



# Food Safety at Temporary Events

## Do you need a temporary food license?

If you're serving food that requires time and temperature control for safety (TCS) at a public event, chances are that you need a temporary food license. Vehicles or carts that have a current Idaho food license do not need a temporary food license. Food licenses are not transferable and any changes to the menu or layout must be approved.

Non-profit charitable, fraternal, or benevolent organizations that do not serve food on a regular basis may also be exempt (see table below). Idaho Food Code makes no distinction between foods offered for sale and foods given away. Divisions and departments with common ownership are considered as a single organization.

### Temporary Event License Table

TCS Foods	Frequency	
	1 Meal/Week	2+ Meals/Week
<i>Non-profit</i>	No license required	Yes, license required
<i>For-profit</i>	Yes, license required	
<i>Catered</i>	No license required if all food is prepared by caterer in a licensed facility	
Non-TCS Foods	No license required	

**Disclaimer:** Table based on 2016 Idaho Food Code and is a general guideline. Please contact your local health department for further requirements. TCS foods must be made in an approved licensed facility.

Cottage foods (including non-TCS) are foods that do not require time and temperature control for safety and are direct to the consumer. These types of foods are exempt from food license requirements. We do request that you submit a cottage food assessment form.

To be exempt from a temporary food license as a caterer, all food must be prepared (thawing, mixing, slicing, assembly, etc.) in a licensed facility and no food taken back from the event. A licensed facility or kitchen is one that complies with the Idaho Food Code and is approved by the local health department.

Individuals are responsible for knowing and following the food code, along with any deadlines. Temporary food license paperwork and fees are not accepted during the event, it must be submitted at least 14 days in advance.

For any questions about temporary food licensing or exemption, call your local office to speak with an inspector. This decision is best left to an inspector. We also recommend checking with other municipalities or organizations in case additional permits or licenses are required.

## Getting a Temporary Food License

Take the following steps to obtain a temporary food license:

- Get a list of all the community events you plan to participate in.
- Establish a limited menu (see page 6).
- Fill out the temporary food license application.
- Complete the temporary food license exam.
  - OR submit your Certified Food Protection Manager Certification.
- Turn in your application and pay the license fee.
  - The fee will vary, depending on the types and quantity of events you are participating in.

The temporary food license application will include the menu, event date(s), organization or company, and layout, along with how and where the food will be prepared.

Your inspector will call you with any questions they have regarding your application. Once the application has been approved, you will receive an approval letter in the mail. This letter can be shared with the coordinator of your first event to demonstrate you have met health district requirements. The inspector will inspect your temporary booth prior to the start of your first event.

You will receive your temporary food license after passing your inspection. This license **MUST** be displayed at your booth in a place where it is visible to your customers. If your booth does not meet the requirements of the food code, the inspector will not issue the license and you will not be approved to operate at that event.

If you wish to attend additional events with a different menu or layout, you will need to obtain a new temporary food license.

## Temporary Food Licensing Examples

**An office wants to hold a free picnic open only to members. Is a temporary food license required?**

- No; an application for a temporary food license is not required.

**A club buys pizza from a local pizzeria and wishes to sell or give away the pizza by the slice, the same day or on another day. Do they need a temporary food license?**

- Maybe; a non-profit that serves only one meal per week is exempt. If the club is a division of a non-profit that already serves one (1) meal a week, then a temporary food license is required. 2+ meals in a week requires a temporary food license.

**A student wants to make & sell tacos from their apartment. Does this require a temporary food license?**

- Yes; *however*, making and selling TCS food from your apartment is not an approved kitchen. Foods would have to be made in a licensed facility.

**For an event, a licensed food establishment wants to hold a BBQ grilling hot dogs and burgers. Is additional licensing required?**

- Maybe; a licensed food establishment will need a temporary food license if it's a different menu item or off-site.

**A student wants to sell chocolate chip cookies by posting an announcement on social media. Do they need a food license?**

- Maybe; if the cookies are a cottage food then it is exempt. Consumers must be made aware your food product is not inspected and could contain allergens. If the cookies are a TCS food, then a temporary food license is required.

**A club puts up posters and advertises on social media for a potluck. Is this allowed?**

- No; potlucks should be intended as a member or invitation-only event and not for the community. No community potluck would be approved for a temporary food license.

