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 *Late fees will be assessed on all late applications.

NOTE: HEALTH INSPECTORS CANNOT COLLECT FEES IN THE FIELD

Complete entire application in the field before operation. Incomplete applications will cause a delay in the review process and a prohibition of operation for a food establishment.

After the application is approved an environmental health inspector will conduct a routine inspection of the food booth at the start of operations.

If the inspector determines the food booth is in compliance with the food code and the inspector will be issued a permit to operate. Post the permit conspicuously in an easily accessible place for the operation of the food operations.

If the applicant has not completed the application on time and been informed by the health department that they are not allowed to operate before the inspection and the operation of the booth. **DO NOT ALLOWED TO OPERATE AT THE FOOD ESTABLISHMENT** if you do not appear for the operation and the food booth is not in compliance with Carson City or State regulations.

Minimum Requirements for Food Preparation and Handling

1. Food booths must have an overhead structure and an acceptable floor surface approved by the health authority.
2. Foods (including ice) must be from an approved source, i.e., restaurant/grocery store/a source approved by the health authority. **Food prepared in a private residence is strictly prohibited.**
3. Potentially hazardous foods served at a temporary food establishment must be prepared and served in the same day and must not be saved for service on the following day.
4. Minimum cooking temperatures required are as follows:

a. Chicken and Hot Dogs	165 degrees Fahrenheit (°F)
b. Ground Beef:	155 degrees Fahrenheit (°F)
c. Pork:	155 degrees Fahrenheit (°F)
d. All other foods:	145 degrees Fahrenheit (°F)
5. Hot foods must be held at 135°F or greater. Gas or electric hot holding units are preferred.
6. Heating or cooking equipment must be placed in an area inaccessible to the public.
7. All foods that require reheating must be quickly and thoroughly heated to 165 °F within 30 minutes prior to being held or served.
8. Foods that require cold storage must be held at 41°F or below.
9. A metal stem thermometer is **required** at each food booth handling any potentially hazardous foods (i.e. raw meats, hot dogs, chili, potatoes, rice, beans, etc.). The thermometer should have a range of at least 0°F to 220°F and accurate to $\pm 2^\circ\text{F}$.
10. Raw meats or poultry must be stored and prepared so they will not contaminate other foods.
11. A hand wash station is required at each food booth. A minimum of two gallons of water dispensed by a spigot, pump soap, paper towels and a catch basin/bucket (for gray water).
12. Bare hand contact of Ready to Eat foods is prohibited; this can be accomplished through the use of tongs, dispensing utensils, deli paper, or the proper use of disposable gloves.
13. Cloth sanitizing towels used during the event must be stored in sanitizing bucket with proper mix of 100 parts per million (ppm) of chlorine solution. Place approximately one tablespoon of bleach per gallon of water.
14. Food service utensils must be washed, rinsed and sanitized in a three-step approved method or an adequate supply of clean utensils must be available for daily operations.
15. All food and paper products must be stored off the ground.
16. Condiments must be dispensed from a pump or served in single-service packets.
17. Booths that offer food samples must serve individual portions so that contact with food products is minimized (i.e. on individual plates or with toothpicks). **Common bowls are strictly prohibited.**
18. Baked goods must be displayed under a cover or in a display case. Baked goods will be served with tongs or other devices that minimize or eliminate bare hand contact.
19. An ice scoop with a handle must be used to serve ice to customers. The scoop must be stored in an upright position so that the handle does not come into contact with ice. Ice or ice products may not be exposed to sources of contamination.
20. Suitable dispensing utensils, adequate in number, must be used when serving food. Utensils must be stored in the food with the handle of the utensil extended out of the food.
21. Solid waste and garbage must be stored in a leak proof container with tight fitting lids.
22. All liquid waste must be contained and disposed of in the sanitary sewer or other means approved by the Health Authority.

Hand Washing and Other Food Safety Quick Tips

Good personal hygiene is a critical protective measure against food borne illness. In addition, customers frequently judge a food service operation by observing the personnel serving them.

