Temporary Food Establishment

Risk-based Inspection Guide

(For Regulators)

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and Rural Development
Food and Dairy Division
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Risk Based Inspection Guide

This document is intended to provide guidance for a food sanitarian or other regulator to conduct a risk-based inspection at a temporary food event. It is not intended to replace adequate training.

The top five things that cause foodborne illness are:

- Food from unsafe sources
- Improper holding temperatures (cold holding, hot holding, thawing & cooling)
- Inadequate cooking temperatures (cooking and reheating)
- Contaminated food equipment (e.g., cutting boards, utensils, gloves, other food contact surfaces)
- Poor personal hygiene (unhealthy employees, improper hand washing, bare-hand contact)

Application review in advance of event

The intent of the Temporary Food Establishment (TFE) application is for the applicant to tell us what foods they intend to serve and how they intend to do it. The application should be reviewed to assess the risks involved in the proposed TFE. It is often necessary to call the applicant ahead of time to review the application with them, so changes can be made, if necessary. Identify that a knowledgeable person in charge (PIC) will be at the TFE during all hours of operation and that the TFE will have control over the five risk factors below:

Food from <u>SAFE</u> sources

- ☐ Identify the source of <u>all</u> foods.
- ☐ The date, time and location that food preparation <u>starts</u>.
- ☐ Is the TFE making food in the days before service? If yes, where?
- ☐ Is the TFE intending to prepare or store food at other locations, before or during event?
- ☐ The date, time and location that food service starts.

<u>PROPER</u> holding temperatures

- ☐ How will the TFE insure that potentially hazardous foods (PHF) are held at the right temperature at all times? PHFs are those that require temperature control to keep them safe, including raw and cooked animal foods; cooked plant foods; cut leafy greens; cut melons and tomatoes; raw seed sprouts; and garlic in oil.
- ☐ Will the TFE have adequate equipment/thermometers for cold/hot holding, thawing and cooling?

<u>ADEQUATE</u> cooking temperatures

- ☐ Will the TFE have cooking equipment/thermometers to insure adequate cooking/reheating?

<u>FOOD PROTECTION</u> from all sources of contamination

- ☐ How will food be stored and prepared to minimize cross contamination?
  - If raw animal foods are listed, ask about their handling and storage.
- ☐ Do the proposed equipment/utensils appear adequate (e.g., safe, cleanable) for the intended use?
- ☐ Will the TFE have the ability to wash, rinse and sanitize equipment and utensils; OR
- ☐ Will the TFE have adequate equipment and utensils without warewashing at the TFE?
- ☐ What kind of sanitizer and test strips will they have?
- ☐ How will the TFE store and use multi-use and single service utensils?
- ☐ How will they protect food from contamination from pests and the environment?
- ☐ Will they have potable water and a way to dispose of sewage without risk to the food or public?

<u>GOOD</u> personal hygiene/health

- ☐ Will they have adequate handwashing -- flowing water, soap and paper towels?
- ☐ Will they have adequate gloves or other utensils to prevent bare hand contact?
- ☐ How will they ensure sick people don't work?

Conducting the Risk-based Inspection

Schedule inspection based on risk
The inspector should determine, based on the risks, when the best time to inspect the TFE will be.

Have the proper equipment
Proper equipment is needed for a risk-based inspection. The following equipment is essential:

- TFE Application, license and extra FI-214B forms.
- Computer for electronic inspection or pen for paper inspection.
- Currently adopted FDA Food Code and Michigan Food Law.
- Clean clothes and hat or hair net.
- Thermocouple or thermometer with appropriate probes for the foods being tested.
- Alcohol swabs for sanitizing probe thermometer.
- Chemical test kits or strips for different types of sanitizer.
- Heat-sensitive tape or maximum registering thermometer.
- Flashlight.

Depending on the complexity of the food trail and premises, other equipment such as a light meter, pH meter, water activity meter, black light, etc., may be needed.

Establish inspection priorities and use inspection time wisely

- Identify yourself and ask to speak to the PIC.
- Verify with the PIC that the TFE is intending to operate as indicated on their application. Review the menu with the PIC, so you understand the food they will be handling.
- **Verify that all food came from approved sources!** (*Ask for labels, packaging, and receipts, if necessary.)*
- If it is a large TFE, conduct a quick walk through. Often, activities that are occurring at the beginning of the inspection may not occur later in the inspection and the inspector may want to stop and observe these behaviors while they are happening.
- Once you know that all food is from approved sources **focus on the flow of food and the other four risk factors.** During the inspection you must verify that, from "farm to fork", all food is:
  - **Held at the proper temperatures** (cold holding, hot holding, thawing, cooling).
  - **Cooked or reheated to the right temperatures**, especially raw animal foods.
  - **Protected from contamination** from other food, equipment/utensils and the environment.
  - **Handled by healthy employees, with good hygiene**.
- Does the PIC understand the risk factors and have them all under control?

Lead by Example
The inspector must set the example during the inspection:

- Demonstrate how important food holding, cooking and reheating temperatures are by checking the temperatures of lots of food throughout the TFE!
- Wash your hands, correctly, when you enter the TFE and when necessary.
- Be careful not to touch ready to eat (RTE) foods with your bare hands.
- Wash and sanitize your thermometer/thermocouple probe before use and between foods.
- Do not work if you are sick or have not been symptom free of diarrhea and vomiting for 24 hours.
- Wear clean clothes and a proper hair restraint.

