

# **MOBILE FOOD FACILITY OPERATION** **GUIDE**

## Guidelines for MFF Licensing Permanent License and Temporary Licenses



Pa Department of Agriculture  
Bureau of Food Safety and  
Laboratory Services  
2310 N Cameron Street  
Harrisburg PA 17110  
717-787-4315  
[www.EatSafePa.com](http://www.EatSafePa.com)

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# Chapter 1

## A summary of the Rules relating to mobile food facilities

The Mobile Food Facility Operational Guide is intended to help you set up and operate your mobile food facility in a sanitary and safe manner. By focusing on critical food safety practices, you will reduce the possibility of foodborne illness. While this guide provides some detailed information about operating a mobile food facility, it does not contain all the requirements for your facility. Retail food facilities, which include MFFs, are required to comply with the most recent version of the FDA Food Code. This can be found on our website at [www.EatSafePa.com](http://www.EatSafePa.com) under the Retail Food Program.

### Definitions

**Approved water supply:** A supply which is evaluated, tested, and if found in reasonable compliance with DEP (PA Department of Environmental Protection) is accepted and approved for use. An approved water supply may be a private water system such as a well, if the water is not required to be regulated by DEP but is appropriately tested for Total Coliform and Nitrate/Nitrite.

**Bottled Drinking Water:** Water that is sealed in bottles, packages, or other containers and offered for sale for human consumption.

**Commissary/Service Area:** Is a facility to which a mobile food facility returns daily for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and where food is kept, handled, prepared, packaged, or stored. This may not be a private residence and if located on a residential property must be completely separated from personal use areas.

**Consumer:** A person, who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale.

**Corrosion-resistant Materials:** A material that maintains acceptable surface cleanability characteristics under prolonged influence of the food to be contacted, the normal use of cleaning compounds and sanitizing solutions, and other conditions of the environment.

**Easily Cleanable:** A non-absorbent surface that allows effective removal of soil by normal cleaning methods.

**Equipment:** An article that is used in the operation of a food establishment. Includes, but is not limited to, items such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, cooler, scale, sink, slicer, stove, table, thermometer, and vending machine.

**Food-Contact Surface:** A surface of equipment or a utensil with which food normally comes into contact with and from which may drain, drip, or splash into a food, or onto a surface normally in contact with food.

**Hazard:** A biological (microorganism), chemical (cleansers, pesticides), or physical (fingernail, plastic) property that may cause an unacceptable consumer health risk.

**Mobile Food Facility (MFF):** A movable retail food facility, such as a stand, vehicle, cart, basket, box or similar structure, from which food is stored, prepared, processed, distributed or sold and the facility:

(1) physically locates at one site or location for no more than 14 consecutive days, in one calendar year, regardless of whether or not the facility operates continuously during that time period; and

(2) is not licensed as a temporary retail food facility (TRFF) under section 5703(g)(2) of the statute.

**Packaged:** Means bottled, canned, cartoned, securely bagged, or securely wrapped, whether packaged in a food establishment or a food processing plant.

**License:** License issued by a regulatory authority that authorizes a person to operate a food facility.

**Plan Review:** Conducted by a Sanitarian by reviewing the menu, equipment list, and layout of the facility for several reasons; 1) To make sure the facility will be in compliance with the regulations, 2) to prevent any misunderstandings by the applicant/owner, and 3) allows the sanitarian to become familiar with the operation, the owner, and potential for future problems before the facility is permitted.

**Potentially Hazardous Food (Time/Temperature Control for Safety Food):** (PHF/TCS) food that requires temperature control because it is capable of supporting the rapid growth of infectious or toxic microorganisms which can make people sick.

**Pre-packaged Food:** Means packaged or made up in advance in a container or wrapped and ready for offer to the consumer.

**Pushcart:** A cart that is limited to minimal cooking, holding and serving of plated, wrapped, or frankfurter-like foods.

**Ready-To-Eat Food:** Food that is in a form that is edible without washing, cooking, or additional preparation. Examples are sandwiches, foods on a buffet, and sushi.

**Sanitation:** Reducing the number of bacteria to a safe level.

**Self-contained mobile food facility:** A facility that meets the same requirements as a permanent facility where all the food preparation is done on the facility. As a minimum the facility must have: Mechanical holding facilities, gas or electric cooking equipment, water tanks, hand sinks, three compartment sinks, storage for all food, single service items, and cleaning supplies.

