

Madison Health Department
8 Campus Drive Madison, CT 06443 (203) 245-5681

Temporary Food-Service Event Data Sheet

PLEASE TYPE OR PRINT LEGIBLY:

By providing the following information, you will help us in identifying potential food preparation problems that might occur during your event. Please provide this information to the health department at least one week before the event. FAX: 203-245-5613,

Email: bowersjn@madisonct.org

Name of Event: _____ Date of Event: _____

Event location: _____

Name of Event Coordinator/Primary Food Handler:

Name	Address	Phone
------	---------	-------

Expected number of patrons: _____

Description of Event

Date/time of set-up: _____

List all menu items you plan to serve (use separate sheet if necessary): _____

List source of food supply: _____

Describe hot/cold holding provisions: (refrigeration) _____

Describe cooking facilities: _____

Will electricity be provided? _____

Describe hand washing facilities: _____

Describe toilet facilities: _____

Describe potable water supply: _____

Describe wastewater disposal system: _____

Signature: _____ Date: _____

Outside Vendors:

If your organization will not sell food directly but will authorize outside vendors to sell food as part of your event, List vendor(s) below and insure each obtains the Temporary Event Information and gives you a completed copy of this form. Submit this form and the vendor copies together.

Vendor _____ Phone# _____; Vendor _____ Phone# _____

Vendor _____ Phone# _____; Vendor _____ Phone# _____

MADISON HEALTH DEPARTMENT
8 Campus Drive Madison, CT 06443 (203) 245-5681, Fax 245-5613

GUIDELINES FOR FOOD SERVICE AT TEMPORARY EVENTS

RECORDKEEPING

Temporary Food Service Data Sheet : Complete and return to Madison Health Department

Check List for Food Booth Operators: Use to insure complete set-up and post in booth during event

Food Booth Requirements: Post in booth during event

Temporary Event Food Server Log: Post in booth and keep current during event. Retain for 90 days

MENU

NO HOME COOKING OR PREPARATION ALLOWED

MEAT, FISH, SHELLFISH, POULTRY AND EGGS MUST BE THOROUGHLY COOKED

ALL FOODS MUST BE FROM A COMMERCIAL SOURCE

- **NO HOME CANNED FOODS ALLOWED**
- **NO WILD GAME OR FIN FISH FROM NON-COMMERCIAL SOURCES ARE ALLOWED**
- **ALL MEATS AND POULTRY MUST BE USDA INSPECTED**
- **ONLY SHELLFISH FROM APPROVED SOURCES MAY BE SERVED. SAVE TAGS 90 DAYS**

[The Health Department may restrict or modify the menu and/or preparation methods
as deemed necessary to minimize the risk of foodborne illness]

[Raw clams, oysters, sushi or other raw or undercooked foods are permitted only after
prior arrangement with the Madison Health Department.]

PREPARATION

- **KEEP IT SIMPLE – DESIGN A SIMPLE MENU TO MINIMIZE PREP**
- **PLAN OUT EVERY STEP OF EACH MENU ITEM IN DETAIL**
- **COOKING TO ORDER INVOLVES THE FEWEST STEPS**
- **OFFSITE PREP MUST BE AT A COMMERCIAL FOOD SERVICE FACILITY**
- **PREPPED ITEMS MUST BE HELD AND TRANSPORTED AT PROPER TEMPERATURES**

FOOD PROTECTION

ALMOST ALL FOODBORNE ILLNESS IS CAUSED BY A FAILURE TO:

- **WASH HANDS PROPERLY AND OFTEN**
- **PROPERLY SANITIZE FOOD CONTACT SURFACES**
- **SEPARATE ANIMAL BASED RAW FOOD FROM NON HAZARDOUS FOOD**
- **KEEP HAZARDOUS FOODS AT PROPER TEMPERATURES**
- **REHEAT COOKED FOOD QUICKLY AND SUFFICIENTLY**
- **COOK HAZARDOUS RAW FOODS SUFFICIENTLY**
- **DEFROST FOOD UNDER REFRIGERATION OR COOK FROM FROZEN**
- **COOL COOKED FOOD QUICKLY (TO 45 F IN FOUR HOURS) (OFF SITE ONLY)**

