

TO: Temporary Food Service Establishments

FROM: James Leonard, Director of Environmental Health
Duane Coulter, Sanitarian

SUBJECT: Temporary Food Permits and Inspection Requirements

WELCOME TO GRUNDY COUNTY, ILLINOIS!!!

Thank you for your interest in providing your services to the residents and visitors of Grundy County. Your cooperation and efforts help to provide safe and sanitary food and beverages to the public. Our mutual goal and responsibility is to provide safe food for the public.

Use the Temporary Foodservice Establishment "Check List" to verify your readiness for compliance. If we can answer any of your questions, please call (815) 941-3115.

The Temporary Food Stand Permit Application needs to be completed as soon as possible and returned to the Grundy County Health Department along with applicable fee. **Completed permit applications and fees should be received by this office as soon as possible but no later than 2 WEEKS PRIOR TO THE EVENT.**

Permit will not be issued if application is not received by this department prior to the event. No payments will be accepted in the field.

We look forward to seeing and working with you. We hope this will be your most successful event.

Thank you. Your cooperation is greatly appreciated.

Enclosures
Temp.pack



GRUNDY COUNTY HEALTH DEPARTMENT
 1320 UNION STREET
 MORRIS, IL. 60450
 (815) 941-3115

TEMPORARY FOOD STAND PERMIT APPLICATION

PLEASE PRINT

Date: _____

Name of Event _____

Name of Your Stand _____ Fax # _____

Mailing Address _____ E-Mail _____

City _____ State _____ Zip _____

Contact Person _____ Phone # () _____

Please be specific so we know where you'll be and when you'll be there.

Location of Stand _____

Date(s) of Operation _____

Time of Operation (serving food) _____

Please Complete A Separate Application For Each Commercial Stand.

Certified in Food Sanitation? Circle one

Yes# _____ No

 Signature (Owner / Manager)

PLEASE enclose a check for \$50.00 for each event. NOT FOR PROFIT stands are \$10.00 for a single event. Applications and fees must be received as soon as possible but no later than 2 weeks before the event. Permits will be issued upon inspection of food stand. Permit is valid for listed event(s) only and **cannot** be transferred to any other person, organization, or location. NOT FOR PROFIT organizations must be registered as such by the State of Illinois to qualify for the NOT FOR PROFIT fee. You may be asked for proof of this.

PLEASE CHECK: Commercial \$50.00 _____

Not for Profit \$10.00 _____

ALL FEES PAID ARE NON-REFUNDABLE

FOR OFFICE USE ONLY

Permit # _____ Date Received _____ Received By _____

Receipt # _____ Amount Received _____ Cash / Check# _____

*******REVERSE SIDE OF THIS APPLICATION MUST BE COMPLETED*******

PLEASE PRINT

1. Menu: Specify foods to be served. _____

2. Cooling (freezing) available: i.e. refrigerated truck, electric refrigerator, freezer, etc.

What do you use? _____

3. Heating/Cooking available: i.e. grill, deep fryer, flat top, etc.

What do you use? _____

4. Hot Holding available: i.e. crock-pot, steam tables, roaster, infra-red bulbs, etc. What do you

use? _____

5. Hand washing station: i.e. potable hot/cold running water, soap, paper towels, etc.

What do you use? _____

THE GRUNDY COUNTY HEALTH DEPARTMENT
1320 UNION STREET
MORRIS, IL. 60450
(815) 941-3404

in cooperation with the

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
Division of Food, Drugs and Dairies

TEMPORARY FOODSERVICE ESTABLISHMENTS
SELF-INSPECTION

The following list is to assist you in conducting a self-inspection of your stand before you open. Carefully read the attached "Temporary Food Service Establishment Guidelines" for more complete information. If you are missing any of the required equipment. DO NOT OPERATE.