**Temporary food facility (TFF):** Means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

**Utensil:** A food-contact tool or container used in the storage, preparation, transportation, dispensing, sale, or service of food. Examples are tongs, ladles, gloves, thermometers, and deli paper.

## **Commissary Requirements**

Many mobile food facilities must operate from a commissary. A commissary is a facility to which a mobile food facility returns daily for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and where food is kept, handled, prepared, packaged, or stored. This may not be a private residence and if located on a residential property must be completely separated from personal use areas.

A ‘warehouse’ or storage area in the residential property may be accepted if only prepackaged, shelf stable foods are sold and the warehouse is inspected as part of the MFF inspection by a regulatory agency.

A self-contained mobile food facility may have the ability to operate without a commissary. The decision will be made by the Sanitarian during the plan review.

The region in which the commissary is located will issue the MFF License and this will be considered the home base of operation.

You shall report at least daily while your mobile facility is in use to your commissary for supplies, cleaning, and servicing.

A license may be issued to a MFF and its commissary as one operation. In some cases, each may be licensed separately. You may use your own licensed restaurant or facility as your commissary or use a Shared Facility as your commissary. For shared facilities, a Shared Kitchen Agreement must be signed by the commissary operator (if not the same as the MFF Operator). This agreement will give access to the commissary to adequately meet all requirements in the regulations.

## **What is a Mobile Food Facility?**

Mobile food facilities are a type of restaurant and can operate year-round (kitchen on wheels). They vary in equipment and design, depending upon the type of food and service intended by the operator. The facility is a vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway or waterway. Food may be prepared or processed on the vehicle which is used to sell and dispense food to the consumer. There is no size limit to mobile food facilities, but they must meet the following basic requirements:

- A non-mobile facility or structure cannot be designated as a mobile facility. The intention is to be mobile and not a permanent fixture.
- A mobile food facility with a permanent license can serve at a temporary event without the issuance of a separate permit. If the event is located in a local health department, contact them directly for licensing requirements.



- All food, equipment and supplies must be stored on the facility and at least 6 inches off the ground and must have overhead protection such as truck ceiling, umbrella, canopy, awning etc.
- Cleaning supplies and soiled utensils may be stored in additional tubs or containers that are non-absorbent, covered and stored in a manner as to prevent contamination or infestation until they can be properly cleaned.
- A smooth and easily cleanable table may be assembled next to the facility **ONLY** for the purpose of serving condiments, napkins, and straws.
- Mobile facilities **must** be positioned to keep the general public away from the food preparation and cooking areas of the facility.
- Mobile facilities **do not** include automobiles, trucks, or vans not designed for food preparation (this includes the trunk of your car). Although food may be safely transported in vehicles, no food products may be stored in your vehicle such as extra supplies of breads, packaged hotdogs in a cooler, or prepared foods stored in insulated facilities. You may be required to return to your commissary several times a day.
- BBQ grills are allowed to be used in addition to your facility if they have a grill cover/lid or other overhead protection. Food may not be served from the grill.
- All cooking surfaces must have a lid or cover.

## Types of MFFs

There are four types of mobile food facilities. The mobile food facility MFF Type classifications are based on the menu. A mobile facility can serve menu items within its MFF Type classification number or below. For example a MFF Type 3 facility may also sell items allowed in a MFF Type 2 and MFF Type 1. Training and equipment requirements are located in table 1.



### **MFF Type 1**

- Only non-TCS food that is prepackaged.
- No preparation or assembly is required
- Only bottled or canned drinks, no fountains or other dispensers
- Exempt from license fees, but still inspected

Examples: chips, canned soda, cookies, candy

### **MFF Type 2**

- Commercially processed packaged food in its original package (Receive-Store-Hold).

Examples of food offered: Packaged ice cream, single serving size packaged snacks, frozen packaged meat, packaged milk.

### **MFF Type 3**

- Unpackaged food.
- Food Preparation with no cook step (Store-Prepare-Serve).
- Preparation for same day service (Store-Prepare-Cook-Serve). Reheating of a commercially processed food item (Store-Reheat-Hold-Serve).
- Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site.