TEMPERATURE GUIDE

- **COLD FOOD HOLDING – 45 F**
- **HOT FOOD HOLDING – 140 F**
- **REHEATING COOKED FOOD – 165 F THROUGHOUT IF NOT FOR IMMEDIATE CONSUMPTION**
- **COOK RAW FOODS TO (INTERNAL TEMPERATURE):**
 - **CHICKEN – 165**
 - **BEEF – 155**
 - **PORK – 155**
 - **FISH – 165**
 - **EGGS – UNTIL SET COMPLETELY**

FOOD PROTECTION IN DETAIL

1. Plan out how to maintain temperature controls for each menu item – at all stages from purchase to transportation, prep, cooking and service.

Be sure equipment is up to the task – most warming units are not designed to heat items through.

Insure that there is a reliable electric supply and sufficient outlets for the load you will put on it. Consider who you will share electricity with and their needs. Secure lead cords from possible accidents.

Provide accurate thermometers as needed for cold storage and to monitor cooking and reheating.

2. **DO NOT CROSS CONTAMINATE.** Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken or other high protein food. Do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef.

Never re-use meat marinade. Once the meat is removed for cooking, the marinade must be disposed of properly. The container must be washed and sanitized before it can be re-used.

3. **NEVER POOL EGGS.** When using large quantities of raw eggs they must be cooked shortly after cracking (within 2 hours). Whole or liquid pasteurized eggs must be used if eggs will be less than fully cooked. Liquid pasturized eggs are good to use for items such as scrambled eggs, pancakes, funnel cakes, or other batters, however these must also be maintained at proper temperature if not used quickly.

4. Discard leftovers at the end of the day; do not re-serve.

5. All foods must be protected from flies, dust, sneezing, unnecessary handling, or other contamination during transportation, storage, handling, display and service.

Store food in food grade containers and keep them covered. All equipment must be clean and in good repair. Food should not be placed directly in contact with ice. Ice used to keep food cold should be well drained and not used for any other purpose. Ice for drinks must be stored in separate clean containers. Remember that ice is considered food. All ice must be from an approved (commercial) source; do not bring ice from home.

Store all food off the ground on shelves or stacked on empty crates.

Sugar, mustard, ketchup, and other condiments must be individually packaged or dispensed in a manner that prevents contamination, such as squeeze bottles.

6. Minimize hand contact with food. Use utensils such as tongs, spoons, spatulas. They may be stored in the food with handles extending out. Clean utensils must be stored in clean containers. When manual contact is necessary, use wax tissue paper or disposable gloves. Remember however, that gloves are not a substitute for hand washing and should be changed frequently.

7. Only single service disposable utensils are to be provided for public use. They must be stored and dispensed in such a manner that will prevent contamination. Example: Store utensils with handles up to allow customers to pick them up without touching the food contact end.

8. Salad bars (and other self-service type displays) are not allowed at temporary facilities.

SANITATION

1. The food booth must be maintained in a sanitary manner at all times. All food contact surfaces and equipment shall be cleaned at regular intervals and as often as necessary to maintain a high standard of cleanliness. A bleach solution (100 ppm equates to 1 TBSP of household bleach two gallons water) or other approved sanitation solution shall be provided in sufficient quantities for sanitizing all food contact surfaces.

The following procedure is to be used for all food contact surfaces such as cutting boards, utensils, food containers, counters, etc.

- A. **WASH** (in hot soapy water).
- B. **RINSE** (in hot clean water).
- C. **SANITIZE** (soak for 1 minute in a 100 ppm bleach and water solution).
- D. **AIR DRY** (never towel dry – allow sanitizer to evaporate).

2. An adequate supply of clean wiping cloths must be provided for cleaning purposes. When not in use they must be stored in the bleach solution.

