

ARLINGTON COUNTY, VIRGINIA



TEMPORARY FOOD SERVICE
(CARNIVALS, FAIRS, AND OTHER EVENTS)

REQUIREMENTS, APPLICATIONS, AND CHECKLIST

PUBLIC HEALTH DIVISION
800 SOUTH WALTER REED DRIVE
ARLINGTON, VA 22204
(703) 228-7400 FAX (703) 228-7401

GENERAL

The following requirements are pursuant to Chapter 9.2 of the Arlington County Code, pertaining to the safe transportation, storage, preparation, handling and protection of food in places where food is prepared and/or served to the public. They also pertain to the proper cleaning, sanitizing, and storage of equipment and utensils.

The purpose is to prevent foodborne illnesses associated with temporary restaurants by implementing control measures intended to protect the health and safety of the citizens and guest of Arlington County. Inspections will be conducted to ensure compliance.

Please read the requirements carefully, they are intended to answer questions regarding temporary food service. Carefully follow the checklist provided in this packet to ensure you meet all of the criteria. **The criteria must be met in order to be licensed.** For additional information, please contact the Environmental Health Program (EH) at (703) 228-7400.

The applicant shall comply with all requirements of the Environmental Health Program. If violations are found, they must be corrected immediately or as otherwise specified by the inspecting Health Official. Failure to correct violations will result in revocation of the license and immediate cessation of food service operations. Future operations may also be eliminated.

REQUIREMENTS

1) COORDINATOR(S)

- a) The coordinator is responsible for organizing the event and shall provide the food vendors with the "Requirements for Temporary Food Establishments", the "Application for Temporary Food License", form (TEMP-2) and the "Temporary Food Establishment Checklist", form (TEMP-3). Copies of the requirements, the applications and the checklist are available at the Environmental Health Bureau.
- b) The coordinator shall provide the EHB with the completed "Coordinator's Application for a Temporary Food Event", form (TEMP-1). The coordinator must also submit completed "Applications for a Temporary Food License" form (EHB TEMP-2) with an application processing fee of \$40.00 for every food booth participating in the event **at least ten (10) days prior to the event.**
- c) If you have a small event and there is no coordinator, food booth operators must submit the "Application for Temporary Food License", (TEMP-2) and the temporary license application fee of \$40.00 directly to the EHB.

2) LICENSE

- a) Submit to the Environmental Health Bureau an "Application for Temporary Food License", form (TEMP-2) with \$40.00 application processing fee.
Incomplete applications or applications received without the fee will not be processed.
- b) **Completed applications and processing fees for temporary food licenses must be received at least ten (10) days prior to the event.** Applications shall be signed acknowledging agreement to comply with applicable requirements.
- c) Licenses are not transferable to another operator or party and are valid only for the period of time specified.

- d) **Only those food items listed and approved on the applications can be served.**

3) **PHYSICAL FACILITIES AND SURROUNDING SERVICE AREA**

- a) Food booths shall have overhead protection and a cleanable floor surface. Asphalt or concrete is preferred floor surfaces. However, plywood, tarp or similar non-slip surfaces may be used as flooring if booth is located on grass or dirt. Booths selling pre-packaged foods only would not be required to provide overhead protection or flooring.
- b) Water must be from an approved source.
- c) Wastewater may not be disposed of on the ground surface (i.e. wash, rinse, sanitize water, draining ice, draining ice chests, etc.). Sewage connections shall be sanitary, non-leaking, inaccessible to insects and rodents, and approved by the health department prior to the event.
- d) Adequate and sanitary toilet facilities, which include properly maintained portable privies, must be available for food service employees and conveniently located.
- e) The person in charge is responsible for keeping the preparation and service areas and the surrounding grounds free of litter, trash, and garbage.
- f) Overhead protection where there is cooking, must be approved by the Fire Department.

4) **PERSONAL HYGIENE** (Good personal hygiene is critical to an operation and must be strictly adhered to.)