Examples of food offered: Hot dogs, grilled sandwiches, salads, shaved ice, kettle corn, nut roasting

### **MFF Type 4**

- Unpackaged food.
- Food Preparation with no cook step (Store-Prepare-Serve).
- Preparation for same day service (Store-Prepare-Cook-Serve).
- Reheating of a commercially processed food item (Store-Reheat-Hold-Serve).
- Based on the Department, may be required to return to a Commissary and may operate in conjunction with a Permanent Food Facility that may or may not have a Commissary on-site.

Examples of food offered: full menu (i.e. Kitchen on wheels)



**Table 1: Mobile Food Facility General Requirements and Limitations**

<b>Requirements</b>	<b>MFF Type 1</b>	<b>MFF Type 2</b>	<b>MFF Type 3</b>	<b>MFF Type 4</b>
Plan Review	YES	YES	YES	YES
Commissary	NO	**YES or NO	**YES or NO	**YES or NO
FEC	NO	NO	YES	YES
Assembly or preparation allowed	NO	NO	YES	YES
Cooking allowed	NO	NO	NO (Reheating only)	YES
Barbecue operation allowed	NO	NO	NO	YES
Cold holding facilities	NO	YES	YES	YES
Hot holding facilities	NO	YES	YES	YES
Water supply required hot & cold	NO	NO*	YES	YES
Waste water tank	NO	NO	YES	YES
Handwashing sink required	NO*	NO/YES	*** YES	*** YES
Dish washing sinks required	NO	NO	YES	YES
Stove hood or vent fan	NO	NO	NO	YES
Examples	Packaged snacks, Sodas, chips, crackers	RTE, Prepackaged milk, ice cream, packaged frozen meats	Unpackaged hot dogs, chili, salads, corn on cobb, soups, shaved ice	No menu limitations

\*Towelettes required

\*\* Self-contained facilities may not require a commissary based upon the Sanitarian's plan review assessment.

\*\*\*The hand washing sink must provide hot and cold running water.



# Chapter 2

## Administrative Requirements

### Licensing Your Mobile Food Facility

All MFFs must submit an Application and Plan Review 4 – 6 weeks prior to operation. Either a Permanent or Temporary Retail Food License is required for MFF Type 2, 3, and 4 facilities.

A MFF Type 1 is exempt from the license fee but must still fill out an application and be inspected. Before a Mobile Food Facility is licensed to operate, it must go through a plan review (menu and floor plan are required) with the Regional Sanitarian in the jurisdiction where the commissary is located. There may be other agencies from which you will be required to obtain approval. These include, but are not limited to planning (zoning), building codes, Fire Marshall, and other City authorities. Licenses are valid for one year and must be posted in public view during all hours of operation. If a facility does not comply with the provisions of the regulations, the license may be revoked. Licenses are not transferable from owner to owner or business to business. You may not piggy back on anyone else's license.

**Licensing is a 30 – 60 day process, so please submit your application and plan review 4 – 6 weeks in advance of operation.**

Step 1: Apply for a License 4 – 6 weeks prior to operation. Applications available at [www.EatSafePa.com](http://www.EatSafePa.com)

Step 2: When approval is obtained on your Application and the facility is ready for inspection, contact your Sanitarian to schedule a pre-operational (licensing) inspection.

Step 3: Once a satisfactory pre-operational inspection is preformed, your Sanitarian will collect your licensing fee and you will be able to operate.

Step 4: Your formal Retail Food License will be mailed to you 2- 4 weeks after your pre-operational inspection. Your inspection report will serve as your license until you receive your actual license in the mail.

Step 5: Your license must be renewed annually. Your renewal will be mailed to you 45 days prior to expiration. Return your renewal along with your annual license fee before the current license expires.

