

TEMPORARY EVENT FOOD VENDING REQUIREMENTS

Foods normally requiring proper refrigeration and/or hot holding must maintain proper temperatures throughout the event. Cold products must be kept at 41^oF or colder. Frozen products must remain frozen and hot foods must reach a minimum internal temperature of 165^oF for reheating/cooking and may be held hot after that at 140^oF for service/sale.

Only adequate hot and cold holding equipment, capable of maintaining these temperatures, in proper working order, will pass inspection. Sterno-type cans generally do not hold hot foods hot in outdoor environments. Food items are not to be stored in direct contact with ice. Ice is acceptable for closed plastic or canned containers, but not wax style (milk cartons).

All prepared/potentially hazardous foods must be stored and prepared in a licensed/inspected facility only. *Home baked, pickled, prepared, cooked or heated foods are not allowed.*

Additional equipment each food vendor will need:

- ❖ A digital thermometer for food temping.
- ❖ For any foods handled on-site (that are not pre-packaged): gloves, tongs, utensils, dispensers, etc. *There shall be no bare hand contact with any foods.*
- ❖ Hand washing facility at their stand. *See reverse side*
- ❖ Ample supply of extra clean and sanitary utensils for cooking and preparing foods.
- ❖ Bottle/bucket of sanitizer mixed to the proper concentration for on-going sanitizing.
- ❖ For Samples – Provide tongs, spoons, individual cups, etc. to avoid contamination of samples by public.

Reuse of plates, soup cups, bowls for second helpings or additions of foods once the item has been eaten from is prohibited.

Smoking is not allowed in temporary booths.

Shield food and food contact surfaces from possible contamination.

Dogs or other pets are not allowed.

Raw milk products and unpasteurized juices shall not be offered for sale

Keep all foods off the ground. A protective barrier such as a clean garbage bag is acceptable.

Provide adequate garbage containers to avoid littering and trash overflow.

All gray water **MUST** be disposed of properly, **NOT** dumped into storm drains or on the ground.

Design a system that allows for handwashing between handling money/other tasks and handling food products.

Complete a Temporary Food Permit Application (attached) a minimum of two weeks before the event. *In addition:*

If you hold a Food Permit from the City of Portsmouth, and will be using your restaurant to prepare and store your foods, check that off on the space provided on the application. Facilities scoring less than 80% on inspections occurring after July 1, 2005 will not be issued a temporary permit to operate in the City of Portsmouth.

If you do not hold a Portsmouth Food Permit, but are doing food preparation or storage prior to the event, it must be done in a licensed kitchen. Submit copies of that facility's Food License and most recent inspection report. Facilities scoring less than 80% on inspections occurring after July 1, 2005 will not be accepted as a commissary for temporary events. If it is not your own licensed restaurant, also submit a commissary agreement (on back of application form).

If you will be doing one-day, on-site prep only, you do not need a commissary but all foods must be purchased immediately prior to the event; keep receipts for inspection. No foods shall be stored or prepared in any unlicensed facility. A three-step sanitizing set up is required on-site in addition to above requirements. Instructions for this are on the reverse side.



City of Portsmouth
Health Department
 1 Junkins Avenue
 Portsmouth, NH 03801
 Tel: (603) 610-7273 / Fax: (603) 427-1593

Temporary Food Permit Application Form

*Application must be submitted to the Health Department a minimum of two weeks prior to the event.

1. Name of Event: _____
2. Location of Event: _____
3. Date(s) & time(s) of event: _____
4. Will there be a rain date? If so, date(s) & time(s) of rain date _____
5. Applicant information: Person's Name: _____
 dba: _____
 Address _____
 City: _____ State: _____ Zip Code: _____
 Home Tel: _____ Work Tel: _____ Fax#: _____
 Person in Charge on-site: _____ Tel: _____
5. Location of any advanced preparation _____
**FOOD STORAGE OR PREPARATION MAY NOT OCCUR IN ANY UNLICENSED LOCATION: NO HOME PREPARATION OR STORAGE IS ALLOWED. If you are not using your own restaurant as a commissary, attach a commissary agreement (on back). If you own the commissary, check here _____*
6. Date and time preparation begins: _____
7. Describe:
 Cold holding equipment: _____ Cooking equipment _____
 Hot holding equipment _____ Reheating equipment _____
 Transportation equipment _____ Length of time in transit? _____
8. Digital thermometer available? _____ Dispensed soap? _____ Paper towels? _____
9. Handwashing facilities at booth:
 Plumbed sink or Gravity flow, spigot dispenser
 Where will you dispose of wastewater? _____
10. Sanitizing solution: Bleach & water or Sanitizer (bar) tablets
11. Bare hand contact with all foods must be avoided.
 What means do you have to avoid bare hand contact? Gloves, Tongs, Other
 Describe other: _____

