



# Temporary Food Service Guidelines

What is a temporary food service operation?

- A temporary food service operation is defined as a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

When do I need a temporary food service operation permit?

- If you offer food to the public, other than pre-packaged food that does not require temperature control (ex. individually packaged baked goods, candy, bottled or canned drinks), whether give-away or for a fee, you will need a permit.

How many temporary food service permits can I get each year?

- Per event, there is currently not a limit on the number of permits you can apply for per year.

When do I have to submit the application and fee?

- **The application and supporting documentation must be received 10 business days before the event takes place.** This allows time to review applications and schedule set up inspections, where applicable, for the date(s) of the temporary food service operation.

What is the permit fee?

- The permit fee is \$50.00 for each event of celebration sought if submitted at least 10 business days prior to the event. If not, a late fee of \$50.00 will apply. Other permits may be required such as a Special Event Permit or a Plumbing or Electrical permit from Building Inspections.

**Health & Food Safety**  
**972.292.5304**

**APPLICATION SUBMITTAL:** Please submit together a completed Temporary Food Establishment Permit application with applicable dates and times of event, a list of all foods and drinks to be served and their sources, a site plan depicting set up of the event, a proposed layout of the stand including equipment and food locations, and a list of all equipment to be used for cooking, storing, transporting, preparing and holding food or drink items (ie .temperature control). Temporary food establishments proposing to use kitchen facilities of any public/private school must provide documentation of permission from the Independent School District.

**GENERAL:**

1. All food service preparation areas must be clean and well maintained.
2. Employees must be free from any diseases and infections that can be transmitted. Employees must maintain a high degree of personal hygiene. Only disposable single service articles shall be provided for use by consumers. No plates or non-disposable utensils may be used. No reusable items such as ceramic plates or metal silverware may be provided for consumer use.
3. Employees must have access to adequate restroom facilities. A notarized letter may be required of an owner providing restroom facilities.
4. Suitable hair restraints, including hairnets, ball caps or other hats, are required in food preparation areas.
5. Personnel may not eat, smoke or drink in food preparation areas.

**FOOD SAFETY:**

1. All food items must be handled with a serving utensil.
2. Gloves may be worn. **Bare hand contact with food is prohibited.**
3. Food service thermometers must be present in the food preparation area. Thermometers must be metal stem and accurate within 2°F. Thermometers shall also be located in all refrigeration and freezer areas.
7. Potentially hazardous food products shall be held in dry mechanical refrigeration that is maintained at 41°F degrees or less. Frozen products must be held at frozen state. Food products may be stored in ice only if approved and the duration of the event and the items offered is limited, typically less than four (4) hours. Regardless of event duration, ice shall not be used as a coolant for uncooked animal products (including, but not limited to hamburger, chicken or eggs). Ice chests will be allowed to store commercially bottled or canned products only.
8. Condiments provided for the customer's use including onions, relish, sauces, peppers, catsup, mustard, etc., shall be dispensed as single serve packets or from squeeze-type, shelf-stable containers.
9. Baked goods shall be portioned and wrapped prior to sale.
10. **Home preparation of food is not permitted.** Proof of origination or purchase of food products may be requested on site.
11. No ice will be allowed to be given to the consumer. Ice will only be allowed for use with snow cones. Ice for snow cones must remain in original bags until use. Ice storage containers of chilled cans or bottles must have open drains to prevent submergence in melted ice.
12. All food workers must be healthy and not experiencing stomach-flu-like symptoms within the last week.
13. All food handlers working around exposed food and/or drink must restrain their hair by wearing hair nets or ball cap type hats.

## Person-In-Charge Responsibility:

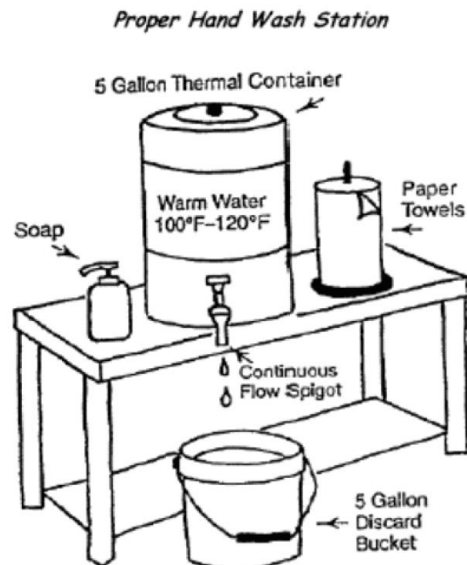
1. The Person-In-Charge (PIC) is directly responsible for the safe and sanitary operation of the temporary food service operation to protect public health. You are responsible for complying with all applicable food service requirements and for training your support staff/volunteers.
2. The PIC must be able to identify the seven major food allergens and any foods they sell/serve that contain the allergens. The major food allergens are: milk, egg, fish (including crustaceans), tree nuts, wheat, peanuts, & soybeans.
3. The inspecting Environmental Health Specialist may “test” your knowledge of food safety, focusing on items in this packet. As the PIC, you should be capable of answering questions about the rules, requirements, and temperatures in this packet. If the inspector determines during the inspection that the PIC is not knowledgeable of the food safety rules or presents a danger to public health, the license may be suspended or revoked.