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PERSON IN CHARGE (page 6)

- Ask for the Person in Charge (PIC); A PIC must be there during all hours of operation.
- The PIC must demonstrate proper knowledge.

EMPLOYEE HEALTH (page 6)

- Sick food employees cannot work and must be symptom free for 24 hours (vomiting, diarrhea, sore throat with fever, jaundice).

HYGIENE (page 6)

- Clean cloths, aprons, and hair restraints.
- Personal clothing and belongings are stored separate from foodservice items.
- Artificial fingernails or fingernails with polish are covered by gloves when working with exposed food.
- No smoking, eating or drinking in TFE. (Except covered drink)

HANDWASHING (page 7)

- Hands are washed when necessary, including after handling raw meats or eggs and before handling RTE foods.
- Hands are washed correctly.
- Ensure proper handwashing stations or sinks. **They must provide flowing water, soap, paper towels.** Minimum -- At least one container with spigot (potable water) and 2nd large container to catch wastewater.
- Hand antiseptic does not replace handwashing.

NO BARE HAND CONTACT (page 7)

- RTE foods cannot be touched with bare hands.
- Do they have an adequate supply of single-use gloves, deli paper, tongs, spatulas, etc.?

FOOD SOURCE (page 8)

- All food must come from sources that comply with law. If not, they cannot be used (e.g., pig/pork must be USDA inspected, not from a custom exempt facility).
- All food must be prepared on-site or in a licensed food establishment.
- If made in a licensed food establishment, find out when, where and how food was made.
- Home-prepared foods are not allowed (exception: nonprofits can make non-potentially hazardous baked goods).
- Water must be potable.
- Ice must be from an approved source. For most TFEs that means commercially bagged ice.

FOOD TRANSPORTATION (page 8)

- How were PHFs kept <41°F or >135°F during transport?
- How were foods segregated and protected from contamination during transport?

COLD HOLDING (page 8)

- Keep cold foods 41°F or below!
- They must have coolers with ice or for multi-day events, mechanical refrigeration may be required. Do they have enough cold holding?
- Small containers of food can be in an ice bath.
- Open PHFs held more than 24 hours must be date marked and can only be kept for 7 days.

THAWING (page 9)

- Thaw frozen foods in a refrigerator at 41°F, under cold running water, or cook from frozen.

COOLING (page 9)

- **Most TFEs do not have the equipment to cool foods safely, so discourage keeping leftovers.** If they do, they must cool from 135°F to 70°F in 2 hours and from 70°F to 41°F in no more than 4 more hours.
- Is food cooled by an approved method?
- Does the TFE have food that was made and cooled at another location? Ask!

HOT HOLDING (page 9)

- Keep hot foods 135°F or above!
- Look for huge mounds of food on grills. The food won't stay hot enough!
- Time alone can be used as a control, but they need a written policy and need to follow it.

COOKING TEMPERATURES (page 10)

- **165°F:** Poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry; ground turkey/chicken; reheated foods.
- **155°F:** Pooled raw eggs; ground beef/pork (Polish sausage, hamburgers, raw kielbasa).
- **145°F:** Raw shell eggs, prepared to order; Whole muscle fish; pork; beef; lamb.
- **135°F:** Plant foods for hot hold.

REHEATING (page 10)

- Food must be reheated to 165°F, in < 2 hours.
- Hot dogs and other RTE commercially processed foods reheated for hot holding need to be reheated to 135°F.
- Reheat food before putting in hot holding!

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FOOD PROTECTION (page 10)

- Make sure raw meats and eggs are separate from RTE during transport, storage, preparation, cooking, display and service.
- Food is stored in intact packaging or approved containers in good condition.
- Most foods cannot be stored in direct contact with ice. Exceptions include raw chicken or fish, fruits, vegetables and tofu.
- Ice used to hold foods cold should not then be used as an ingredient or in a beverage.
- Protect food from customers by covering, wrapping, using sneeze guards, etc.
- Keep condiments in packets, pump or squeeze bottles, or covered containers.
- Chemicals need to be stored separate from foodservice items and labeled.

FOOD CONTACT SURFACES (page 11)

- Food contact surfaces should be visibly clean.
- Food should only contact clean and sanitized food contact surfaces or single service utensils.
- Food contact surfaces must be smooth, durable, easily cleanable and in good condition.

UTENSIL USE AND STORAGE (page 11)

- Clean utensils and single service items must be stored to prevent their contamination.
- Separate utensils should be used for different foods, especially raw and RTE.
- Store utensils in food, with handles above the top of the container; in a container of hot (135°F) water; or on a clean area of prep table or cooking equipment. Utensils must be washed, rinsed and sanitized every 4 hours.
- Make sure gloves are changed when necessary.

PEST CONTROL (page 12)

- Cover food at all times, especially if flying insects are present. Outdoor booths must be covered with overhead protection unless food items are prepackaged or otherwise protected.
- Screening or air curtains are usually needed if food preparation is taking place.

