

# Requirements for Temporary Food Establishments



**Public Health**  
MADISON & DANE COUNTY

*Healthy people and places*

Public Health-Madison and Dane County  
Environmental Health Division  
2701 International Lane, Suite 204  
Madison, WI 53704  
(608) 243-0330

6/8/09



## How Do I Apply For A Permit?

*Applications for a Temporary Food Event must be submitted at least **7 days prior to the event**.*

---

For events in Dane County:

Apply for the permit through the City Clerk's Office in Room 103 of the City County Building (210 Martin Luther King Jr. Blvd Madison, WI 53703, phone: 266-4601). Checks should be made payable to the City Treasurer.

Application materials to be mailed to the City Clerk are available online at:

[www.publichealthmdc.com/environmental/food/tempFood.cfm](http://www.publichealthmdc.com/environmental/food/tempFood.cfm)

---

A Public Health Sanitarian will review the application and follow-up with the applicant regarding questions and any necessary changes. The Sanitarian will review the following items:

- Types of food to be served
- Where the food will be prepared
- Procedures used in preparation
- Methods used to keep food hot and cold
- Any special circumstances (i.e. petting zoos, cooking demos)

# Food Sources

- All foods must be from an approved source. Home canned and home prepared foods are NOT allowed. All foods must be prepared and stored in an approved facility.
- Water shall be from an approved source.

## Food Temperatures

### Cold Holding

- Potentially hazardous foods must be stored at 41°F or less at all times.
- All potentially hazardous foods shall be stored in ANSI-approved mechanical refrigeration unless otherwise approved.
- Ice storage in insulated coolers of commercially pre-cooked brats and hot dogs is allowed.



### Hot Holding

- Only approved equipment shall be used for hot holding (i.e., Nesco roasters, pizza ovens, steam tables, or ANSI-approved hot holding equipment). **Sterno heated metal pans are not allowed.**
- Provide a metal stem thermometer for checking food temperatures.
- Potentially hazardous foods must be stored at temperatures of 135°F or above during hot holding.

## **Cooking**

*All parts of cooked, potentially hazardous foods must reach internal temperatures as outlined below:*

- Poultry, poultry stuffings, stuffed meats 165°F
- Ground, fabricated or restructured meats 155°F
- Pork or any food containing pork 145°F
- Seafood and other potentially hazardous foods 145°F

## **Cooling**

- When cooling foods, the food must rapidly cool from 135°F to 41°F in 6 hours provided that the food cools from 135°F to 70°F in the first 2 hours.
- Effective cooling methods include: using uncovered shallow pans, smaller portions, or an ice bath.

## **Reheating**

- All potentially hazardous food previously cooked and then refrigerated, must be rapidly reheated to 165°F or more within 2 hours before serving or being placed in a hot holding unit.
- Leftovers may NOT be reused.

## **Thawing**

Foods must be thawed using one of the following methods:

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

## Thermometers

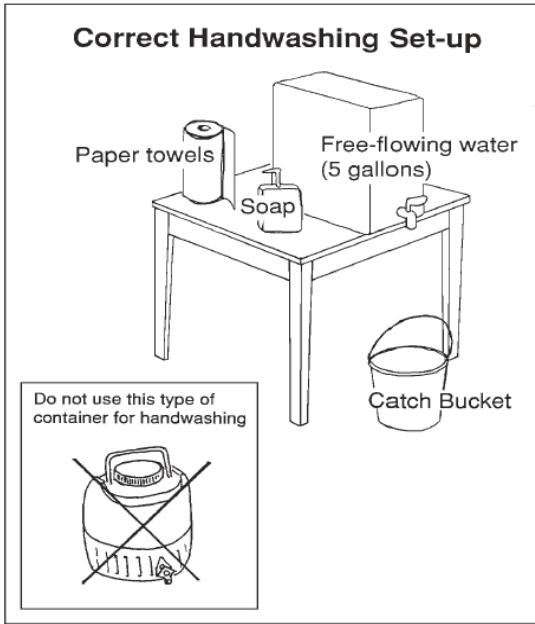
- A calibrated metal-stem thermometer with a range of 0-220°F must be available for checking hot and cold temperatures.
- Use the metal-stem thermometer to check internal temperatures of food products.
- A metal-stem thermometer is the only way you can assure that the food you serve is being maintained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



## Adequate Hot and Cold Holding Facilities

- Plan your menu around the available hot and cold holding facilities. Make sure that there is enough electricity/outlets for the equipment you have.
- All potentially hazardous cold foods shall be stored in ANSI-approved (commercial) mechanical refrigeration unless otherwise approved.
- Only approved equipment shall be used for hot holding  
**Sterno heated metal pans are not allowed.**
- Do not plan to serve products when the available equipment cannot maintain the proper temperature.
- ***ANY POTENTIALLY HAZARDOUS FOOD FOUND AT IMPROPER TEMPERATURES MAY BE PROHIBITED FROM BEING SERVED AND/OR DISCARDED.***