**A group wants to hand out free hot chocolate. Does this require a temporary food license?**

- No; hot chocolate is typically a cottage food.

**A non-food business wants to sell or give away hot dogs for a promotional advertisement. Is a temporary food license required?**

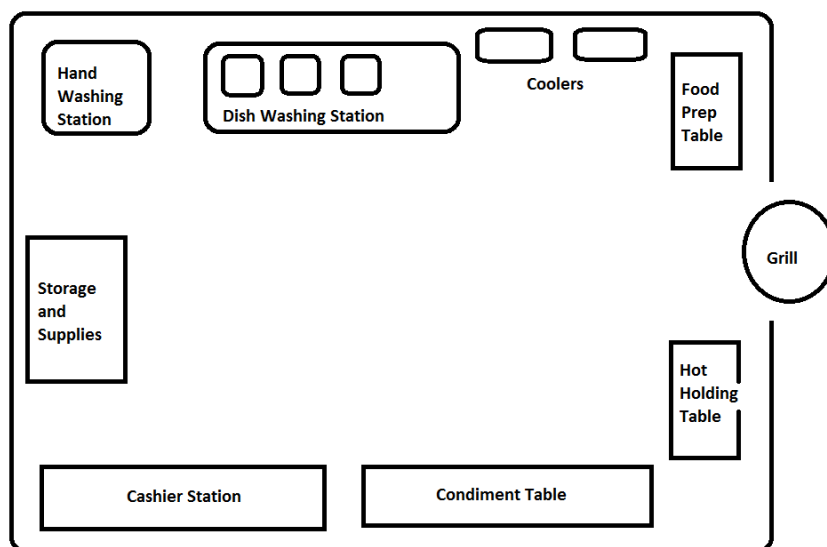
- Yes; hot dogs are a TCS food and sold or given away requires a temporary food license.

## Temporary Booth Layout

There is a right and a wrong way to set up your booth for your temporary event. Below are some basic requirements:

- Overhead covering (with side walls or screens available)
- Approved flooring (no dirt surface)
- No animals
- Handwashing station
- Dishwashing station
- Serving area
- Food prep and cooking area
- Food storage off the ground
- Hot and/or cold holding
- Approved water source
- Approved wastewater facility
- Approved, limited menu
- Thermometers
- Sanitizer test strips
- Gloves

Example Booth:



## Menu

The menu for a temporary event should be limited, and it should reduce the potential for cross contamination or bacterial growth. If you plan to do any food prep before the day of the event, you must use a licensed commissary kitchen, and this must be disclosed in your temporary food license application. If you are required to be licensed, food preparation may not be done in a home kitchen!

If you are not using a commissary kitchen, all TCS foods must be bought, picked up, or delivered the day of the event and transported directly to your booth. Safe food temperatures must be maintained during the transportation process and during the entire event. If food preparation is needed before the event starts, you may arrive to the event early and prepare on-site.

The food you purchase must come from an approved source. An approved source includes all licensed food facilities, such as grocery stores and meat markets. If you are unsure that the place you want to buy food items from is approved, ask your inspector.

### Example menus:

#### *Hamburgers*

*-Lettuce, tomato, cheese,  
pickles, onions,  
condiments*

#### *Hot dogs*

*-Chili, cheese, condiments*

#### *Chili*

*-Cheese, onions*

#### *Chips*

#### *Candy*

#### *Soda*

#### *Tamales*

#### *Tacos*

#### *Crazy corn*

#### *Agua frescas*

## Cooking Temperatures

All food served at a temporary event must be cooked to the proper internal temperature. You may not serve undercooked food products, such as steak, eggs, and hamburgers. Below is a list of cooking temperatures you must adhere to:

Ground Beef or Pork	155° F
Ground Poultry	165° F
Poultry	165° F
Beef Roast or Steak	145° F
Pork Roast or Steak	145° F
Seafood	145° F
Eggs	145° F
Plant Products	135° F
Pre-cooked, commercially packaged foods	135° F
Sauces, Gravy	Bring to a boil

Some foods you prepare will consist of many different ingredients, (such as soup or chili) which require different cooking temperatures. For these types of foods, you should cook the entire dish to the temperature of the ingredient which requires the highest cooking temperature.

You may not cool and reheat foods at a temporary event. All food must either be cooked to order or cooked to the appropriate temperature and then held hot at-or-above 135° F. Keeping foods above 135° F can help to compensate for heat loss due to environmental conditions.