FOOD EQUIPMENT (page 12)

- Food contact surfaces of equipment shall be safe, durable, smooth, easily cleanable and maintained in good repair.
- PIC must know how to disassemble, clean and sanitize equipment.

THERMOMETERS (page 12)

- The TFE must have an appropriate food thermometer and be able to use it correctly.
- If they have a bi-metal thermometer, have them calibrate it in your presence.
- Each cold holding unit needs a thermometer.

WAREWASHING (page 13)

- Utensils and equipment must be washed, rinsed and sanitized in a warewashing machine, 3-compartment sink or tubs.
- A centralized warewashing area for use by multiple TFEs might be permitted.
- Do they have detergent and sanitizer for warewashing?
- If no warewashing, do they have an adequate supply of clean and/or single service utensils?

SANITIZERS/TEST STRIPS (page 13)

- Approved sanitizers include chlorine at 25-200 ppm and quaternary ammonia at 150-400 ppm.
- They need to have test strips for their sanitizer and be able to use them correctly.

WIPING CLOTHS (page 13)

- Must be stored in clean sanitizing solution. Cloths and solution must be changed often. A spray bottle of sanitizer and paper towels is a better option.

WATER SUPPLY (page 14)

- Is an adequate supply of potable water supplied to TFE in an approved way?
- Water storage containers and hoses must be approved for food contact.
- If TFE is connected to a public water supply is there a backflow device to protect the public water supply?

WASTE WATER (page 14)

- Wastewater must be disposed of properly in municipal sewer, flush toilet; portable toilet; gray water collection area; other as approved.
- Wastewater cannot be dumped on ground, into waterways, or into storm drains.

PHYSICAL FACILITIES (page 15)

- Floors, walls and ceilings, when required, must be constructed of approved materials.
- Adequate lighting is provided.
- An adequate number of toilets available for employees.
- Garbage cans and dumpsters are available.
- Used grease is disposed of properly.

TEMPORARY FOOD ESTABLISHMENT (TFE) INSPECTION REPORT CHECKLIST

CITATIONS NOTED ARE FROM FDA FOOD CODE OR MICHIGAN FOOD LAW (MFL). PRIORITY (P) AND PRIORITY FOUNDATION (Pf) VIOLATIONS NEED TO BE CORRECTED IMMEDIATELY, PRIOR TO LICENSING.

PERSON IN CHARGE (PIC)

Determine if there will be a knowledgeable person in charge during all hours of operation.

- ☐ A designated PIC must be assigned and on site during all hours of operation of the TFE. (2-101.11) **Pf**
- ☐ The PIC must demonstrate knowledge based on the risk factors present in the TFE. (2-102.11) **Pf**
- ☐ The PIC is responsible that employees are trained in food safety as it pertains to their assigned duties. (2-103.11) **Pf**
- ☐ After the regulatory authority presents official credentials and provides notice of the purpose of the inspection the PIC shall allow the inspector to conduct the inspection, during the TFE's hours of operation and other reasonable times. (8-402.11)

EMPLOYEE HEALTH

Assess if any of the food employees have symptoms or illnesses that should exclude them from the TFE and educate the PIC about the importance of employee health. (2-201.11) **P** (2-201.12) **P** (2-201.13) **P**

- ☐ The PIC must exclude employees who have the following symptoms:
  - Vomiting, diarrhea, jaundice, sore throat with fever.
- ☐ The PIC must exclude employees who have an illness diagnosed by a health practitioner due to:
  - Norovirus, Hepatitis A, Shigella, Enterohemorrhagic or Shiga Toxin-producing E-coli, Salmonella Typhi.

HYGIENE

Ensure the PIC understands the importance of employee hygiene and observe employees for compliance.

- ☐ Food employees shall:
  - Wear clean outer clothing. (2-304.11)
  - Wear a hair restraint that covers hair. (2-402.11)
  - Maintain their fingernails so that they are cleanable. (2-302.11) **Pf**
  - Wear gloves, when working with exposed food, if they have artificial fingernails or are wearing fingernail polish. (2-302.11) **Pf**
  - Eat, drink or use any form of tobacco only in designated areas. (2-401.11)
- ☐ Food employees may not:
  - Wear anything other than a plain ring on their hands or arms when working with food. (2-303.11)
  - Work with food, clean equipment or utensils if they are experiencing persistent sneezing, coughing, or a runny nose or discharges from the eyes, nose or mouth. (2-401.12)
- ☐ Persons unnecessary to the TFE operation should not be allowed in the TFE. (2-103.11) **Pf**
- ☐ Areas designated for employees to eat, drink and use tobacco shall be located to protect food, equipment, utensils and linens from contamination. (6-403.11)
- ☐ A suitable facility shall be provided for employee's coats and personal belongings. (6-403.11)

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HANDWASHING

Determine if there are properly supplied handwashing sinks or stations convenient to all parts of the TFE, and that food employees are washing their hands correctly and when necessary.

