

LIST ALL ITEMS BEING PREPARED OR SERVED – USE A SEPARATE SHEET IF MORE SPACE IS NEEDED.


FOOD AND BEVERAGES [Include Quantity]	SOURCES OF FOOD AND BEVERAGES [Name of Supplier]	WHERE FOOD IS PREPARED [No Home Prepared Food – see Guidelines for Temporary Food Establishments]	FOOD PREPARATION METHODS [Describe]

I have read the Temporary Food Establishment Guidelines, understand them, and will comply with their requirements. I understand that failure to comply may result in denial or suspension of permit, as per the *Commonwealth of Virginia Board of Health Food Regulations 12 VAC 5-421*

Signature _____

Date: _____

Print name _____

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<p><u>Clarke County:</u> 100 North Buckmarsh Street Berryville, Virginia 22611 540-955-1033 Fax: 540-955-4094</p>	<p><u>Page County:</u> 75 Court Lane Luray, Virginia 22835 Phone: 540-743-6528 Fax: 540-743-3811</p>
<p><u>Shenandoah County:</u> 600 Main Street, #106 Woodstock, Virginia 22664 Phone: 540-459-3733 Fax: 540-459-8267</p>	 <p>LORD FAIRFAX HEALTH DISTRICT</p>

Commonwealth of Virginia



Lord Fairfax Health District Guidelines for Temporary Food Establishments

A “TEMPORARY FOOD ESTABLISHMENT” IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

1. Facilities for **handwashing** MUST be provided prior to food handling. These facilities shall include one of the following:
 - A. Soap, hot and cold running water, and disposable towels.
 - B. Soap, warm water in a completely enclosed container with a spigot and catch basin, and disposable towels.
2. The food facility must be provided with an **approved** water supply and ice supply. Enough water must be available for: food preparation, cleaning and sanitizing of utensils and equipment, and hand washing. In addition, if the facility is connected to a municipal water supply it must have a *food grade* hose with a backflow prevention device.
3. All gray water and sewage, including liquid waste from sinks, hand washing, ice storage, equipment drains, or other sources, are to be disposed of in an approved manner. Gray water and sewage shall be disposed into an approved sanitary sewage system or an approved wastewater retention tank - NOT DUMPED ON THE GROUND.
4. Facility MUST have a **Metal Stem Food Thermometer** (0-220°F) on site for testing food.
5. FOOD HANDLERS ARE TO FOLLOW APPROVED PROCEDURES WHEN PREPARING AND SERVING FOOD:
 - A. **Wash Hands Frequently**, especially after using the restroom, smoking, performing any cleaning activity, before donning single-use gloves, or when switching between working with raw foods and ready-to-eat foods. (I removed handling money – see FDA doc attached to the e-mail)
 - B. **Do Not Touch Ready-to-Eat foods with Bare Hands**, except when washing fruits and vegetables. Suitable utensils such as deli paper, spatulas, tongs, single-use gloves, or dispensing equipment must be used. "Ready-to-eat food" means food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer. Food employees shall minimize bare hand and arm contact with exposed food that is not in a ready-to-eat form.
 - C. Wear clean outer clothing, and hair restraints that effectively keep hair from contacting exposed food and food contact surfaces are to be worn. No hand or arm jewelry is to be worn. Unless wearing intact gloves in good repair, a food employee shall not wear fingernail polish or artificial nails when working with exposed food.
 - D. No eating, drinking, or smoking in food preparation or service areas.
6. Adequate facilities shall be provided to maintain *potentially hazardous foods* at required temperatures at all times. *A full definition of potentially hazardous foods may be found in the Virginia Food Regulations 12-VAC 5-421, a digital copy is available upon request.*

REQUIRED MINIMUM TEMPERATURES*:

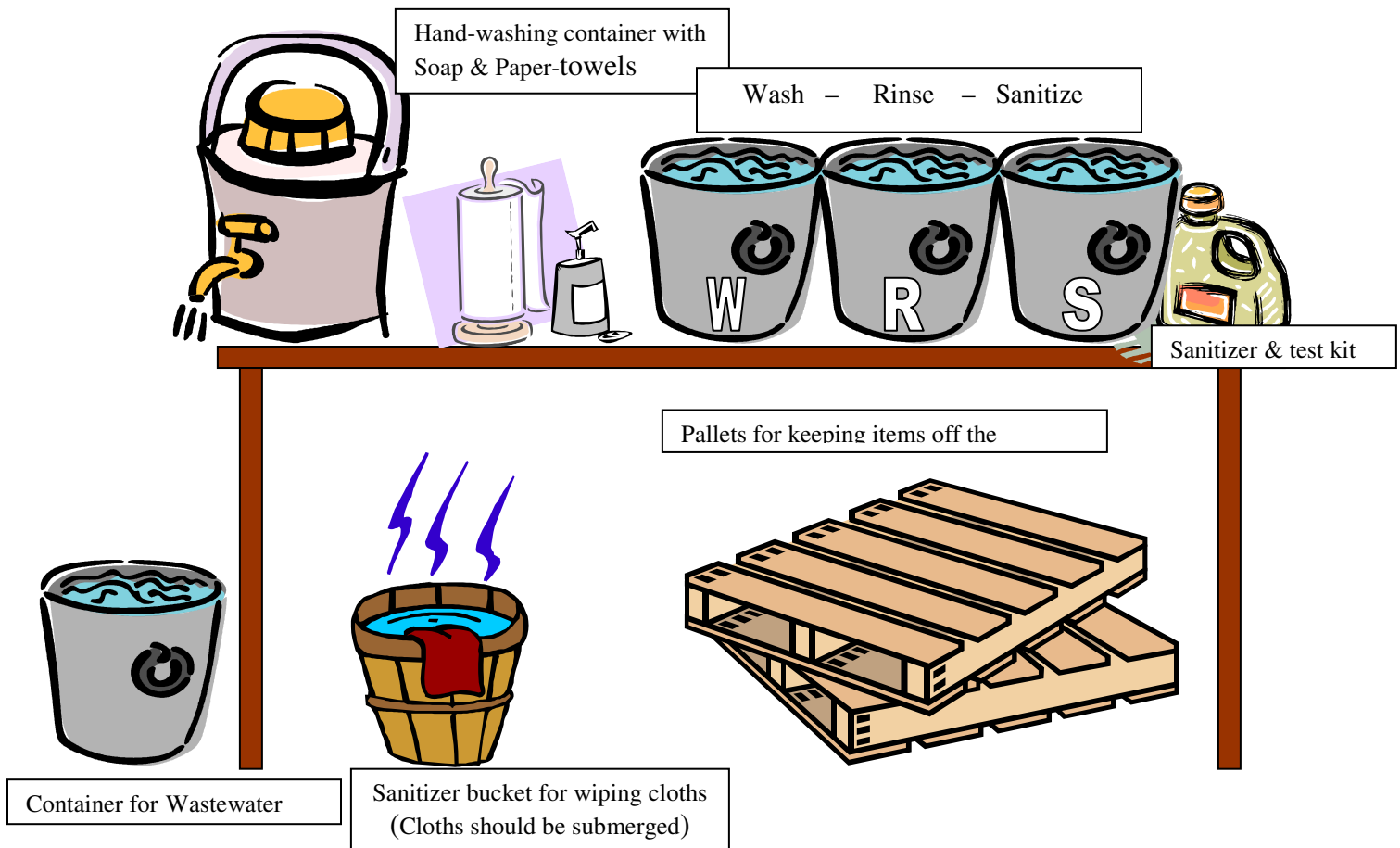
<u>Holding</u>	<u>Cooking</u>
Cold holding 41°F or below Hot holding 135°F or above Re-heated foods MUST be cooked to 165°F min.	Poultry 165°F Comminuted Meats/Fish 155°F Pork, Fish, Eggs 145°F

*Be sure to place a thermometer in each cold holding unit to verify product temperatures.

"Comminuted" includes fish or meat products that are reduced in size by methods such as chopping, flaking, grinding, or mincing or a mixture of two or more types of meat that have been reduced in size and combined. Examples include but are not limited to ground beef, sausage, gyros, or gefilte fish.