WASH YOUR HANDS FOR AT LEAST 20 SECONDS.

This is usually the length of time it takes to sing “Happy Birthday”

- Before handling any foods
- Before putting on gloves
- After handling raw foods and before handling foods that do not require cooking.
- After using the restroom, smoking, touching your face, hair or contact with body fluids.

ALL PERSONNEL HANDLING FOODS SHOULD BE VISIBLY HEALTHY AND NOT HAVE:

- Colds and/or Coughs
- Diarrhea or Stomach Flu

ALL PERSONNEL SHOULD BE DRESSED APPROPRIATELY FOR SERVING FOOD

- Wear clean clothing and adequate hair restraints
- No jewelry, watches, rings, bracelets, or finger nail polish
- No smoking or eating while handling food or in the food prep area

SANITATION OF YOUR WORK AREA

- Always keep a clean, sanitary work environment
- Frequently clean counter, equipment and all work surfaces with sanitizing solution
- To clean food prep areas: keep wiping cloths in a bucket of clean water with bleach (about 1 tablespoon per gallon of water)
- Keep food serving utensils in a container of bleach solution and change solution frequently

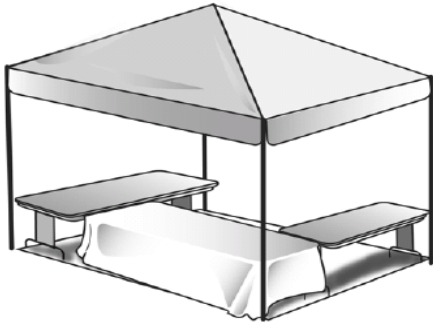
FOOD SAFETY TIPS

- Potentially Hazardous foods are those that support the rapid growth of organisms that cause food borne illness. Such foods include: meats, cut melons, dairy products, gravies, rich, potatoes and beans
- Pre-processed, pre-cooked foods that are ready-to-serve and individually wrapped or sealed, are best for temporary food booths
- Keep all unsealed foods protected from contamination – especially from flies. Keep lids on all serving dishes or saran wrap on all containers without lids

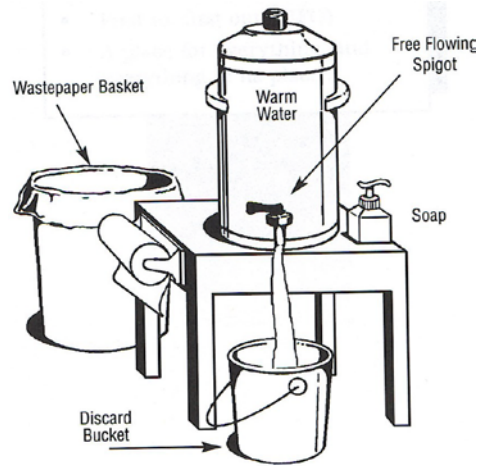
This is only a partial list of the requirements for temporary food establishments and shall not be construed to be exclusive. Contact Carson City Health & Human Services at (775) 887-2190 for more information.

Booth Set-up Diagrams

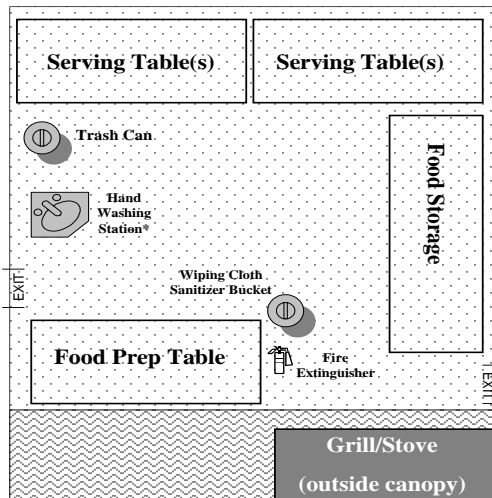
Sample Canopy Set-up



Sample Minimum Hand Wash Set-up



Sample of suggested set up under canopy



Suggested utensil washing set-up