## Personnel Knowledge:

Depending on duration of event and the extent of the food service offered, a Food Manager Certification may be required. At minimum, a Food Handler Certification is required for a minimum of one or maximum of all personnel during the event as determined in application review. Food service workers may obtain a list of approved courses from the Texas Department of State Health Services website.

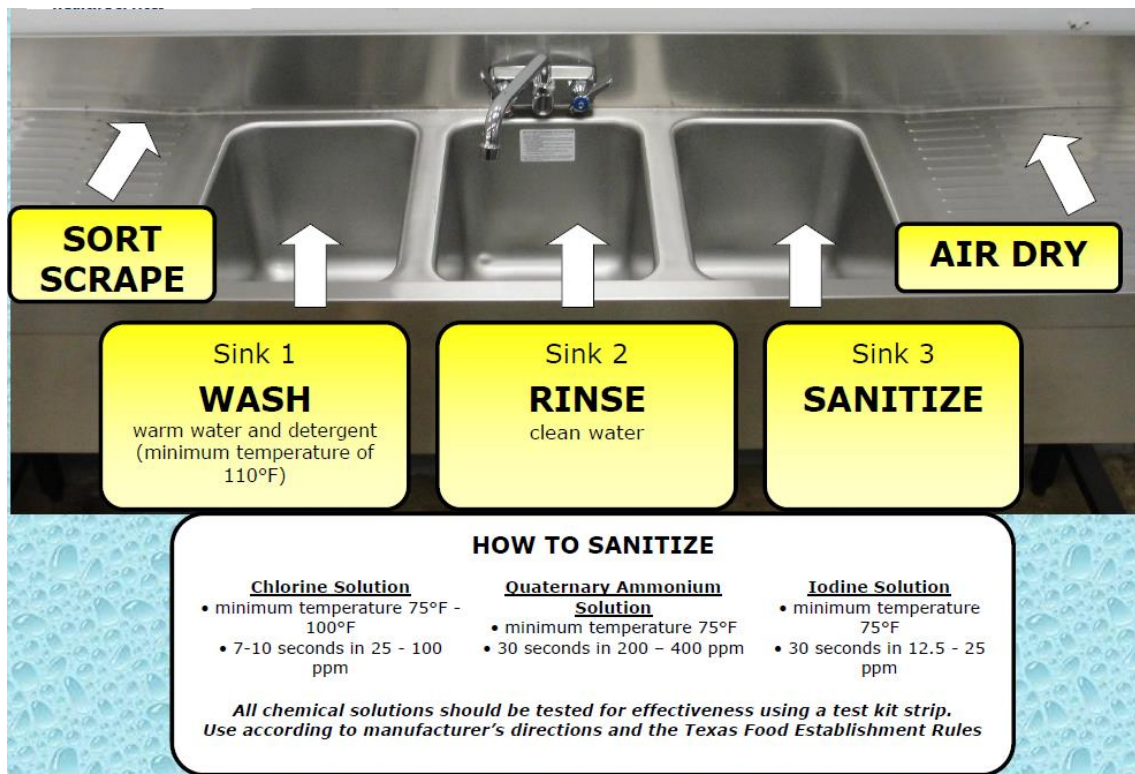
## Hand Washing:

1. A convenient hand washing facility shall be available within the food preparation or in a location approved by Health & Food Safety. Example below.
2. Flowing water must be provided. The set up shall consist of an insulated container with a spigot that can be turned to allow potable, clean warm water to flow; a wastewater container; soap; disposable towels and a waste receptacle. You may not use cloth towels for hand drying.
3. Hand sanitizer is not a substitute for hand washing. You may only use hand sanitizer **after** washing your hands.



## Warewashing:

1. A three (3) step process must be used for proper washing, rinsing and sanitizing of food service equipment and utensils. 3 plastic basins, large enough to immerse your largest dish/utensil, is suggested for ease of use.
2. **You may not use hand wash station for warewashing and must not hand wash at the warewash station.**
3. An approved sanitizer must be used. The most common sanitizer is unscented household bleach (chlorine). Using 1 cap-full of regular unscented bleach per one gallon of water is equal to about 100ppm free chlorine.
4. Please check required concentration with test strips that match the sanitizer used.