7. Cleaning and Sanitizing:

- A. A properly plumbed three-compartment sink with hot and cold running water OR **three (3) basins** large enough to accommodate the establishment's largest piece of equipment shall be provided for washing, rinsing, and sanitizing of food contact surfaces, utensils, and equipment.
- B. A **Sanitizer Test Kit** will be required to monitor strength of sanitizer used on food contact surfaces, utensils and equipment. Concentrations: **Chlorine:** 50-100 mg/L (ppm); **Quaternary Ammonia Compound:** 200-400 mg/L (ppm); **Iodine:** 25 mg/L (ppm).
- C. Air dry items or dry with a disposable paper towel.
- D. For disposal of items, use trash bags in cans with tight fitting lids.
- E. Adequate cleaning supplies and equipment are to be provided for sanitizing utensils, equipment, and wiping cloths. Examples: buckets, cloths, detergents, and sanitizer. (Sanitizer swabs recommended for metal stem thermometers)
- F. Food preparation should only be done on smooth and easily cleanable counters and tables.
- G. An example of a proper temporary event sanitization set-up is displayed below:



8. All cooked or prepared food shall be served on or in single-service paper/plastic utensils or similar articles intended for one-time, one-person use and then discarded.
9. All cooking, food preparation, service, display, and storage areas are to:
 - A. Have an approved wind resistant and waterproof overhead covering.
 - B. Be adequately protected from contamination from sneezing/coughing, dust, and vermin.
 - C. Be completely separated from public access by an effective barrier such as ropes or tables.
 - D. Be designed to protect condiments by using individual packets or approved covered dispensers.
 - E. Store food, beverages, utensils, and paper products a minimum of 6" off the ground and covered.
 - F. Have a floor to adequately control dust and mud.
10. A **Person in Charge** must be present during all hours of operation. The Person in Charge shall be a certified food manager OR demonstrate knowledge of food borne disease prevention and the requirements of the Virginia Food Regulations by correctly responding to questions presented by the health department as they relate to the specific food operation.
11. **No home cooked or home canned foods are allowed.**

All food preparation shall be done on site or properly transported from a licensed food facility. Food establishment operations are not to be conducted in a private home, unless its specific use has been approved by the Virginia Department of Agriculture and Consumer Services (VDACS), this includes canned items, salsas and acidified foods. (Include supporting documents with the Temporary Food Establishment Application).
12. A Temporary Food Establishment Permit is not needed if only "Pre-packaged Food or Beverages" are offered, which means ready to eat or drink commercially individually packaged food or beverages such as chips, crackers, bottled water, or soda.

For bake sales without any food preparation on-site. A kitchen in a private home may be used to prepare non-potentially hazardous foods for sale or service at a religious or charitable organization's bake sale if allowed by law. The consumer is to be informed by a clearly visible *placard* at the sales or service location that the "*food is prepared in a kitchen that has not been inspected by the regulatory authority*". Examples of non-potentially hazardous foods include: cookies, non-filled pastries, fruit pies, cakes, brownies and breads. It is recommended that the Event Coordinator keep a list of what was offered.
13. All toxic cleaners and any other necessary items (i.e. lighting fluid, fuels, etc.) must be labeled and stored away from food.
14. These guidelines are not all inclusive, all Temporary Food Vendors are subject to the requirements as written in the Commonwealth of Virginia Board of Health Food Regulations (12 VAC 5-421).

IMPORTANT NOTE: IF THE INSPECTION REVEALS THE PRESENCE OF SUBSTANTIAL OR IMMINENT HEALTH HAZARDS, INCLUDING, BUT NOT LIMITED TO, INADEQUATE FACILITIES TO MAINTAIN REQUIRED FOOD TEMPERATURES, THE USE OF HOME- PREPARED FOOD, CONTAMINATED OR ADULTERATED FOOD, **ILL EMPLOYEES**, OR CONTINUING/FLAGRANT SANITARY VIOLATIONS, THE TEMPORARY FOOD ESTABLISHMENT SHALL IMMEDIATELY CEASE FOOD SERVICE OPERATIONS. OPERATIONS SHALL NOT RESUME UNTIL ALL VIOLATIONS HAVE BEEN CORRECTED AND APPROVED BY THE HEALTH OFFICE.