If you are uncertain what temperature one of your foods must be cooked to, call your inspector.



## Handwashing Station

An approved handwashing station is vital to your temporary event layout. A handwashing station should provide the following:

- Running Water (100 F)
- Soap
- Paper towels
- Gray water disposal

If your temporary food layout is contained within a food truck or trailer, or if the facility hosting the event provides a kitchen with sinks for you, those sinks are usually approved for use.

If you do not have a sink readily available, you will need to set up a temporary handwashing station. The typical handwashing station consists of a 5-gallon drink container with a continuous flow spigot (not a push button spigot) set on a table and filled with hot water. A bucket is placed under the drink container to be used as a catch basin for gray water. Soap and paper towels are provided on the table.

Example:



## Food Handling

Proper food handling procedures are a key component to providing safe food for your customers. The following tips will help to prevent contamination of your food products:

- Set up your handwashing station before starting any food preparation or service.
- Always use gloves when handling ready-to-eat foods.
- Minimize bare-hand contact with non-ready-to-eat foods.
- Wash your hands thoroughly before putting on gloves.
- Change your gloves when switching tasks.
- Separate raw food products during food preparation and storage.
- Do not allow sick workers to handle food.
- Clean and sanitize all food contact surfaces as often as necessary to keep them clean.
- Use a scoop to dispense ice. Never use your hands. Never dip the customer's cup into the ice.
- Use clean utensils to handle food.
- Use separate cutting boards and knives to prepare different types of raw meats and produce.
- Never store raw food products above or directly next to ready-to-eat foods.
- Never use your cooking utensils to taste the food.
- Avoid cell phone use during food preparation or cooking.
- Keep the area clear of animals and insects.
- Ensure that only necessary personnel are inside your event booth. Small children and babies should not be in the preparation or cooking areas.
- Always wash your hands and don new gloves after handling money.

## Dishwashing

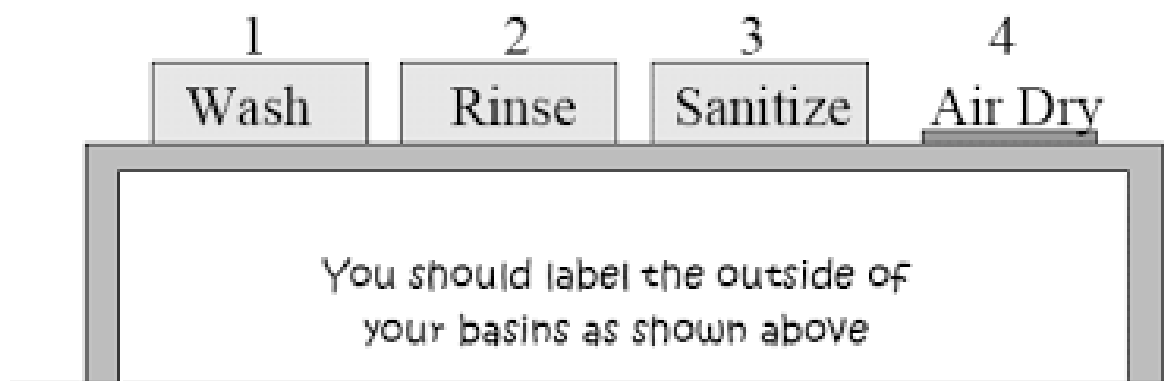
All utensils used by your customers should be disposable. For utensils and other items used for food prep and cooking, you will need to set up a temporary dishwashing station. A temporary dishwashing station consists of the following:

- One tub of hot soapy water for washing dishes
- One tub of hot water for rinsing dishes
- One tub of sanitizer water (bleach water or quaternary ammonium at correct concentration and temperature)
- Sanitizer test strips (correct for sanitizer of choice)
- Extra hot water and dish soap
- A space to air dry dishes and utensils

Be sure to bring plenty of extra utensils. It may not be feasible to wash utensils while you are cooking.

\*Dishes and utensils must be air-dried in order to be completely sanitized. Do not use a cloth to finish drying.

\*DO NOT dump waste water on the ground or down a storm drain. It must be disposed of into an approved wastewater facility.



## Storage Methods

### **Cold-Holding: $\leq 41^{\circ}$ F**

If you have access to a fridge/freezer and electricity, then store your food in them.