- Handwashing sinks (or stations) shall be provided. (5-203.11) **Pf**
- The PIC is responsible for ensuring that employees are effectively cleaning their hands. (2-103.11) **Pf**
- Food employees shall keep their hands clean. (2-301.11) **P**
- **Food employees shall clean their hands** under clean, running warm water; with soap; and dried with a single-use paper towel or air-dryer. (2-301.12) **P**
- **Each handwashing sink shall be provided with:**
    - Clean, running warm water. (2-301.12) P (5-202.12) **Pf**
    - Soap or hand cleaning liquid. (6-301.11) **Pf**
    - Single-use paper towels. (6-301.12) **Pf**
    - A sign or poster that notifies food employees to wash their hands. (6-301.14)
    - A waste receptacle. (6-301.20)
- Chemically treated towelettes may be used for cleaning hands in a temporary food establishment IF the food items offered are pre-packaged or otherwise protected from contamination by hands AND a handwashing facility is available at the event and used by food employees following toilet use. (5-203.11)
- **Food employees must wash their hands when necessary** including the following: (2-301.14) **P**
    - When entering the TFE.
    - Before handling exposed food, clean equipment or utensils.
    - Before putting on gloves.
    - After using the bathroom, handling raw animal foods, handling soiled equipment or utensils.
    - During food preparation, as necessary to prevent cross contamination.
    - Any other activity that contaminate the hands.
- Food employees shall clean their hands in a handwashing sink or at an approved handwashing station and may not clean their hands in a sink used for food preparation, warewashing or service sink. (2-301.15) **Pf**
- Handwashing sinks shall be **located to allow convenient use** by food employees in food preparation, food dispensing and warewashing areas. (5-204.11) **Pf**
- Handwashing sinks or stations shall be **maintained so that they are accessible at all times** for employee use and may not be used for purposes other than handwashing. (5-205.11) **Pf**
- Handwashing sinks shall be cleaned as often as necessary to keep them clean. (6-501.18)
- The use of a hand antiseptic is not a replacement for handwashing, unless approved by the regulatory authority.

NO BARE HAND CONTACT

The inspector should never touch ready to eat foods in the TFE with their bare hands. Observe employee food handling to make sure that ready to eat foods are not handled with bare hands. Verify the TFE has an adequate supply of gloves and/or utensils.

- The PIC is responsible for ensuring that employees do not handle food with their bare hands (2-103.11) **Pf**
- **Food employees may not contact exposed, ready to eat food with their bare hands** and shall use suitable utensils such as deli tissue, spatulas, tongs, single use gloves or dispensing equipment. (3-301.11) **P**

- Food employees shall minimize bare hand and arm contact of exposed food not in a ready to eat form. (3-301.11) **Pf**
- If the TFE is using a written alternative practice for bare hand contact they must have prior approval from the regulatory authority, written procedures must be maintained and available, and they must be following those procedures per (3-301.11).

FOOD SOURCE

Identify the source of the food that will be used at the TFE and insure that it is all coming from approved sources. Food from unapproved sources should not be served.

- Food shall be safe, unadulterated and honestly presented. (3-101.11) **P**
- The PIC is responsible for ensuring that all food is obtained from sources that comply with law. (2-103.11) **Pf** (3-201.11) **P**
- All food that is prepared off-site for service at the TFE must be prepared in a licensed food establishment. (3-201.11) **P**
- All meat, poultry, fish, milk and eggs must come from USDA or other acceptable government regulated approved sources. (3-201.11) **P**
- Food prepared in a home may not be used or offered for human consumption in a TFE. (3-201.11) **P**
- Ice for use as a food or a cooling medium shall be made from potable water. (3-202.16) **P**
- If the TFE receives raw shellfish or shellstock, the TFE must comply with (3-202.17) **Pf** (3-202.18) **Pf** (3-202.19) (3-203.11) (3-203.12) **Pf**.
- Pre-packaged juice shall come from a processing plant that complies with FDA 21 CFR120, Juice HACCP requirements and achieves a 5-log reduction of the pathogen of concern. (3-202.110) **P/PF**
- Food that is not from an approved source shall be discarded. (3-701.11) **P**

FOOD TRANSPORTATION

Ask how food is being transported to the TFE. Determine if the transportation methods for the PHFs provide for temperature control and protection from contamination.

- The PIC is responsible for ensuring food is received in intact packaging, protected from contamination and unadulterated. (3-202.15) **Pf**
- The PIC must insure that PHFs are received at the required temperatures. (2-103.11) **Pf**
- Frozen PHF must be received frozen. (3-202.11) **Pf**
- PHF being transported cold must be received at or below 41°F (3-202.11) **P**
- PHF being transported hot must be received at or above 135°F (3-202.11) **P**

COLD HOLDING

Identify what equipment the TFE has for cold holding. Focus on PHFs, because many non-PHFs are refrigerated. Were PHFs stored somewhere before being brought to the event? Does the TFE have a stock truck or other storage it is using during the event? Assess date marking, if necessary.

- PHFs in cold holding shall be maintained at 41°F or below. (3-501.16) **P**
- Frozen product shall be maintained frozen. (3-501.11)

- ☐ The PIC is responsible for ensuring that cold holding equipment is sufficient in design and capacity for the food service operations that will occur. (2-103.11) **Pf** (4-301.11) **Pf**
  - Commercial refrigeration units should be provided for multi-day events.
  - An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain potentially hazardous foods at 41°F or below may be approved for the storage of small quantities of potentially hazardous foods or for events short in duration.
- ☐ PHF prepared and held for more than 24 hours shall be clearly marked to indicate the date or day that the food will be consumed, sold or discarded when held at a temperature of 41°F or less for a maximum of 7 days. (3-501.17) **Pf**
- ☐ PHF shall be discarded if it has exceeded its consume by date. (3-501.18) **P**
- ☐ If time as a public health control will be used, the PIC must provide written procedures and the TFE must be following those written procedures per (3-501.19) **Pf**.