- a) Persons having open cuts or sores on his/her hands or arms may not prepare or serve food.
- b) Persons with acute respiratory infections such as colds or flu, or persons with communicable diseases involving organisms that can be transmitted by food are not allowed in food service and are subject to immediate exclusion if found in a food service establishment.
- c) No eating, drinking, or use of tobacco shall take place in the food preparation area, serving area, or equipment cleaning and storing area.
- d) **Food handlers that use the toilet facilities, smoke, eat or drink must wash their hands before returning to work.**
- e) Hands must be washed frequently and fingernails kept trimmed and clean. A plumbed sink or a clean container with a spigot, a container to catch wastewater, liquid hand soap, and paper towels must be provided. Chemically treated towelettes may be used if you are only serving foods. This means you are not preparing, cooking or re-heating foods in any way
- f) Hair restraints are required for all food handlers. Nets or clean caps are acceptable, but not hair spray alone.

- g) The outer garments of food handling employees shall be clean. While preparing food, employees may not wear jewelry on their arms and hands. This does not apply to a plain ring such as a wedding ring.

5) **FOOD AND BEVERAGE**

- a) All food must be from an approved source. Home canned products may not be served.
- b) Food temperatures shall be maintained for perishable (potentially hazardous) foods. Accurate probe type thermometer(s) to check hot & cold food temperatures must be provided.

- 1) Cold foods - maintain food temperature of 41°F or below
- 2) Hot foods - maintain food temperature of 140°F or above
- 3) Food in transit must be protected from contamination and must meet the temperature requirements noted above

NOTE: Sufficient equipment is essential for cooking foods and maintaining temperatures of all perishable foods (i.e. steam table, chafing dishes, refrigerators, ice chests, etc.)

- c) Potentially hazardous food that has been cooked and refrigerated, if reheated, must be reheated to 165°F within 2 hours.
- d) Foods shall be stored at least six (6) inches off the floor.
- e) The manager, operator, or person in charge shall provide and use a properly calibrated metal stem bayonet thermometer or digital thermometer with a range of (0-220°F) for checking internal food temperatures. The thermometer shall be properly sanitized prior to each use and properly calibrated.
- f) Food and utensils must be protected from contamination.
- g) Ice for human consumption shall be stored in cleanable, covered, self-draining containers and dispensed with handled scoops, tongs, or other approved methods.
- h) Food condiments such as mustard, catsup, or relish must be served in individual packets, squeeze bottles, or pump type dispensers. Cream and sugar shall be served in individual packets only. Milk products or non-dairy liquid creamers shall be refrigerated to 41°F or below. In instances where dispensers or individual packets are not available, food handlers must add condiments or ingredients requested by the patron.
- i) Foods that are contaminated, adulterated in any way or held at improper temperature are subject to immediate condemnation and discarding.

6) PREPARATION, HANDLING, DISPLAY, AND SERVICE

- a) **Food preparation is to be kept to a minimum, and prepared in small quantities. Holding of cooked food is not allowed unless proper storage or holding equipment is available to maintain safe product temperature.**
- b) Prepackaged food must be used where possible.
- c) Cooking and food preparation must be separated from public access. Food on display must be wrapped or protected by sneeze-guards or shielding.
- d) Food containers must be labeled to properly identify contents.
- e) Packaged food shall not be stored in contact with water or undrained ice.
- f) Toxic items such as cleaners must be labeled and stored away from food and food preparation surfaces. The use of pesticides is prohibited without prior health department approval.
- g) An adequate number of leak proof and fly proof garbage containers shall be provided and serviced as needed. Plastic garbage bags may be used in each booth. Arrangements must be made for clean up and final disposal of all solid waste.
- h) Food products, storage containers, single service items, kitchenware, equipment and utensils are to be stored at least six (6) inches off the floor surface.
- i) **Foods shall be transported in a sanitary manner that protects it from contamination. Temperatures of potentially hazardous food shall be maintained at 41°F or below or 140°F or above.**