- () Provide sufficient refrigeration which will hold potentially hazardous food temperatures below 41° F. **AT ALL TIMES.** Provide hot holding equipment that will maintain hot food temperatures of 140° F or above **AT ALL TIMES.**
- () **Provide a metal-stemmed probe thermometer 0° to 220° F, which is accurate to +/- 2° F. for checking food temperatures.
- () Provide means for proper hand washing. Food handlers hands must be clean including fingernails.
- () Detergent, sanitizer and sanitizer test strips must be available in each stand where utensils are cleaned.
- () Sinks, pails, or basins for:
 - a) Washing, rinsing, and sanitizing utensils and equipment
 - b) Running water is required for washing hands or hand sanitizer (though not recommended)
 - *c) Wiping cloths for food contact surfaces, wiping cloths for non-food contact surfaces
- () All equipment, utensils, etc. must be in good condition (no chips, cracks, pitting, etc.)
- () Hair restraints must be available and used by all employees. (Hats, caps, visors, hairnets, etc.)
- () The stand is constructed in compliance with Section C of the Temporary Food Service Sanitation Establishment Guidelines.
- () On all mobile units walls, ceiling and windows must be screened or protected with an approved air curtain to prevent entry of insects. Doors must be self-closing.

* Containers for sanitizing wiping cloths may be replaced with spray bottles and paper towels.

** Popcorn only stands are exempt from only this requirement.

TEMPORARY FOOD SERVICE ESTABLISHMENT GUIDELINES

The following items are required for compliance with the Illinois Department of Public Health's (IDPH) Food Service Sanitation Rules and Regulations pertaining to the operation of a temporary food service facility. Each section is keyed to the corresponding item number on a Retail Food Sanitary Inspection Report.

A. **Food**

1. **Source**

- a. All food supplies shall be obtained from sources that comply with applicable state laws and rules. (Item #1)
- b. All food shall be clean, wholesome and free from adulteration and misbranding.
- c. No home-canned or home-made foods shall be allowed. (Item #1)
- d. Potentially hazardous food *, such as meat milk, egg, poultry, fish or cream-filled pastries, must be prepared in a facility licensed and/or inspected by federal, state or local health department. Potentially hazardous foods shall not be received, stored or prepared in a non-inspected facility.(Item #1)
- e. Milk for drinking purposes shall be dispensed from an unopened, commercially filled package not exceeding one ½ gallon in capacity or from a mechanical, bulk milk dispenser. (Item #2)
- f. All ground meat intended for use in sandwiches shall be purchased in patty form only. (Item #8)

*Potentially hazardous food means any food that consists in whole or in part of milk or milk products, eggs (including whole, shell eggs), meat, poultry, fish, shellfish, edible crustacean, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include foods that have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

2. **Storage**

- a. All potentially hazardous foods shall be maintained at an internal temperature of 41° F. or below OR at an internal temperature of 140° F. or above.
- b. A sufficient number of mechanically refrigerated units shall be provided for all potentially hazardous foods. Refrigeration units shall be capable of maintaining food temperatures below 41° (or below 0° F. for frozen food) at all times. Commercial-grade refrigeration units are strongly suggested. Non-mechanical, chest-type coolers shall not be allowed as a substitute for refrigerators or freezers. (Item #4)
- c. All food shall be stored off the ground (i.e. on pallets or shelves) and shall be covered to prevent contamination by dust, insects, rain and other contaminants. (Item #8)
- d. Wet storage (non-drained ice) of food is prohibited, except that cans of non-potentially hazardous beverages (i.e. soft drinks, bottles water, beer) may be stored when the water contains at least 50 ppm chlorine and is changed at least twice a day or more often if needed to keep both the water and containers clean. (Item #8)
- e. Food may not be used for display (flash) except for non-potentially hazardous foods such as cotton candy. All displayed items shall be covered or individually wrapped to prevent contamination. (Item #3 and/or #8)

- f. Bulk food storage containers shall be constructed of smooth and easily cleanable food-grade materials and have a lid or other means of protecting the food from contamination. (Item #14)
- g. Food not in its original container shall be labeled. (Item #2)
- h. Water storage containers shall be made of smooth, easily cleanable, non-absorbent, food-grade materials and shall have a tight-fitting lid and a dispensing valve that is of easily cleanable construction. (Item #14)

