREPARED AND COOKED ON-SITE IN AN ACCEPTABLE MANNER.** No preparation, cooking, or pre-cooking is allowed in private homes. Any off-site preparation requires prior approval by the Health Department and must be done in a Health Department approved facility.
3. **STORAGE OF FOOD AND EQUIPMENT** is done at approved locations. **NO STORAGE OF FOOD AT PRIVATE HOMES.**
4. **FOOD IS TRANSPORTED AND STORED** in properly designed food grade containers (i.e. no plastic garbage bags).
5. **FOOD IS PROTECTED** from potential contamination during transport.
6. **CONDIMENTS NOT IN INDIVIDUAL PACKAGES** are provided in dispenser bottles or in other containers protected from contamination.
7. **FOODS ON DISPLAY** must be covered, wrapped or otherwise protected from contamination. No customer self-service from open containers.

FOODWORKER HYGIENE

1. **ILL PERSONS SHALL NOT WORK** in any food service establishment with
 - A symptom such as diarrhea, vomiting, or jaundice;
 - Illnesses including *Salmonella Typhi*, *Shigella*, *E.coli*, or hepatitis A;
 - An uncovered lesion that appears inflamed or infected.
 - Sore throat with fever
2. **WASH HANDS FOR AT LEAST 20 SECONDS BY**
 - Scrubbing for at least 10 to 15 seconds (paying particular attention to the areas underneath the fingernails), followed by;
 - Thorough rinsing under clean, running warm water; and immediately follow with thorough drying with single use towels.
3. **WASH HANDS:**
 - Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:
 - After touching bare human body parts other than clean hands and clean, exposed portions of arms;
 - After using the toilet room;
 - After caring for or handling service animals or aquatic animals;
 - 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;
 - Before putting on gloves for working with food unless a glove change is not the result of contamination; and
 - After engaging in other activities that contaminate the hands.
4. **NO BARE HAND CONTACT WITH READY-TO- EAT FOODS IS ALLOWED.** Use tongs or other utensils, napkins, and/or disposable food gloves.

TEMPERATURE CONTROLS / THAWING

See attached CHART OF TEMPERATURES

- 1. ACCURATE THERMOMETERS MUST BE PROVIDED AND USED.** A 0-220° F. metal stem thermometer must be provided. When thin-foods, such as hamburgers, are cooked, a thermometer capable of measuring thin foods (such as a digital thermometer that reads on the tip) must be provided. Thermometers must be checked for accuracy.
- 2. FOODS MUST BE PROPERLY TEMPERATURE CONTROLLED** during transport to the temporary event location.
- 3. COLD FOODS MUST BE HELD AT 41°F. OR BELOW IN REFRIGERATORS OR INSULATED ICE CHESTS.** Potentially hazardous foods must be cold before ice chest storage. Thermometers must be present in each refrigerator or ice chest.
- 4. FOODS TO BE HOT HELD MUST BE HELD AT 135°F. OR ABOVE.** Foods to be hot held must be properly cooked first or rapidly heated to proper temperatures before hot holding. Don't heat in crockpots.
- 5. COMMERCIALY PROCESSED FOODS REHEATED FOR HOT HOLDING** must be reheated from 41° to 135°F or above within one hour.
- 6. COOLING OF HOT FOODS ONSITE IS NOT ALLOWED.** Use of leftover foods that have been cooked or hot held is not allowed.
- 7. FOODS THAWED AS PART OF A COOKING PROCESS MUST NOT BE GREATER THAN 4 INCHES THICK.**

