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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
LANSING

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DIRECTOR

**DATE:** February 19, 2010

**TO:** All Local Health Departments  
Attn: Medical Director / Health Officer / Director of Environmental Health  
Michigan Department of Agriculture (MDA)  
Attn: Food and Dairy Division Managers

**FROM:** Kevin Besey, Manager  
Food Section  
Food and Dairy Division

A handwritten signature in black ink, appearing to read "K. Besey".

**SUBJECT: Food Service Establishment, Remote Site Service, MFL §4105 (3)**

**Michigan Food Law Excerpt:**

**289.4105 Person, establishment, or organization exempt from licensure.**

§4105. (1) Except as otherwise provided for in subsection (2), a person, establishment, or organization that is 1 or more of the following is exempt from the licensure requirements under this act:

(3) If food is prepared in a food service establishment licensed under this chapter and the food is transported from the food service establishment to a fixed temporary serving location, the serving location is not required to be separately licensed and is considered an extension of the food service establishment if no food preparation is conducted at the serving location and the food is transported and served by employees of the food service establishment.

**Guidance:**

The following guidance should be used for the purpose of determining whether the food law exemption applies to a licensed food establishment serving food to the public at a remote site. This guidance is not intended to address determining whether an event is public or private. This guidance is not intended to be used for other licensing or food program decision purposes, since it is based upon having a licensed base establishment, which typically includes plan review, certified manager, and routine evaluation oversight. Inspectors should include discussions regarding the type, extent, and operational details of off-site operations during routine evaluations and plan reviews to assure that oral and/or written standard operation procedures are in place. Evaluations of off-site operations may be made at the agency's discretion, since the off-site operation is an extension of the base establishment license.

When in a setting where some establishments are obtaining a temporary license and some are operating from their base license, education of temporary operators regarding the §4105 allowance may be advisable. We should be able to clearly articulate that the establishment is already licensed, has undergone plan review, has a certified manager, and their off-site operations are reviewed as part of their normal licensing and evaluation process.

A retail grocery that is licensed as an extended retail establishment or has been determined to have a food service establishment within a retail food establishment, shall also qualify for this exemption. These establishments typically undergo mandatory plan review and have a certified manager on-site.

To qualify for the serving site license exemption, the base establishment must be licensed and the serving site must be fixed, temporary, have no on-site preparation, and have food served by the food establishment employees.

The following examples are not intended to be a complete list, but are intended to guide decision making regarding the need for licensure.

**Temporary license required:**

- Thawing raw food
- Washing
- Mixing / forming food ingredients
- Cooking
- Reheating
- Mixing drinks at a bar (full bar operation with condiments, blending drinks, etc.)
- Cutting raw produce
- Complex assembly of food items (i.e. making a sub sandwich to order, assembling tacos)
- Slicing items that can be most appropriately done at the licensed establishment
- Most cutting operations, including slicing, prior to assembly, display or service

**No additional licensing required\*:**

- Transporting food
- Thawing ready-to-eat food (i.e. frozen desserts, shrimp ring)
- Hot holding
- Cold holding
- Pre-mix beverage machines, kegs of beer, etc.
- Icing and/or pouring beverages into glasses (i.e. beer, bulk pre-mixed drinks, wine, juice, water, cider, milk, coffee, tea, pop)
- Making popcorn or cotton candy
- Making coffee and tea
- Operating a postmix carbonated beverage or potentially hazardous product dispensing machine (i.e. soft-serve ice cream)
- Simple cutting, slicing, or handling of product for service only. Examples include:
  - Carving slices of cooked meat
  - Cutting pizza slices, cake, lasagna
  - Placing a cooked item in a bun
  - Buffet line service (employee serve or self-serve)
  - Scooping hand-dipped hard ice cream

\*Duration and scope of the event is important in determining what activities can be safely carried out off-site. For example, an establishment may be able to hand scoop hard ice cream using a set of clean scoops for a four hour event, but not for a multi-day event.

To safely accomplish minimal on-site handling, adequate handwashing, utensils, equipment, wiping cloths, and procedures must be provided to safely transport and serve food for the duration of the event. The exemption does not allow for warewashing, running water dipper wells, and related supportive activities at the serving site.

Distribution List:

- MIFood Listserve
- MDA Food Section Staff
- MDA Licensing Unit