THAWING

Identify what PHFs will be thawed and verify that they will be thawed in an approved method which does not pose a risk of cross contamination or temperature abuse.

- ☐ PHFs shall be thawed:
  - Under refrigeration that maintains the food temperature at 41°F or less;
  - Completely submerged under running water at a temperature of 70°F or below for a period of time that does not allow the food temperature to rise above 41°F; or,
  - In a microwave oven as long as the food is immediately cooked. (3-501.13)

COOLING

Identify any foods that are cooled. Determine if procedures are in place to cool foods. **Most TFEs do not have the equipment or room necessary to cool foods safely.** If foods were made and cooled in another licensed food service establishment, was this disclosed on the application? The inspector should measure the temperature of all foods being cooled during the inspection.

- ☐ The PIC is responsible for ensuring that correct methods are used to cool PHF. (2-103.11) **Pf**
- ☐ Cooked PHFs shall be cooled within 2 hours from 135°F to 70°F; and within 6 hours from 135°F to 41°F. (3-501.14) **P**
- ☐ Cooling shall be accomplished by placing food in shallow pans; separating food into thinner or smaller portions; using an ice bath, ice wand or adding ice as an ingredient or other effective means. (3-501.15) **Pf**
- ☐ Food containers in which food is cooled shall be loosely covered or uncovered (if protected from overhead contamination) during the cooling process, to facilitate heat transfer from the food. (3-501.15)

HOT HOLDING

Determine compliance by taking food temperatures in multiple hot holding units. Evaluate procedures that are in place to monitor and maintain hot holding requirements.

- ☐ PHFs in hot holding shall be maintained at 135°F or above. (3-501.16) **P**
- ☐ If time as a public health control will be used, the PIC must provide written procedures and the TFE must be following those written procedures per (3-501.19) **Pf**.

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COOKING TEMPERATURES

Every effort should be made to assess the cooking temperatures of a variety of products served in the TFE. Verify that the PIC and employees know and are following proper cooking temperature and time parameters. Assess whether TFE is properly cooking food before placing it into hot holding.

- The PIC is responsible for ensuring employees are properly cooking PHF. (2-103.11) **Pf**
- Does the TFE intend to serve raw or undercooked animal foods? If so, they need to comply with the consumer advisory. (3-603.11) P (MFL 6149)
- Food must be cooked to the minimum temperatures and times specified below: (3-401.11) **P**
    - 165°F for 15 seconds -- poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry; all raw animal foods cooked in a microwave.
    - 155°F for 15 seconds -- comminuted fish; comminuted meat (hamburgers); pooled raw eggs; mechanically tenderized or injected meats (this is most pre-packaged steaks)
    - 145°F for 15 seconds -- raw shell eggs that are broken and prepared in response to a consumer's order and for immediate service; fish; meat and pork.
    - 135°F for 15 seconds -- fruits and vegetables that are cooked for hot holding.

TFE operators should consult with the local health authority if considering cooking roasts (whole beef, pork, cured pork [ham] and corned beef) to ensure compliance with the provisions of the food code.

REHEATING

Identify which foods will be reheated for immediate service and for hot holding. Determine how reheating is done and if PIC and employees are knowledgeable of required parameters. Every effort should be made to measure the temperatures of foods during reheating.

- Food must be reheated to the minimum temperatures/times specified below for hot holding: (3-403.11) **P**
    - 165°F for 15 seconds -- PHFs that were previously cooked and cooled and are being reheated for hot holding.
    - 135°F for 15 seconds -- ready to eat food taken from a commercially processed, hermetically sealed container, or intact package from a food processing plant.
- Food being reheated for hot holding needs to go from its storage temperature to the reheat temperature in no more than 2 hours. (3-403.11) **P**
- If reheating in a microwave all PHFs must be reheated until all parts of the food reach 165°F and the food is rotated or stirred, covered and allowed to stand for 2 minutes after reheating. (3-403.11) **P**
- Cooked and refrigerated food that is prepared for immediate service in response to an individual customer order may be served at any temperature. (3-403.10)

FOOD PROTECTION

Question and observe how food is being handled in the TFE. Determine if the food handling methods for the foods minimizes the risk of cross contamination.