### Licensing in a Local Health Department

**Not all retail food licenses are issued by the Pa Department of Agriculture. In some cases a Local Health Department will issue your license.** You will need to know where the local health departments are in Pennsylvania. There is currently no reciprocity between local health departments for licensing. You will need to contact each local

health department separately if you wish to sell/service food in their jurisdiction and if you base of operation/commissary are located in a local health department. There is additionally no reciprocity between local health departments and PDA. Most local health departments will not accept the PDA Retail Food License. In some situation, the Department will honor a local health retail food license. This should be discussed with your PDA Regional Office. **A list of local health departments can be found at [www.EatSafePa.com](http://www.EatSafePa.com)**



### **PDA Fees**

#### **Retail Food License**

- “Change of ownership”-- \$82.00
- Remodel Plan Review –no charge
- **New Permanent Licenses**
  - **Under 50 seats AND Owner Operated --\$103.00**
  - **All others, \$241**
- **Temporary License, \$14 (14 days only)**

#### **Other fees**

- Annual Renewals Permanent Licenses --\$82.00
- Annual Renewals Temporary Licenses- \$14.00
- 2nd Follow-up inspection Fee --\$150.00
- 3rd or subsequent Follow-up inspection Fee --\$300.00
- Duplicate License Fee - \$14.00
- Courtesy inspection Fee - \$150.00

### **Food Employee Certification (FEC)**

One (1) Food Employee Certified (FEC) Manager is required for MFF Type 3 and 4 mobile food facilities. This will be accomplished by having someone in supervisory capacity take an ANSI recognized Food Manager Certification Exam.

For more information on FEC- visit [www.EatSafePa.com](http://www.EatSafePa.com) Select Food Employee Certification in the right hand menu.

The certified food handler must be available at all time of operation, but may not necessarily be present. When the FEC person is present at the facility, they are considered the Person-In-Charge.

Official non-profit organizations are exempt from the need for a certified food manager.

**Person-In-Charge (PIC)**

A person-in-charge (PIC) must be present at all time at the MFF. This person is knowledgeable about food safety and has a variety of required duties. The duties of the PIC can be found in the FDA Food Code (§2-103.11)

# Chapter 3

## Personal Hygiene Requirements

### Employee Health Policy

The facility is required to have an employee health policy. Employees' ill with diarrhea, fever, vomiting, jaundice, sore throat with fever, or discharges from the eyes, nose or mouth may not work with exposed food, clean equipment, utensils, linens or unwrapped single service items.

### Hand-washing Facilities (when required)

Hand-washing is very important when working with food and drinks. Twenty (20) seconds of proper hand washing removes microorganisms that are known to cause illness.

Hand sinks must have warm running water (100°F), dispensed soap, paper towels, a hand washing sign, and wastebasket.



*MFF Type 1 can utilize moist towelettes.*

*MFF Type 2 may utilize a hand sink or basin. If product is very secure in packaging, towelettes may be allowed.*

*MFF Types 3 and 4 must have a conveniently located and accessible handwash sink to provide hot and cold running water.*

No jewelry on the arms or hands should be worn with the exception of a plain wedding band.

### Clothing

Hair restraints and clean clothing are required when preparing food. An apron may be worn over daily clothing.

### Cuts and sores

Cuts must be kept covered with an impermeable clean cover such as a finger cot or bandage and a single-use glove over the impermeable cover.



### Gloves



Gloves are not required, however hands must NOT touch ready-to-eat foods. If worn, single use gloves shall be used for only one task such as working with ready-to-eat food or raw animal food, used for no other purpose, and discarded when damaged or soiled or when interruption occur during the operation.

# Chapter 4

## Food Sanitation Requirements

### Food Source



All food products must be wholesome and free of spoilage, microorganisms, toxic chemicals, and other harmful substances that can make people sick. All food products must be prepared, stored, handled, or displayed so that it is safe for people to eat. Home canned or home processed foods are not allowed to be served to the public unless the home operation is under inspection as a Limited Food Producer with the Department.

### Water source



All water used in the mobile food facility must be from an approved DEP (Department of Environmental Protection) system (such as a municipal supplier) or under monitoring by the Department. A MFF may also use commercially bottled water. **If the supply is a non-DEP regulated supply, water testing will be required (Total Coliform and Nitrate/Nitrite).**

The materials that are used in the construction of a mobile food facility water tank and accessories shall be safe, durable, corrosion resistant, nonabsorbent, and finished to have a smooth and easily cleanable surface.

Hoses used to fill potable water tanks should be dedicated for that one task and should be identified for that use to prevent contaminating the water. The hoses are usually white with a blue stripe or labeled by the manufacturers as “food grade”.



### Wastewater

A wastewater holding tank in a mobile food establishment shall be sized 15% larger in capacity than the water supply tank and sloped to a drain that is 1 inch in inner diameter or greater and equipped with a shut off valve.