7) EQUIPMENT AND UTENSILS

- a) Sufficient refrigeration and or/hot holding facilities or effective insulated facilities shall be provided which are capable of holding potentially hazardous food at proper temperature (41°F or below or 140°F or above). Ice chests with adequate ice may be used for keeping foods cold.
Ice chests are not suitable for keeping foods hot and may not be used for that purpose.
- b) A plastic water spray container with a clean water sanitizing solution must be provided for general cleaning purposes. This solution must contain 50-100 ppm chlorine or equivalent sanitizer, (i. e. quaternary ammonium or iodine).
- c) Only single service utensils (plastic, styrofoam, etc.) may be provided for use by the consumer. If wrapped single service utensils are not provided, then the utensils must either be handed to each customer by the food worker or stored in a manner where the food contact surface is not exposed and handles are presented to the consumer.
- d) Hoses used for potable water must be food grade and labeled to indicate that they are commercial grade or NSF approved. Back flow prevention devices must be used.
- e) Lead, lead glazed, cadmium (plating on gray enamelware) or enameled utensils/equipment are prohibited. Metal banded paint-type brushes are prohibited. Plastic banded brushes are approved. Trash bags are not acceptable for food storage.

- f) If there is slicing, chopping, cutting, mixing or any other type of food handling at the event site, a properly plumbed three compartment sink with hot and cold running water or three containers of adequate size (i.e. 5-gallon buckets or 3-gallon dish pans) shall be provided for washing, rinsing and sanitizing food contact surfaces of utensils and equipment. If you plan on cooking products that have been previously prepared in an approved/licensed facility and holding at proper temperature and/or serving immediately after cooking, then a 3-compartment sink set up will not be required.
- g) Equipment and utensils shall be constructed to be easily cleanable and kept in good repair. Equipment is to be located and stored so it is protected from contamination by dust, fumes, insects, etc.
- h) Food contact surfaces shall be cleaned and sanitized after each possible contamination. (i. e. dropped on ground, working with a different product, etc.)
- i) A chemical test kit or strips shall be provided by the person in charge and used to check sanitizer concentration strengths. This kit must correspond with the specific sanitizer being used. i.e. chlorine (bleach) (50-100 ppm), quaternary ammonium (200 ppm), or iodine (12.5-25 ppm). For example, if chlorine (bleach) is used, then a chlorine test kit (strips) for 10-200 ppm is required.

COORDINATOR'S APPLICATION FOR A TEMPORARY FOOD EVENT

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. The Temporary Food Permit application and the \$40.00 processing fee for each food booth operator **must be received by the Environmental Health Program ten (10) days prior to the event.** For additional information call (703)228-7400.

1) NAME OF EVENT: _____

2) DATE(S) OF EVENT: _____

3) EVENT LOCATION: _____

4) NAME OF EVENT COORDINATOR/RESPONSIBLE INDIVIDUALS:

Name

Address

Daytime Phone

5) NUMBER OF ANTICIPATED FOOD BOOTHS: _____

6) TIME OF FOOD BOOTH SET-UP: _____

HOURS OF FOOD BOOTH OPERATION: _____ TO _____

7) SOURCE OF WATER SUPPLY: _____

8) LIQUID WASTE DISPOSAL METHOD: _____

9) GARBAGE DISPOSAL METHOD: _____

10) WILL EQUIPMENT/UTENSIL WASHING FACILITIES BE PROVIDED FOR FOOD BOOTH OPERATORS? _____ (YES, NO)

IF YES, DESCRIBE: _____

11) WILL ELECTRICITY BE PROVIDED TO THE FOOD BOOTHS? _____ (YES, NO)

IF YES, DESCRIBE: _____

12) ESTIMATED ATTENDANCE? _____

13) NUMBER OF TOILET FACILITIES PROVIDED? _____ TYPE _____

WILL ADJACENT HANDWASHING FACILITIES BE PROVIDED? _____ (YES, NO)

14) ATTACH A LIST OF PROPOSED FOOD BOOTH PARTICIPANTS WITH FOLLOWING INFORMATION:

1. NAME OF BOOTH/RESTAURANT
2. OPERATORS NAME & ADDRESS
3. DAYTIME PHONE

15) ATTACH A MAP SHOWING THE LAYOUT OF FOOD BOOTHS, GROUNDS, TOILET FACILITIES, ETC.