3. Each food booth must be provided with a **HAND WASHING STATION** consisting of an adequate supply of warm potable water (minimum 5 gallons) in a sanitary container and dispensed through a free running tap or spigot. Portable hand sinks are available from rental agencies. Liquid hand soap, paper towels and a bucket to catch waste water must also be provided.

4. All liquid waste must be collected and disposed of in an approved manner that will not create a nuisance or a public health hazard. Dumping liquid waste on the ground, in waterways, or storm drains is not allowed. Waste cooking oil and grease must be disposed of in an approved manner. This type of grease cannot be dumped with the other trash. A grease container must be provided and arrangements made with a grease hauler for removal. Waste water shall not be reused for any purpose.

PERSONNEL AND HYGIENIC PRACTICES

1. A copy of the basic rules (FOOD BOOTH REQUIREMENTS) should be posted in the booth and read by all food handlers.
2. A log book (TEMPORARY FOOD SERVER LOG) showing name, address, phone number, date and time worked must be signed by all food handlers and retained for 90 days.
3. Only necessary personnel should be allowed in the booth. No pets or animals (with the exception of service animals) are allowed in the booth.
4. No person with a communicable disease or afflicted with boils, sores, infected wounds, or an acute respiratory infection, shall work with food. Example: Anyone with a fever, diarrhea or vomiting, cannot work.
5. All workers must wear clean outer garments and maintain a high degree of personal cleanliness.

6. WASH HANDS FREQUENTLY, but always upon entering the booth, after using the toilet, eating, smoking, taking a break, coughing, handling garbage, handling raw potentially hazardous foods, etc.
7. Do not use tobacco in any form while working.
8. Wear hats, hair nets, or some other type of hair restraint.

Madison Health Department

8 Campus Drive Madison, CT 06443 (203) 245-5681, Fax 245-5613

Check List for Food Booth Operators:

- _____ Metal stemmed probe thermometer (0 – **220°F** range), alcohol wipes for cleaning probe.
- _____ Coolers and ice/ice packs (keep food cold- **45°F** or below)
- _____ Hot holding equipment (keep food hot- **140°F** or above)
- _____ Hand washing station (inside booth)- liquid soap, paper towels, waste water bucket
- _____ Crates, shelves, for off the ground dry food storage and paper products storage
- _____ Work surfaces, cutting boards, utensils- tongs, spatulas, spoons
- _____ Food containers, plastic wrap
- _____ Potable water supply (hot and cold)
- _____ Bleach for sanitizing
- _____ Clean wiping cloths and storage containers
- _____ Utensil washing and sanitizing containers
- _____ Aprons, hair restraints (hats) – Disposable plastic gloves
- _____ Garbage containers, plastic bags
- _____ Toilet facilities,
- _____ Hand washing facilities
- _____ Wastewater disposal
- _____ Grease disposal
- _____ Over head protection, lights
- _____ Food Booth Requirements posted (included)
- _____ Log Sheet (included). Retain for 60 days.

FOOD BOOTH REQUIREMENTS

TO BE POSTED AT TEMPORARY EVENTS

1. KEEP FOODS AT SAFE TEMPERATURES:

- COLD FOODS 45°F OR BELOW
- HOT FOODS 140°F OR ABOVE
- REHEAT FOODS TO 165°F

2. WASH HANDS FREQUENTLY

3. SANITIZE UTENSILS AND CUTTING BOARDS (USE BLEACH SOLUTION)

4. DO NOT CROSS CONTAMINATE

SEPARATE RAW & COOKED FOODS AND ALL EQUIPMENT AND UTENSILS USED WITH THEM

5. NO SMOKING!

6. USE UTENSILS - NOT YOUR HANDS

7. KEEP FOODS COVERED

8. DO NOT EAT WHILE WORKING - DO NOT "PICK" ON FOOD

9. WEAR HAIR RESTRAINTS

10. DO NOT WORK IF YOU ARE ILL

MADISON HEALTH DEPARTMENT

TEMPORARY EVENT FOOD SERVER LOG

Record all volunteer food workers and retain this record for 90 days.

Volunteer Name	Shift	Assigned Duties	Time in	Time out