Refer to the Food Code for additional regulation information in regards to water and waste water tanks, back flow prevention, and grease trap requirements.

# Chapter 5



## Cleaning and Sanitizing Requirements

### Dishwashing

A three compartment sink with drainboards (or adequate areas to air dry equipment and utensils) and or an approved compliant dishwasher is required for MFF Type 3 and 4 mobile food facilities.

A two-compartment sink for cleaning may only be used if approved by the Sanitarian following the provisions within the Food Code.

### Sanitizing

All food contact surfaces shall be cleaned and sanitized at least every four (4) hours.

The approved chemical sanitizers are Chlorine, Quaternary Ammonium Compounds (Quats), and Iodine. Surfaces may be sanitized using a spray bottle of sanitizer or clean wiping cloths stored in a sanitizing bucket.

Use test strips that are made for the sanitizer that you are using. The test strips will ensure that the sanitizer has been mixed according to the manufacturer's directions.

Do not use sponges to clean a food contact surface.





# Chapter 6

## General Food Protection

- No food products are to be prepared or stored in private homes.
- Store food and utensils at least six inches off the ground/floor.
- Store food only in food grade containers.
- Keep ready-to-eat foods away from raw food products.
- All mobile food facilities must have overhead protection (truck roof, umbrella, canvas, canopy)
- Store chemicals such as detergents and sanitizers below and separate from the food and utensils.
- Properly label all chemical containers.
- Keep all garbage in a water tight container with lid.
- Dispose of wastewater properly into a plumbed sewer.
- Protect food and equipment from insects, rodents, and other environmental contamination.
- The food products storage and preparation areas of the mobile facility must be protected and secured from public access.
- Condiments shall be dispensed in individual packets; squeeze bottles, or served by the employee.



# Chapter 7

## MFF Applying for a Temporary License



A Temporary License is:

**A license that is the following (EVENTS):**

- Issued to the operator selling in conjunction with an event or celebration and
- Valid for the duration of the particular event or celebration of **no more than 14 days duration** (whether these days are consecutive or nonconsecutive)

OR

**A license that is the following (NON-EVENTS):**

- Issued to a food facility operator operating a food facility, whether stationary or mobile and
- In operation for a total of **no more than 14 days within a particular calendar year** and
- Not in conjunction with an event or celebration

A MFF License Application and Plan Review must be submitted 4 – 6 weeks prior to operation following the same procedures as discussed in the Administrative Chapter.

If the facility or event is located in a local health jurisdiction, contact that local health department directly for licensing requirements.

A MFF with a temporary license must comply the FDA Food Code and the guidelines noted above however; provisions are in place to allow for temporary handwashing, warewashing, water supply and waste water disposal in a different manner than permanently licensed MFF types 3 and 4. These items should be addressed on your Floor Plans that are submitted with your Application.

### **Handwashing in MFF with Temporary Licenses:**

#### **MFF Type 3 and 4:**



- a. Each TLF must supply a sink or basin for handwashing.
- b. Each sink or basin must have a sign indicating, “Employees must wash hands”.
- c. Each sink or basin must be supplied with clean, potable, warm (~100°F) water for employee handwashing.
- d. Each handwashing station must include: soap, single use paper towels, and a waste receptacle.
- e. Each handwashing station must have an acceptable water supply and waste water collection container.

**Water Supply in MFF with Temporary Licenses:**

**MFF Type 3 and 4**

- a. All TLF must be provided with hot (110°F) and cold running water piped to the facility OR has an adequate supply on available for preparation of food or drink, cooking, cleaning, and handwashing. If your food is all pre-packaged non-potentially hazardous food/drink and none of the above or similar food handling activities are occurring, a water supply may not be needed.
- b. Water must be stored in clean, covered containers with dispensing spouts.
- c. Water container shall not leak or drip.
- d. The supply must be adequate to accomplish necessary tasks.
- e. In the case where hot water is not piped to the TLF, a source of hot water must be available. The container shall not leak or drip. Hot water must be protected, but can be poured or dispense via a spigot.
- f. The water supply need not be under pressure.