- Raw animal foods must be segregated from ready to eat foods during transport, storage, preparation, cooking, holding and display. (3-302.11) **P**
- Different types of raw animal foods (beef, fish, pork, poultry and lamb) shall be separated from each other during storage, preparation, holding and display. (3-302.11) **P**
- Food shall be protected from customer handling, coughing, sneezing or other contamination by the use of packaging, counter, service line, salad bar food guards, display case or other effective means. (3-306.11) **P**

- Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers or similar dispensers which prevent contamination of the food items by food workers, patrons, insects or other sources. (3-306.12)
- Unpackaged food may not be stored in direct contact with undrained ice. (3-303.12)
    - *Except--Whole, raw fruits or vegetables; cut, raw vegetables such as celery or carrot sticks or cut potatoes; tofu may be immersed in ice or water; raw poultry and raw fish that are received immersed in ice in shipping containers may remain in that condition while in storage awaiting preparation.*
- Food that has been removed from its original container shall be labeled with its common name. (3-302.12)
- All food, equipment, utensils and single service items shall be stored: in a clean, dry location; where they are not exposed to splash or other contamination; and at least 6" off the ground or floor. (3-305.11)
- During preparation, unpackaged food shall be protected from environmental sources of contamination. (3-305.14)
- Poisonous or toxic materials shall be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. (7-201.11) **P** (7-301.11) **P**
- Only those poisonous or toxic materials necessary for the food service operation shall be allowed in the TFE. (7-202.11) **Pf**
- First aid supplies shall be stored in a kit or container that is located to prevent the contamination of food, equipment, utensils, linens and single service items. (7-208.11) **P**

FOOD CONTACT SURFACES

Ensure that all food contact surfaces are made of approved materials, maintained in good repair and can be cleaned and sanitized.

- Equipment, food contact surfaces and utensils shall be clean to sight and touch. (4-601.11) **Pf**
- Food shall only contact surfaces of equipment and utensils that are cleaned and sanitized pursuant to Part 4-6 and 4-7 of the Food Code, or single service utensils. (3-304.11) **P**
- Food contact surfaces are smooth, easily cleanable, durable and free of seams and difficult to clean areas. (4-101.11)
- Utensils that are in poor repair and cannot be cleaned and sanitized should be discarded. (4-502.11)

UTENSIL USE AND STORAGE

Ensure that the TFE is using and storing utensils, equipment and single service items in a way that minimizes the risk of contaminating the food.

- Single-use gloves need to be changed when changing tasks or when damaged or contaminated. (3-304.15) **P**
- Separate equipment, utensils and sinks should be used for handling raw animal foods and ready to eat foods (including knives, cutting boards, and food storage containers) OR they must be cleaned and sanitized between each type of food as specified under (4-703.11) **P** (3-302.11) **P**
- Food dispensing utensils must be stored in the food with their handles above the top of the food and container; in running water of sufficient velocity to flush particulates to the drain; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135°F and the water is changed at least every 4 hours. (3-304.12)

- A food employee may not use a utensil more than once to taste food that is to be sold or served. (3-301.12)
- The PIC is responsible for ensuring that consumers are notified that clean utensils and dishes need to be used if they return for self service to a buffet or salad bar. (2-103.11) **Pf**

PEST CONTROL

Determine if all food is protected from pests throughout the TFE.

- The walls and roof shall effectively protect the TFE from the weather and the entry of insects, rodents and other animals. (6-202.16)
- The outer openings of a TFE shall be protected against the entry of pests. (6-202.15)
- Open or uncovered containers of food shall not be allowed at a temporary food service event, except working containers. (3-302.11)
- If the temporary food event is not provided with windows and doors, the openings shall be protected against the entry of insects and rodents by: (6-202.15)
    - Screens;
    - Properly designed and installed air curtains to control flying insects; or,
    - Other effective means.

  These measures are not required if flying insects and other pests are absent due to the location of the establishment, the weather or other limiting conditions.
- The premises shall be maintained free of insects, rodents and other pests. The presence of pests shall be controlled on the premises by: (6-501.111)
    - Routinely inspecting incoming shipments of food and supplies.
    - Routinely inspecting the premises for evidence of pests.
    - Eliminating harborage conditions.

FOOD EQUIPMENT

Determine if the equipment used in the TFE is made of approved materials, is in good repair, and can be cleaned and sanitized correctly.

- Food contact surfaces of equipment shall be safe (**P**), durable, corrosion resistant and nonabsorbent; sufficient in weight and thickness to withstand repeated warewashing; smooth and easily cleanable and resistant to pitting, chipping, scratching or scoring. (4-101.11)
- Food equipment must be maintained in good repair. (4-501.11)
- The PIC should be able to explain or demonstrate how each piece of food equipment is disassembled, cleaned and sanitized per the manufacturer's direction. (4-602.11)
- For safety reasons and to minimize the risk of food contamination, cooking equipment such as BBQs, stoves and grills should be roped off or otherwise segregated from the public. (3-307.11) (2-103.11) **Pf**
- If the TFE has a carbonated beverage dispenser and copper in the water supply line, an ASSE 1022 device needs to be installed between the supply line and the carbonator. (5-203.15)

THERMOMETERS

Verify that the TFE has the appropriate number and type of food and refrigerator thermometers. The PIC should be able to demonstrate how to use and, if necessary, calibrate their food thermometer.

- A thermocouple or metal stem thermometer shall be provided to check the internal temperatures of PHF foods. (4-302.12) **Pf**
- A temperature measuring device with a suitable small-diameter probe shall be provided and readily accessible if the TFE cooks such thin items as meat patties or fish filets. (4-302.12) **Pf**

- ☐ Food temperature measuring devices shall be calibrated as necessary. (4-502.11) **Pf**
- ☐ Food temperature measuring devices shall be accurate to 2°F in the intended range of use. (4-203.11) **Pf**
- ☐ Each refrigeration unit should have a numerically scaled, easily readable thermometer located to allow for easy viewing. (4-204.112)
- ☐ The refrigerator thermometer shall be accurate to +/- 3°F. (4-203.12) **Pf**

WAREWASHING

Adequate warewashing facilities must be available and used for the cleaning and sanitization of food contact surfaces, equipment and utensils. Observation of manual and/or mechanical warewashing methods should be made to assess the procedures for cleaning and sanitizing equipment and utensils. If no warewashing, facility must have adequate supply of clean and/or single use utensils.