## Clean Water:

1. Enough potable water shall be available in the establishment for food preparation, cleaning and sanitizing utensils and equipment, and for handwashing. All water used in the temporary food service operation must be obtained from an approved source. An approved sources include: commercially bottled drinking water, closed portable water containers, enclosed vehicular water tanks, on-premise water storage tanks, or piping, tubing or hoses connected to an approved source approved by the plumbing regulatory authority.
2. Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011.
3. Water hoses, if used, must be food-quality or drinking water quality hoses (NOT green garden hoses). Approved hoses can be clear – or – white with a blue stripe.

### Waste Water, Solid Waste and Trash:

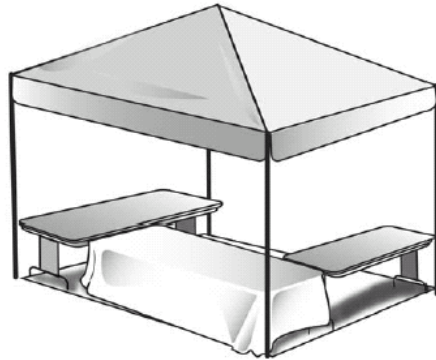
1. Collect and dispose of waste water (gray water) from your hand wash station, dish wash station, fruit/vegetable rinse station, and any other place where water is used in approved location.
2. Wastewater must be disposed of in the sanitary sewer or an approved on-site sewerage system. Wastewater cannot be disposed of in the grass or on the ground.
3. Covered trash containers must be provided, made of non-absorbent material and rodent-proof. All trash must be bagged.
4. Trash collection areas and servicing must be approved by the Environmental Services Department of the City of Frisco (972.292.5900).

### Food Preparation and Protection:

1. You may NOT prepare food at home or another unlicensed location and then transport it to the event. All food preparation must be done on cleanable surfaces such as cutting boards.
2. All areas of the temporary food service operation must be protected from the weather and environment using a tent, covering, or building. Protection must be extended to (at least) the food preparation areas, service areas, the hand wash station, and the warewash station.
3. Food contact surfaces of equipment shall be protected from contamination by the environment, consumers and other contaminating agents. Where helpful to prevent contamination, effective shields or covers shall be provided. The shields or sneeze guards must meet NSF Standard 2.
4. Food must be kept covered and away from areas of contamination.
5. Food preparation areas must be set-up near the back of the food operation, away from the public or approved sneeze guards may be required.
6. All food, drink, and service utensils must be kept at least 6 inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.
7. Workers may not smoke or eat anywhere inside the food booth.

(Fire Code 3104.15.5 Cooking Tents): When cooking is performed under a tent, the tent must have sidewalls or drops and be separated from other tents or structures by not less than 20 feet. A designated cooking tent shall be for cooking only. Public cannot be involved (i.e. serving, cash handling, etc).

(Fire Code 3104.15.3 Location): Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials



### Food Source, Equipment and Maintaining Temperature:

1. All food must come from an approved source. If you have a question about a source, please contact us. We will require a copy of the Health Permit and/or Manufacturer's License of the business where food is obtained or packaged.
2. You must provide at least one metal-stem thermometer for checking cooking and heating temperatures. The metal-stem of the thermometer must be washed, rinsed, and sanitized before and after placing it into a food to check the cooking or heating temperature.
3. Pre-cooked foods that are pre-packaged from a commercial manufacturer should be heated to at least 135°F. The best example of this is hot dogs.
4. Equipment shall be approved by the Regulatory Authority and be adequate in number and capacity to proper food temperatures. All events greater than four (4) hours long shall provide food equipment that has ANSI-sanitation certification and used as manufacturer intended. (NSF, ETL-sanitation or UL-sanitation). Events that are less than four (4) hours may use alternate equipment however; all equipment and processes must be approved.

**FLOORS:** Floors shall be constructed of concrete, asphalt, tight wood or other similar cleanable materials kept in good repair. Dirt or gravel, when graded to drain, may be used as a sub-flooring when covered with clean, removable platforms or buckboard, or covered with wood chips or other suitable material effectively treated to control dust.

**FIRE SAFETY:** A fire extinguisher must be provided. All open flames must be pre-approved through the Fire Marshal's office of the Fire Department (972.292.6300). Grease and drippings from grills must be contained and properly disposed. Tents and awnings, if used, are subject to a separate permit. A flame-retardant letter must be submitted with permit application.