3. **Preparation and Service**

- a. All potentially hazardous food shall be prepared, stored and handled in accordance with the Illinois Department of Public Health “Food Service Sanitation Code.”
- b. All food preparation and cooking surfaces shall be elevated to at least 30 inches or higher above the floor. (Item #8)
- c. Potentially hazardous foods can only be thawed in mechanical refrigeration (temperatures less than 41° F) or in cold, running water, or cooked frozen. (Item #6)
- d. All potentially hazardous foods must be cooked to the required internal temperatures:
 - 1. **Poultry – Internal temperature of 165° F for 15 seconds.**
 - 2. **Pork and all hams (including pre-cooked) and all ground meats –Internal temperature of 155° F for 15 seconds.**
 - 3. **All other potentially hazardous foods – Internal temperature of 145° F for 15 seconds. (Item #3)**
- e. Leftover, potentially hazardous food (that which has been heated or offered for sale) shall be discarded at the end of the day: No potentially hazardous food shall be carried over to the next day. Waffle batter, funnel cake batter and corn dog batter containing egg, egg products or milk are potentially hazardous foods. (Item #1)
- f. Ice shall be obtained from an approved commercial source in chipped, crushed or cubed form and shall be received in single use, closed bags. (Item #1)
- g. Fruits and Vegetables shall be washed before being used.
- h. Condiments, such as mustard, catsup, sugar, etc., shall be individually packaged or dispensed from a container that protects the condiment from contamination, i.e. pump dispenser or “squeeze” type bottle. Condiments that cannot be poured, such as onions (sliced or diced), pickles, etc., shall be dispensed from a container with a self-closing lid. (Item #8)
- i. Food and ice shall be handled with scoops, tongs, spoons or other appropriate utensils. Ice shall not be hand dipped or dispensed with a glass or cup. (Item #9)
- j. Scoops, tongs and other serving utensils shall be stored---
 - 1. in the food with the handle extended out of the food, or
 - 2. stored clean and dry, or
 - 3. stored in running, potable water. (Item #10)
- k. All food preparation, cooking, post-cooking preparation and distribution shall be in an enclosed area constructed in accordance with “Food Stand Construction”, Section C1, of this guideline. (Item #35)

The only exceptions to this are as follows:

- 1. The dispensing of non-potentially hazardous beverages that require no subsequent preparation or handling, i.e., soft drinks and beer.
- 2. Open, non-controlled flame cooking (wood or charcoal cooking) may be done outside the food stand to reduce fire hazard. Open flame cooking must provide a method to protect the food from overhead and environmental contamination (lid or cover) and protection from the general public (segregation of the area by roped, location and so forth). Electric and gas cooking must be conducted within a facility constructed in accordance with Section C of these guidelines. After the food has

been cooked, it must be immediately transported into the food stand in a covered container and held at 140° F or above. Hot holding of cooked product on a grill located outside of a stand constructed in accordance with Section C is prohibited. (Item #8)

3. The dispensing of food items that are individually wrapped in a manner that protects it from contamination or adulteration.

B. Equipment, Utensils

1. **Customer Utensils**

- a. Only single-service utensils (fork, knife, spoon, plates and cups) shall be provided to the customer. No single-service article can be reused. (Item #26)
- b. Single service articles shall not be stored on the floor or ground and shall be stored and dispensed in a manner that prevents contamination. (Item #25)
- c. Single service cups shall be dispensed from an approved tube dispenser or from the plastic shipping wrap surrounding each stack of cups. The cups shall be dispensed in a manner that prevents contamination of the interior or surfaces that come into contact with the mouth of the consumer. (Item #25)

2. **Food contact equipment and surfaces** shall be smooth, easily cleanable, non-absorbent, of food-grade materials and be in good repair. Chipped or cracked enamelware, wood, or galvanized surfaces are not acceptable food contact surfaces. Wood daubers are prohibited. (Item #5)

3. **Each mechanically refrigerated unit** shall be provided with a thermometer that is accurate to plus or minus 3° F (Item #5)

4. **Each stand that serves potentially hazardous foods** shall have and use a metal, stem-type thermometer that is numerically scaled in 2° F increments from at least 0° to 165° F and is accurate to plus or minus 2° F to assure the attainment and maintenance of the temperature requirements. (Item #5)

5. **Cleaning**

- a. Facilities shall be provided on-site for the washing, rinsing, sanitizing and air drying of all pots, pans and utensils. Sinks, basins or pails shall be large enough to submerge the largest food utensil used. (Item #16)
- b. After each use, all equipment and food-contact surfaces (except cooking surfaces) sanitized in a solution of 50 to 100 ppm available chlorine or equivalent sanitizer, and air dried. Cooking surfaces shall be cleaned at least once a day or more frequently if needed. (Items #16,18,19,20)
- c. Wiping cloths or sponges used for cleaning food contact surfaces shall be clean. The cloths and sponges shall be stored in a sanitizing solution of at least 100 ppm chlorine between uses. (Item #21)
- d. Wiping cloths or sponges used for cleaning non-food contact surfaces shall be clean and stored in a sanitizing solution of at least 100 ppm chlorine between uses. (Item #21)
- e. Food contact and non-food contact wiping cloths shall not be interchanged. (Item #21)