BOOTH REQUIREMENTS

- 1. HANDWASHING FACILITIES MUST**
 - Be conveniently located in all food preparation areas include:
 - Potable, warm, running water
 - Soap and paper towels
 - A 5 gallon or larger insulated with a continuous-flow spigot (no push buttons) or a plumbed sink.
 - A container to catch wastewater
- 2. ADEQUATE FACILITIES** must be provided for all necessary food preparation steps.
- 3. WAREWASHING FACILITIES MUST INCLUDE:**
 - An accessible three-compartment sink with approved drain boards and adequate supply of hot and cold running water within 200 feet if:
 - Equipment or utensils are reused on-site, or
 - Operating for 2 or more consecutive days, or
 - An approved alternative utensil washing.
 - "WASH, RINSE, SANITIZE" METHOD OF UTENSIL WASHING MUST BE FOLLOWED** for reused utensils and work surfaces. A (1) capful of unscented bleach per gallon of warm water makes an acceptable sanitizing solution
 - Test strips for sanitizing solutions must be provided.**
- 4. FOOD PREPARATION SINK** available at the booth, supplied with potable running water and indirectly drained to wastewater system if produce needs to be washed on-site.
- 5. WIPING CLOTHS MUST BE STORED IN A SANITIZING SOLUTION** (a capful of bleach per gallon of warm water) and used for sanitizing equipment and food-contact surfaces after cleaning
- 6. GARBAGE CONTAINERS** with tight-fitting lids should be PROVIDED.
- 7. DISCARD WASTEWATER PROPERLY INTO A HOLDING TANK OR SEWER.** Do not dump it onto the ground, street, or into storm drains.
- 8. APPROVED TOILETS AND HANDWASHING FACILITIES WITH POTABLE, WARM, RUNNING WATER** must be available for employees and be readily accessible at all times of operation.
- 9. SEPARATION BARRIER** to protect food preparation and cooking areas from public access.
- 10. ONLY SINGLE-SERVICE ARTICLES** are provided for use by consumers.

Mobile Food Units that are boarded by employees must have Washington State L&I approval whether used for permanent or temporary events

ALL PERSONS IN CHARGE READ, SIGN AND POST. REVIEW OPERATING REQUIREMENTS WITH ALL FOOD HANDLERS. We hereby certify that we have read and understand these rules of operation and we acknowledge that issuance of the temporary food service permit is contingent upon satisfactory compliance with local food service regulations.

TEMPERATURE REQUIREMENTS

Internal Cooking Temperatures

135°F

- Plant foods for hot holding

145°F for 15 seconds:

- Non-pooled unpasteurized eggs
- Fish, except as listed below
- Meat, except as listed below
- Pork, except as listed below
- Commercially raised game animals, rabbits

155°F for 15 seconds:

- Ground or comminuted meats or fish
- Injected meats
- Mechanically tenderized meats
- Ratites (ostrich, rhea, and emu)
- Pooled unpasteurized eggs
- Commercially raised game animals

165°F for 15 seconds:

- Poultry
- Stuffed fish, meat, pork, pasta, ratites, or poultry
- Stuffing containing fish, meat, or poultry

Signs are available upon request:

- Handwashing
- Keep it Hot
- Keep it Cold or Hot
- Keep it Untouched
- Keep it Cold
- Keep Them Clean
- Keep it Separate
- Keep it Healthy
- Keep your Hands Off

- No Smoking

Cold Holding Temperatures

- 41°F or less

Hot Holding Temperatures

- 135°F or greater after proper cooking or reheating

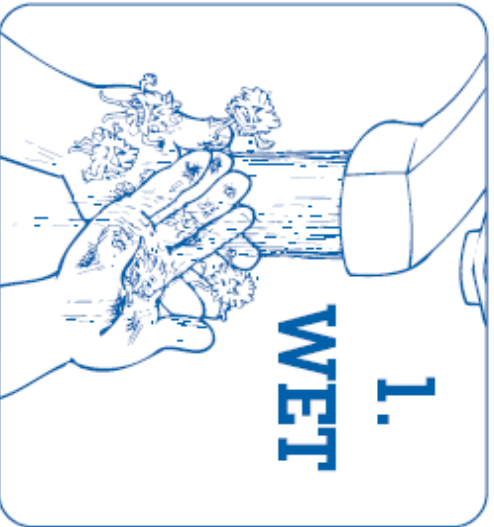
Reheating Temperatures

- 41° to 135° F or above within one hour for commercially fully cooked foods reheated for hot holding.
- 41° to 165° F or above within one hour when cooked and cooled in an approved food establishment.



Be a Germ-Buster...