- ☐ Utensils and food contact surfaces of equipment shall be cleaned when necessary. (4-602.11) **P**
- ☐ A commercial dishwasher, 3-compartment sink or tub set-up should be utilized to wash, rinse, and sanitize equipment and utensils coming into contact with food. (4-301.12) **Pf**
    - A centralized utensil washing area for use by multiple food vendors may be permitted by the regulatory authority.
- ☐ Sink compartments shall be large enough to accommodate immersion of utensils and equipment. (4-301.12) **Pf**
- ☐ A TFE without warewashing must have an adequate supply of clean utensils and equipment or they can be limited to only operating with single use kitchenware and utensils. (4-502.12) **P**
- ☐ A warewashing sink may not be used for handwashing. (2-301.15) (4-501.16)

SANITIZERS/TEST STRIPS

Identify the type(s) of sanitizer used by the TFE and insure the PIC and employees understand the proper use of sanitizers and how to use their test kit. Every effort should be made to measure the concentrations of sanitizer in use.

- ☐ Utensils and food contact surfaces of equipment shall be sanitized before use after cleaning. (4-702.11) **P**
- ☐ The chemical sanitizer used for manual or mechanical warewashing shall be used in accordance with its EPA registered label use instructions, but generally as follows: (4-501.114) **P** (4-703.11) **P**
    - Chlorine at 25-200 ppm in water >55°F for 10 seconds.
    - Quaternary ammonium at 150-400 ppm in water >75°F for 30 seconds.
    - Iodine at 12.5-25 ppm in water >68°F for 30 seconds.
    - If they are using a chemical sanitizer other than these three, the permit holder shall demonstrate that the solution achieves sanitization, is intended for use with food contact surfaces, and is used in accordance with the EPA-registered label.
- ☐ A test kit or other device that accurately measures the concentration in mg/L of sanitizing solutions shall be provided. (4-302.14) **Pf**
- ☐ Concentration of the sanitizing solution shall be accurately determined by using a test kit or other device. (4-501.116) **Pf**

WIPING CLOTHS

Determine if wet wiping cloths are used and stored correctly (if applicable).

- ☐ Cloths in-use for wiping food spills shall be used for no other purpose and shall be stored in a clean sanitizing solution at the proper concentration. (3-304.14)

- Cloths in-use for wiping surfaces in contact with raw animal food shall be kept separate from cloths used for other purposes. (3-304.14)

WATER SUPPLY

How is potable water supplied to the TFE? Hopefully, this was determined before the event. If the potable water supply is not a municipal supply, how is adequate potable water supplied?

- An adequate supply of potable water shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for handwashing. (5-103.11) **Pf**
- Potable water must be from an approved source. (5-101.11) **P**
- For a TFE without a permanent water supply, potable water shall be made available by: (5-104.12) **Pf**
    - A supply of containers of commercially bottled drinking water;
    - One or more closed portable water containers;
    - An enclosed vehicular water tank;
    - An on-premises water storage tank; or,
    - Piping, tubing or hoses connected to an adjacent approved water source.
- The water supply system and hoses carrying water must be constructed with approved food contact materials. (5-201.11) **P**
- The water supply must be installed to preclude the backflow of contaminants into the potable water supply. (5-203.14) **P**

WASTEWATER

If the TFE is not disposing of its sewage directly into a municipal system the inspector must determine if the sewage is being conveyed and disposed of in an approved manner.

- Sewage from the TFE shall not create a public health hazard or nuisance (5-402.14) **Pf**
- Sewage shall be conveyed to the point of disposal in a manner that complies with law. (5-402.13) **P**
- Sewage from the TFE must be disposed of in a manner that complies with law. (5-403.11) **P**

Risk Based Inspection Guide

PHYSICAL FACILITIES

Determine if the physical facilities, whether permanent or temporary, adequately protect the TFE and minimize the risk of contamination of the water, food, utensils or equipment and protect public health through the proper handling and disposal of sewage and garbage.

FLOORS, WALLS & CEILINGS

- The material for floors, walls and ceilings shall be smooth, durable and easily cleanable; and nonabsorbent for areas subject to moisture. (6-101.11)
- If graded to drain, a floor may be concrete, asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effective to control dust and mud. (6-101.11)
- Must be constructed of a material that protects the interior from the weather and windblown dust and debris. (6-101.11)
- Physical facilities must be maintained in good repair. (6-501.11)
- Physical facilities shall be cleaned as often as necessary to keep them clean. (6-501.12)

LIGHTING

- Adequate lighting by natural or artificial means must be provided. (6-303.11)
- Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles. (6-202.11)

TOILET FACILITES

- An adequate number of approved toilet and handwashing facilities shall be provided for food service workers at each event. (5-203.12)
- Toilets shall be conveniently located and accessible to the food employees. (6-402.11)

REFUSE

- An adequate number of non-absorbent, easily cleanable garbage containers should be provided both inside and outside of each TFE site. (5-501.13) (5-501.113)
- Dumpsters must be covered, rodent-proof, and non-absorbent. (5-501.15)
- Grease must be disposed of properly and shall not be dumped onto the ground surface.