## Handwashing Facilities



- Warm water shall be stored in a container or coffee urn with a turn spout that allows the water to be free flowing.
- Hands must be washed:
  - before starting work,
  - after handling raw meat or poultry,
  - after using the restroom,
  - after eating,
  - after using tobacco
  - any other time hands may become soiled.
- Hand sanitizer may NOT be used as a substitute for proper handwashing.
- ***Food handlers touching ready-to-eat foods, such as buns, are required to wear disposable gloves or use tongs or deli tissue in addition to handwashing***

## Sanitizing Procedures

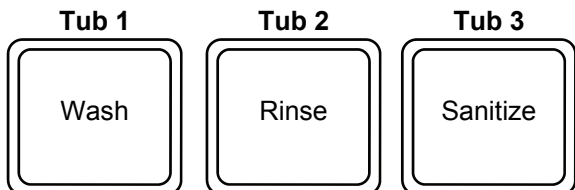
- A sanitizing solution must be available at all times during food preparation and food service. Bleach is the most common sanitizer used and the recommended concentration is:

1 capful of liquid bleach + 1 gallon of water = 100 ppm

- Do not add soap or detergent to the water
- Wiping cloths must be stored in the sanitizing solution when not in use. Be sure to wipe all surfaces with the sanitizing solution especially after working with raw meats. Provide separate sanitizing solution containers for wiping food contact surfaces used for raw meats and ready-to-eat foods. Change the solution often throughout the day. It has been found that flies actually avoid surfaces that have been wiped with a bleach solution.

## Dishwashing Procedures

- If utensils are to be washed onsite, dishwashing shall be set-up in 3 dish tubs:
  1. Wash in hot water & detergent
  2. Rinse in clear water
  3. Sanitize rinse — 50-100 ppm Bleach
  4. Air dry



## **Personal Hygiene**

- Smoking, eating, or drinking in food areas is not allowed.
- All unauthorized persons are to be kept out of the food area.
- Food handlers shall wear clean clothes and hair restraints.
- Jewelry worn on hands or wrists can collect food particles and be difficult to clean. Remove jewelry before starting to work.
- Any food handler with an open cut or wound on his or her hands or wrists must cover the area with a bandage and wear a single-use glove.

## **Employee Illness**

- Ill food handlers are one of the leading causes of foodborne illness.
- Food handlers that are experiencing symptoms associated with foodborne illness (i.e. diarrhea, nausea, vomiting, and fever) or have been diagnosed with a disease that is transmitted through food must not be allowed to work.
- Contact the Health Department with any questions regarding employee illness.

## Set-Up and Food Protection

- Provide pallets, boxes or shelves so all food, utensils, and single service items can be stored at least 6 inches off the ground.
- Cover all foods to protect them from contamination. Provide sneeze guard/food shields where appropriate.
- No customer self-service is allowed except for condiments (i.e. ketchup, mustard, relish, etc.) or pre-packaged foods.
- Chemicals such as bleach, must be stored away from food storage, preparation, and service areas.
- Outdoor food service areas shall be covered by a canopy or tent.
- Food preparation and cooking areas shall be inaccessible to the public. Grill areas shall be roped or effectively blocked off.
- Area shall be clean and litter free. Provide adequate trash containers.
- Waste water must be disposed in an approved manner, **(not in the storm sewer or on the ground)**
- If approved by the health department, food preparation activities shall occur in a screened enclosure. Examples of food preparation activities include: cutting, chopping, slicing, and mixing.

**NOTE: YOU WILL NOT BE ALLOWED TO OPERATE YOUR TEMPORARY FOOD STAND IF YOU ARE UNABLE TO MEET MINIMUM REQUIREMENTS**

## Checklist

- Discuss event details with the public health sanitarian
- Temporary handwashing facilities (soap, paper towels, warm running water and catch bucket).
- Adequate hot and cold holding facilities.
- Single-use, non-latex gloves.
- Ice, as needed.
- Overhead protection canopy / Screened area if required.
- Stem thermometer with a range of 0-220°F.
- Grill areas are roped off.
- Sanitizer or sanitizing solution.
- Dishwashing facilities if necessary
- Hairnets, caps, or other hair restraints are required for food handlers.
- Proper utensils and equipment.
- Food storage is off the ground.
- Single service utensils and condiments shall be properly dispensed by employee or pre-wrapped.
- Temporary Food Establishment Permit.

Public Health Madison & Dane County  
Environmental Health Division  
2701 International Lane, Suite 204  
Madison, WI 53704

Place  
Postage  
Here