C. Food Stand

1. Construction-Food preparation and service stands

- a. The walls and ceiling shall be made of wood, canvas or other material that protects the interior from the weather. (Item #37)
- b. All wood framing shall be freshly painted so that it is smooth, easily cleanable and non-absorbent. (Item #37)
- c. The floor in the food preparation area shall be well drained concrete or asphalt, or shall have a temporary floor that is constructed of wood and elevated to prevent contamination of food by dust, mud and so forth. Sawdust shall not be used as a floor covering. (Item #36)

- d. The floors, walls and ceiling shall be in good repair and maintained in a clean condition. (Item #36,37)
 - e. The food stand shall be constructed in a manner that prevents the entrance of insects. (Item #35)
 1. Screening material shall be at least 16 mesh to the inch.
 2. Doors to the food preparation areas shall be self-closing and shall be kept closed-except when in actual use.
 3. Counter-service openings shall not be larger than necessary for the particular operation conducted. These openings shall be provided with tight fitting, solid or screened doors or windows which shall be kept closed, except when in actual use.
 4. Air curtains may be used in lieu of screens
2. **Construction- Retail sale of commercially prepared and wrapped food**
 - a. The floor in the food storage and sale area shall be well drained concrete or asphalt, or shall have a temporary floor that is constructed of wood and elevated to prevent contamination of food by dust, mud or so forth. Sawdust shall not be used as a floor covering. (Item #36)
 3. Light bulbs or tubes inside the food preparation area shall be shielded or be of “shatter-resistant” construction. (Item #38)