List foods to be served at Event:

Food	On Site Prep	Off Site Prep
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

Applicant's Signature: _____ Date: _____

Fee: \$30.00



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Temporary Handwashing Requirements and Three Step Sanitizing Requirements

Temporary Handwashing Requirements

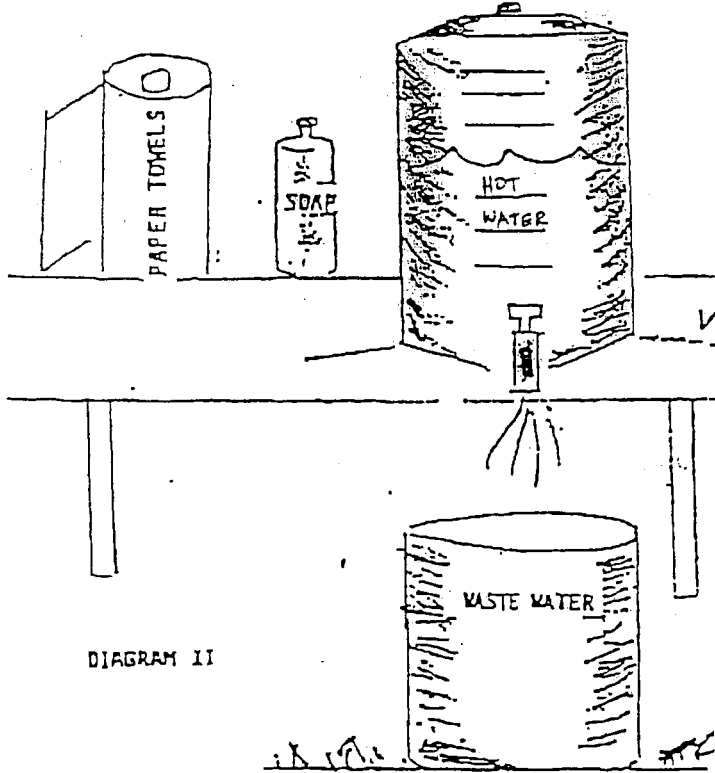


DIAGRAM II

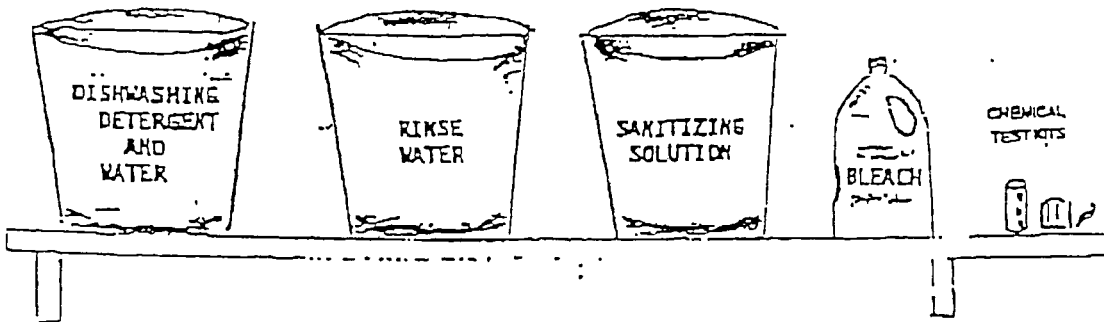
Handwashing Facilities:

Provide a ten gallon water container with a dispensing valve to leave hands free for washing; a wastewater collection container; dispensed soap and paper towels for handwashing within the food booth.

Note: Ensure booth does not run out of water during event.

Dispose of all water in a sanitary sewer, not a storm drain or on the ground.

Temporary Three-Step Sanitizing Requirements



Utensil Washing Facilities: Booths without commissary facilities require three separate containers of appropriate size for cleaning and sanitizing of equipment and utensils before use. Buckets must be large enough to fully submerge your largest piece of equipment requiring washing. One container shall contain hot, soapy water; the next container, clean, clear, hot rinse water; and the last container, an appropriate concentration of sanitizing water. (Use one teaspoon of plain household (unscented) bleach per gallon of water). If you are applying for a one-day event and have a commissary, you only need to bring a spray bottle of sanitizer to use for emergencies, providing you have met the requirement of adequate extra utensils/pans on site. Extended period events will require the three-step sanitizing set up.

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Commissary Agreement

Name and address of commissary: _____

Owner of commissary: _____

If the commissary is located outside of Portsmouth, NH, attach copies of the Food Permit and most recent inspection report for that commissary.

I hereby certify that I have given permission to _____

to store and prepare food and clean and sanitize equipment in my premises

named: _____

located: _ _____.

This vendor may use the commissary for daily use during the following times: _____

_____.

Signature: _____

Title: _____

Date: _____