Signature: _____ **Date:** _____

APPLICATION FOR TEMPORARY FOOD LICENSE

(PLEASE PRINT OR TYPE)

ENVIRONMENTAL HEALTH BUREAU

800 S. WALTER REED DR.

ARLINGTON, VA 22204

PHONE (703) 228-7400 FAX 228-7401

THIS APPLICATION AND THE \$40.00 APPLICATION PROCESSING FEE MUST BE SUBMITTED TO THE EHB AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF THE EVENT. EACH QUESTION MUST BE ANSWERED IN ORDER FOR APPLICATION TO BE CONSIDERED.

1) NAME OF ORGANIZATION/INDIVIDUAL: _____

2) ADDRESS: _____ CITY _____ STATE _____ ZIP _____

3) ORGANIZATION REPRESENTATIVE: _____

4) PHONE NO. (WORK) (____) _____ (HOME) (____) _____

5) NAME OF EVENT: _____

6) LOCATION OF EVENT: _____

7) DATE (S) OF OPERATION: _____ TIME (S) _____ TO _____

8) TIME OF FOOD SET UP: _____

9) NAME OF FOOD FACILITY FOR OFF SITE PREP. _____

ADDRESS _____ PHONE (____) _____

10) INDICATE TYPE OF FOOD BOOTH MATERIALS:

FLOORS _____ OVERHEAD PROTECTION _____

11) **HANDWASHING:** WILL THERE BE **COOKING, REHEATING, SLICING, CHOPPING, CUTTING, MIXING** OR ANY OTHERS TYPE OF FOOD PREPARATION AT THE EVENT SITE? _____ (YES, NO). **IF YES**, a plumbed sink or gravity flow container must be provided. A 5-gallon container with potable water and a spigot that can be left in the open position to leave hands free for washing, a container to catch wastewater, liquid hand soap, and paper towels are suitable. **IF NO**, and you are **strictly serving** foods that are ready to eat, chemically treated towelettes may be used. Indicate type of handwashing _____

12) **UTENSIL WASHING:** WILL THERE BE ANY **SLICING, CHOPPING, CUTTING, MIXING** OR ANY OTHER TYPE OF FOOD PREPARATION AT THE EVENT SITE? _____ (YES, NO). **IF YES**, a plumbed sink may be required where there is extensive food preparation. As a minimum, you need three 5-gallon containers or three 3-gallon dishpans; one with detergent/water, one with clear water and one with (1TBS/gal.) bleach/water.

HOW WILL UTENSILS BE CLEANED? _____

13) HOW WILL THE FOLLOWING SERVICES BE PROVIDED?

WATER SERVICE: _____

GARBAGE DISPOSAL: _____

LIQUID WASTE DISPOSAL: _____

14) ARE POTENTIALLY HAZARDOUS FOODS* TO BE SOLD AT THE EVENT: _____ (Yes, No)

IF YES: WHAT IS THE LENGTH OF **TIME IN TRANSPORT**: _____

HOW IS THE FOOD TO BE KEPT **HOT OR COLD**: _____

* EXAMPLES OF **POTENTIALLY HAZARDOUS FOOD**: MEAT, SEAFOOD, POULTRY, EGGS, DAIRY ITEMS, and COOKED BEANS/RICE/PASTA. USE BACK OF APPLICATION IF ADDITIONAL SPACE IS NEEDED.

15) PLEASE LIST ALL FOODS TO BE SERVED (The County Manager reserves the right to limit the menu) **INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD* HOT (>140°F) or COLD (<41°F)**

FOOD ITEM	WHERE IS FOOD PREPARED	COOKING PROCEDURES (i.e. deep fry, grill, propane, microwave, stove, oven, Etc.)	HOT/COLD FOOD TEMPERATURE HOLDING METHOD

16) IS THE PERSON IN CHARGE A CERTIFIED FOOD MANAGER? _____ (YES, NO)

IF YES, PROVIDE THE NAME, CERTIFYING OFFICIAL CERTIFICATION NUMBER AND EXPIRATION DATE: _____

CERTIFICATION

I have read the requirements for temporary establishments, understand them, and will comply with them. I understand that failure to comply may result in a license not being issued or license suspension, as per Section 9.2-3.5, Food & Food Establishments Chapter 9, of the Arlington County Code.