If you do not have refrigeration, cold food items need to be kept in small containers in a cooler, submersed in ice. The ice should reach at least  $\frac{3}{4}$  of the way up the container. Keep the cooler in the shade and adjust, if necessary, as the sun moves during the day.

Food that is being immediately used for cooking and serving should be kept in a small container inside a bowl of ice, where  $\frac{3}{4}$  of the container is submersed in ice. This can be kept out on the food prep table.

### **Hot-Holding: $\geq 135^{\circ}$ F**

Food should always be cooked quickly at a temporary event. Do not heat items in a crock pot. Foods that have already been heated to the proper temperature can be placed in a crock pot or other warming device to maintain a hot holding temperature of  $135^{\circ}$  F.

### **Dry Goods and Supplies:**

All food, utensils, and single-serve containers should never be stored on the ground. Place them in containers on a pallet, or in plastic tubs or drawers.

## Frequently Asked Questions

### **Where do I find the temporary food license application, cottage assessment, Idaho Food Code, or other forms and information?**

- Forms and additional food safety information are available at [www.eiph.id.gov](http://www.eiph.id.gov) under Food Licensing. You can also check with your local office or inspector for paperwork and fee payments. TCS foods are explained in the Manual and Exam for Temporary Food Establishments and there are links to information on cottage foods.

### **How long is my temporary food license good for and where do I apply?**

- They are valid for one (1) calendar year. Applications can be sent to your local office or inspector.

### **No license is needed for my food event, is there anything else required?**

- No, we do request that a cottage food assessment form be filled out. Inspectors can still visit your event if they have any questions.

### **Am I allowed to sell my food through social media (e.g., Facebook, Instagram, etc.)?**

- TCS foods may not be sold through social media without a food license.

### **Can I provide samples?**

- Yes, but licensing is required for TCS foods. Samples need to be monitored and individually presented to help avoid contamination.

### **What are the rules for bare hand contact of food?**

- If you have a food license, bare hand contact of ready-to-eat food is not allowed. For food vendors that do not need a food license, avoiding bare hand contact is a strong recommendation.

## **What are single service items, and can I reuse them?**

- Single service items include paper plates and cups. These items may not be reused.

## **Do I need a commissary kitchen?**

- If storing, handling, or preparing food is best accomplished in a commercial facility, then it is needed. Some foods can be purchased pre-washed and cut. Commissaries must meet Idaho Food Code requirements. A shared food facility/commissary agreement form is required to be filled out with the owner of the kitchen. A list of known commissary kitchens can be obtained from your local health department office.

## **How do I control for flies or other insects?**

- Screening the booth may be required to prevent insect access. Fans and fly tape can be positioned to help prevent contamination of foods (not over food or food preparation areas). Covering garbage containers and promptly removing any grease or garbage is also helpful.

# Temporary Event Checklist

## **Equipment**

- Refrigeration or Large Coolers
- Utensils
- Overhead Covering
- Thermometers
- Gloves
- Heating and Hot Holding Units
- Sanitizer Test Strips
- Bleach
- Soap and Paper Towels
- Extra Ice
- Ground/Floor Covering

## **Facilities**

- Handwashing Station
- Dishwashing Station
- Dry Storage
- Food Prep Area
- Cooking Area
- Serving Area

## **Sanitation**

- Approved Water Source
- Approved Wastewater Disposal Method
- Separation from Livestock or Other Animals

# Eastern Idaho Public Health

## Environmental Health Division Contacts

### Bonneville County

1250 Hollipark Dr, Idaho Falls, ID 83401.....(208) 523-5382

### Clark County

Contact Bonneville Co.

### Custer County

610 Clinic Road, Ste A, Challis, ID 83226.....(208) 879-2504

### Fremont County

45 South 2<sup>nd</sup> W, St. Anthony, ID 83442.....(208) 624-7585

### Jefferson County

380 Community Lane, Rigby, ID 83442.....(208) 745-7297

### Lemhi County

801 Monroe St, Salmon, ID 83467.....(208) 756-2123

### Madison County

314 North 3<sup>rd</sup> East, Rexburg ID 83440.....(208) 356-3239

### Teton County

820 Valley Centre Dr, Driggs, ID 83422.....(208) 354-2220

### Forms and Resources

[www.eiph.id.gov](http://www.eiph.id.gov)