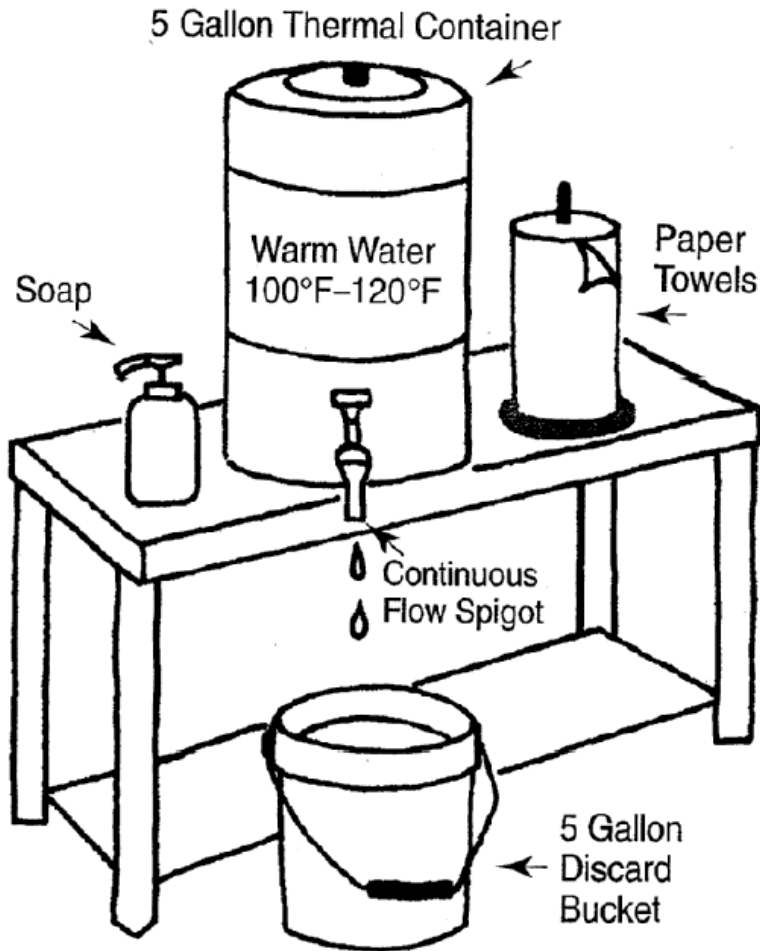
WASH YOUR HANDS!



DOH Pub 130-012 6/99

For persons with disabilities, this document is available on request in other formats. Please call 1-800-525-0127 (TDD relay 1-800-833-6389).

Handwashing Station



The temporary handwashing station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F – 120°F) running water, soap, paper towels and a 5-gallon bucket to collect the dirty water.

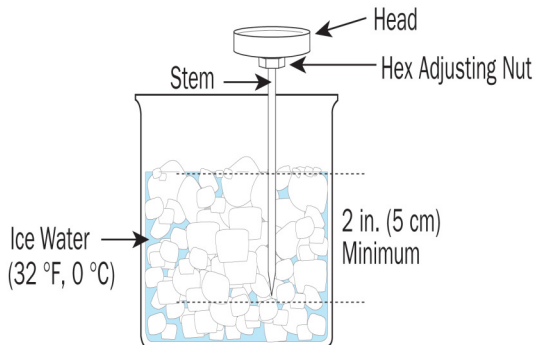
Continuous flow spigot can be purchased and put in place of a push button spigot to be in compliance. Ask Environmental Health Office Assistant for information.

Calibrating Thermometers

Food temperatures must be checked throughout the food preparation process, and the thermometers used must be accurate. Below is the process to verify that the thermometers you are using meet the accuracy requirements in WAC 246-215.

Ice Bath Calibration

1. Fill a container with crushed ice
2. Add water until at top of ice level and mix thoroughly
3. Insert the thermometer stem so that the sensing area is completely submerged in the ice bath
4. Keep thermometer in ice bath until reading is steady
5. If thermometer is reading more than 2 degrees below or above 32°F the thermometer needs to be adjusted or replaced
6. For digital thermometers see the instructions on package for calibrating thermometers if needed
7. For dial thermometers the hex nut below the head can be adjusted with a wrench or pliers to read 32°F in the ice bath to be accurate



Boiling Water Calibration

1. Fill pot with water and cover with aluminum foil to reduce steam from boiling water
2. Bring pot of water to a rolling boil
3. Insert thermometer into water so that sensing area is completely submerged in the boiling water
4. Keep thermometer in boiling water until reading is steady
5. If thermometer is reading more than 2 degrees below or above 212°F* the thermometer needs to be adjusted or replaced
6. For digital thermometers see the instructions on package for calibrating thermometers if needed
7. For dial thermometers the hex nut below the head can be adjusted with a wrench or pliers to read 212°F in the boiling water

*The boiling point of water is about 1°F lower for every 550 feet of elevation above sea level.