Resources and Links

Michigan Department of Agriculture and Rural Development:

- Michigan Food Law of 2000, as amended
- Temporary Food Establishment Operations Checklist
- Food Safety Guidance, Chapter 5 - Food Safety, licensing, labeling

U.S. Food and Drug Administration:

- FDA Food Code
  - Chapters 1- 8
  - Annex 4 - Management of Food Practice
  - Annex 5 - Conducting Risk-Based Inspections
  - Annex 7 - Form 3-A Food Establishment Inspection Report
  - Annex 7 - Guide 3B- Instructions for Marking the Food establishment Inspection Report
- Managing Food Safety: A Regulator's Manual for Applying HACCP Principles for Operators of Food Service and Retail Establishments

Conference for Food Protection:

- Temporary Food Establishments Document, 2011
- Guidelines for Permanent Outdoor Cooking Establishments, 2003
- Recommended Guidance For Mobile Food Establishments, 2006

Washtenaw County Health Department:

- Temporary Food Vendor Training

Quick Reference

- **PERSON IN CHARGE (PIC) -** there must be a knowledgeable person in charge at all times.
- **EMPLOYEE HEALTH -** sick employees cannot work and must be symptom free for 24 hours.
- **HYGIENE -** clean clothing and aprons; hair restraints. No smoking, eating or drinking in TFE (except closed beverage container).
- **HANDWASHING -** a handwashing station or sink is provided with minimum of flowing water, soap and paper towels. Hands are washed correctly and when necessary. Hand antiseptic does not replace handwashing.
- **NO BARE HAND CONTACT -** the bare hand contact of ready to eat foods is prohibited.
- **FOOD SOURCE -** all food must come from sources that comply with law. No home prepared foods. Water must be potable; commercial bagged ice.
- **FOOD TRANSPORTATION -** food must be segregated and protected from contamination during transport. Potentially hazardous food (PHF) must be received ≤41°F or ≥ 135°F, or frozen.
- **COLD HOLDING -** cold foods held ≤41°F. They must have coolers with ice or mechanical refrigeration for multi-day events.
- **THAWING -** in refrigerator or under running water (<70°F) as long as food stays ≤41°F.
- **COOLING -** most TFEs can't do; discourage keeping leftovers. Food must be cooled from 135°F to 70°F in < 2 hours and from 135°F to 41°F in < 6 hours.
- **HOT HOLDING -** hot foods held ≥135°F.
- **COOKING -** raw animal food cooked:
  - **165°F** Poultry; stuffing containing fish, meat or poultry; stuffed fish, meat, or poultry;
  - **155°F** Pooled raw eggs; ground beef/pork (polish sausage hamburgers, raw kielbasa,)
  - **145°F** Raw shell eggs prepared to order; fish; pork; beef; lamb.
  - **135°F** Plant foods for hot hold.
- **REHEATING -** Foods must be re-heated on the grill or stove before putting in steam tables. Reheating for hot holding:
- **165°F** Leftovers
- **135°F** Hot dogs and other RTE commercially processed foods, etc.
- **FOOD PROTECTION -** raw meats and ready to eat foods are separated in storage, preparation, cooking, display and service. Food is protected from contamination by consumers and environmental sources by packaging, covering, wrapping, sneeze guards, etc.
- **FOOD CONTACT SURFACES -** should be clean to sight and have been cleaned and sanitized before use. Food contact surfaces must be smooth, durable and easily cleanable.
- **UTENSIL USE AND STORAGE -** clean utensils and single service items must be stored to prevent their contamination. Separate utensils should be used for different foods. Utensils stored in food with handles above the top of container; in a container of hot water ≥135°F; or on a clean food contact surface and then washed, rinsed and sanitized at least every four hours.
- **PEST CONTROL -** cover foods at all times, especially if flying insects are present. They must have screening or air curtains if food preparation is taking place.
- **FOOD EQUIPMENT -** Food contact surfaces of equipment shall be safe, durable, smooth, easily cleanable and in good repair. PIC must know how to clean and sanitize equipment.
- **THERMOMETERS -** They must have appropriate type of food thermometers and be able to calibrate and use them. There must be thermometers in each refrigeration unit.
- **WAREWASHING -** Utensils and equipment must be washed, rinsed and sanitized in warewash machine, 3 compartment sink or tubs. If no dish washing, do they have adequate single service kitchenware and utensils?
- **SANITIZERS/TEST STRIPS -** approved sanitizers include chlorine at 25-200 ppm and quaternary ammonia at 150-400 ppm. They need test strips and must know how to use them.
- **WIPING CLOTHS -** must be used correctly and stored in sanitizer between use.
- **WATER SUPPLY -** adequate supply of drinking water supplied in an approved way.
- **WASTEWATER -** must be disposed of properly and cannot be dumped on the ground.
- **PHYSICAL FACILITIES -** adequate floors, walls, ceilings, lighting, toilets, garbage cans.