OPERATOR

DATE

TEMPORARY FOOD ESTABLISHMENT CHECKLIST

IMPORTANT NOTE: CHECK THIS LIST CAREFULLY. THIS IS FOR YOUR USE. DO NOT RETURN THIS FORM TO THE EHB. FAILURE TO HAVE ANY OF THE ITEMS LISTED BELOW COULD RESULT IN A LICENSE NOT BEING ISSUED. (REMEMBER, IF YOU HAVE ANY QUESTIONS CONTACT THE HEALTH DEPARTMENT (703) 228-7400).

- 1) A FIVE (5) GALLON COVERED CONTAINER WITH SPIGOT AND CATCH BASIN FOR HANDWASHING (SEE TEMPORARY HANDWASH SET-UP DIAGRAM PAGE 3 OF REQUIREMENTS) OR CHEMICALLY TREATED TOWELETTES IF STRICTLY SERVING READY TO EAT FOODS.
- 2) PAPER TOWELS AND LIQUID HAND SOAP FOR HANDWASHING
- 3) ICE CHEST(S) IN GOOD CONDITION. REFRIGERATORS OR OTHER ADEQUATE EQUIPMENT FOR HOLDING FOODS COLD
- 4) ADEQUATE SUPPLY OF ICE (MAKE SURE YOU HAVE PLENTY)
- 5) CHAFING DISHES, STERNO, INSULATED HOT HOLDING BOXES, OR OTHER EQUIPMENT FOR HOLDING FOODS HOT (>140°F)
- 6) METAL STEM PROBE FOOD THERMOMETER (0°F-220°F.) - NOT A MEAT ROASTING THERMOMETER!
- 7) WASHABLE FOOD STORAGE CONTAINERS (SMOOTH, NON-TOXIC & NON-ABSORBENT)
- 8) PLASTIC WRAP, ALUMINUM FOIL, SNEEZE GUARDS OR OTHER APPROVED MATERIALS FOR COVERING AND PROTECTING FOOD ITEMS
- 9) PLATFORMS OR STORAGE RACKS FOR ELEVATING FOOD AND SUPPLIES A MINIMUM OF 6 INCHES OFF THE FLOOR SURFACE
- 10) ADEQUATE NUMBER OF SMOOTH AND CLEANABLE TABLES/COUNTERS
- 11) SERVING SPOONS, SPATULAS, TONGS, PLASTIC DISPOSABLE GLOVES, DELI PAPER, AND ICE SCOOPS AS NEEDED
- 12) SPRAY WATER BOTTLE WITH BLEACH SANITIZER (1 TEASPOON/GALLON)
- 13) DISPOSABLE SINGLE SERVICE ITEMS (CUPS, PLATES, NAPKINS, ETC.)
- 14) CONDIMENTS IN SINGLE-USE PACKETS, SQUEEZE OR PUMP DISPENSERS
- 15) TRASH BAGS AND TRASH CANS
- 16) HAIRNETS, CAPS, ETC. FOR HAIR RESTRAINTS; CLEAN APRONS IF USED
- 17) OVERHEAD PROTECTION FOR FOOD BOOTHS
- 18) PLYWOOD, TARP OR SIMILAR NON SLIP FLOORING IF BOOTH IS ON GRASS OR DIRT. IF SLICING, CHOPPING, CUTTING, MIXING OR ANY OTHER TYPE OF FOOD PREPARATION IS PERFORMED AT EVENT SITE YOU MUST PROVIDE THE ITEMS 19 THRU 21
- 19) THREE (3) PLASTIC DISHPANS/CONTAINERS FOR WASHING, RINSING, AND SANITIZING EQUIPMENT AND UTENSILS
- 20) LIQUID DISH SOAP
- 21) CHLORINE BLEACH (UNSCENTED) OR OTHER APPROVED SANITIZER