D. **Personal Hygiene**

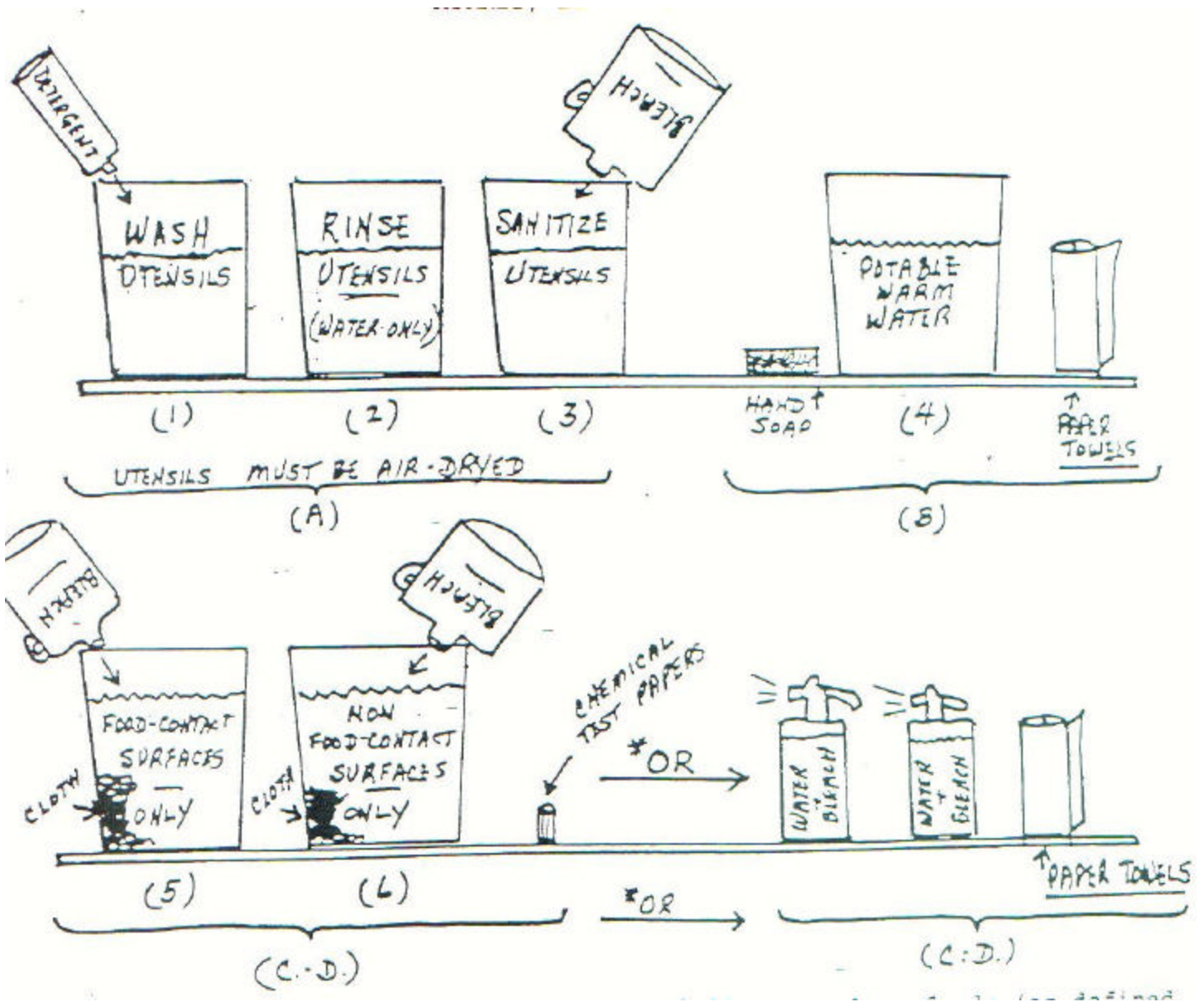
1. The following individuals shall not work in a food stand: (Item #11)
 - a. personnel with infected cuts, burns or boils on their hands or arms, and/or
 - b. personnel with diarrhea or who are carriers of a foodborne pathogen, and/or
 - c. personnel with a respiratory infection.
2. Fingernails shall be clean and trimmed. (Item #12)
3. Hands and arms shall be washed with clean water and soap before starting work, after each visit to the toilet, and as frequently as necessary during the day to maintain clean hands and arms. (Item #12)
4. Hand washing facilities shall be provided and used in each establishment. Common towels are prohibited (Item #12,31,32)
5. Employees shall wear clean outer clothing. (Item #13)
6. Employees shall wear effective hair restraints. Examples of effective hair restraints are hair nets and billed “baseball caps” where the hair is covered and contained. Hair spray and visors shall not be allowed in lieu of an effective hair restraint. (Item #13)
7. Mustache or beard restraints shall be used for any excessive facial hair. (Item #13)
8. Eating, drinking and smoking or other use of tobacco is not permitted in the food preparation or sales areas. (Item #12)

E. **Water**

1. Water shall be obtained from an approved system. (Item #27)
2. Devices shall be provided to protect against back flow and back siphonage to protect the water supply and shall be constructed in accordance with the Illinois Plumbing Code (77 Ill. Adm. Code 890). (Item #30)

F. **Waste Disposal**

1. No drain lines from beverage dispensing equipment, ice machines, etc., shall pass through the ice bin or other storage containers of exposed food. (Item #14)
2. All dishwashing water, hand washing water and other liquid waste water shall be disposed into public sewers in a manner that does not create a public health nuisance or hazard. (Item #28)
3. All fats, oil and grease shall be disposed into waste grease barrels provided on the grounds for this use. (Item #33)
4. All garbage shall be discarded into the covered garbage disposal containers provided on the grounds for this use. (Item #33)
5. The food stand operator shall keep the grounds surrounding his or her stand free of food scraps, paper and other debris. (Item #42)



Temporary Food Facilities that serve potentially hazardous foods (as defined in guidelines) or use utensils will need sinks, pails or plastic tubs for...

- A. (3) one each washing, rinsing, and sanitizing utensils and equipment.
- *B. 1 each storing wiping cloths for food contact surfaces.
- *C. 1 each storing wiping cloths for non-food contact surfaces.

Other Temporary Facilities will need only sinks, pails or plastic tubs for...

- A. 1 each storing wiping cloths for non-food contact surfaces.

*Spray bottles with potable water and bleach plus disposable paper towels may be substituted for sink, pail or plastic tubs.