**Waste Water Collection and Disposal in MFF with Temporary Licenses:**

**MFF Type 3 and 4**

- a. Each TLF not supplied with built-in waste collection systems must provide a minimum of 15% greater capacity then the fresh water supply container (plastic, galvanized, etc.) with a tight fitting lid for retention of ALL wastewater prior to final disposal.
- b. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).

**Warewashing using a 3- compartment method in MFF with Temporary Licenses:**

**MFF Type 3 and 4**

- a. Single service articles must be used unless adequate dishwashing facilities are available and used.
- b. Adequate facilities include; sinks, containers or buckets (separate from handwashing sinks) set up for accomplishing a three-step method of dishwashing.
- c. A one or two sink set up may be approved by the Sanitarian when only spatulas, tongs or other similar serving utensils are used AND the facility can accomplish the 3-step method of washing, rinsing and sanitizing using the approved number of sinks OR a two compartment method of cleaning is approved by the Sanitarian (requires detergent/cleaner combo chemicals).
- d. A TLF may use a cleaning depot site located in another area on the grounds of the event or celebration, as long as suitable numbers of utensils and equipment are provided at the TLF in case of accidental contamination.
- e. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately.
- f. Appropriate sanitizer testing devices (strips, titration kits) must be available in the TLF at all time.

## Questions & Concerns:

Visit [www.EatSafePa.com](http://www.EatSafePa.com)



**Region 1** (Clarion, Crawford, Elk, Forest, Jefferson, McKean, Mercer, Venango and Warren)  
**13410 Dunham Rd, Meadville PA 16335 814-332-6890 Fax: 814-333-1431**

**Region 2** (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Snyder, Tioga and Union)  
**542 County Farm Rd, Suite #102 Montoursville PA 17754 570-433-2640**  
**Fax: 570-433-4770**

**Region 3** (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)  
**RT 92 South , PO Box C, Tunkhannock 18657 570-836-2181 Fax: 570-836-6266**

**Region 4** (Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)  
**226 Donohoe Rd, Suite 101, Greensburg PA 15601 724-832-1073 Fax: 724-832-1013**

**Region 5** (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)  
**403 E Christiana St, Martinsburg Commons, Martinsburg PA 16662 814-793-1849**  
**Fax 814-793-1869**

**Region 6A/6B** (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Schuylkill, Perry and York)  
**Room 100, 2301 N. Cameron Street Harrisburg PA 17110 717-346-3223**  
**Fax: 717-346-3229**

**Region 7** (Berks, Delaware, Lehigh, Northampton,)  
**1015 Bridge Rd Collegeville PA 19426 610-489-1003 Fax: 610-489-6119**

**Harrisburg Main Office- 2301 N. Cameron Street, Harrisburg PA 17110 717-787-4315**

**\*Counties not listed are under a Local Health Jurisdiction and Retail Licenses would need obtained from those agencies. Visit [www.EatSafePa](http://www.EatSafePa) for a list of Local Health Departments.**

# Hand Washing Stations for Temporary License Facilities

All food stands must have handwashing stations with free running water. This cannot be accomplished with a common basin of water. Hand sanitizers and gloves do not replace proper hand washing. This is a very easy fix. Below you will see a variety of examples of containers that you can use to put hot water in before you start the event (it will remain warm through most of the day hopefully). The container must allow for free flowing water (Not a push type valve). In addition to the water container, you will need a bucket to collect the wastewater, a pump container of soap, (Unless you are using the one with the soap container on it. In that case make sure it is filled.), paper towels, and a container to dispose of the paper towels (one that they will not blow out of if it is windy). The water must come from a potable source. It cannot come from the hose that is used for watering the animals. You, as the vendor, are responsible for insuring that you have an adequate supply of water available for handwashing throughout the day. Make sure you have made arrangements for this.



The first one is a commercial hand wash station, but the rest are examples of containers you can use.



If you do not have a container with this type of valve on it, or cannot borrow one, they can be purchased at a restaurant supply store. Remember, our goal here is to keep the public safe and the number one way of doing that is proper hand washing. The public expects it and wants to see it.

Thank you for being supportive of our efforts to have a safe event.



**Events with Permanent Licenses vs. Temporary Licenses  
HANDWASHING SINK SET UPS  
And WAREWASHING SINK SET UPS**

TEMPORARY LICENSE



PERMANENT LICENSE





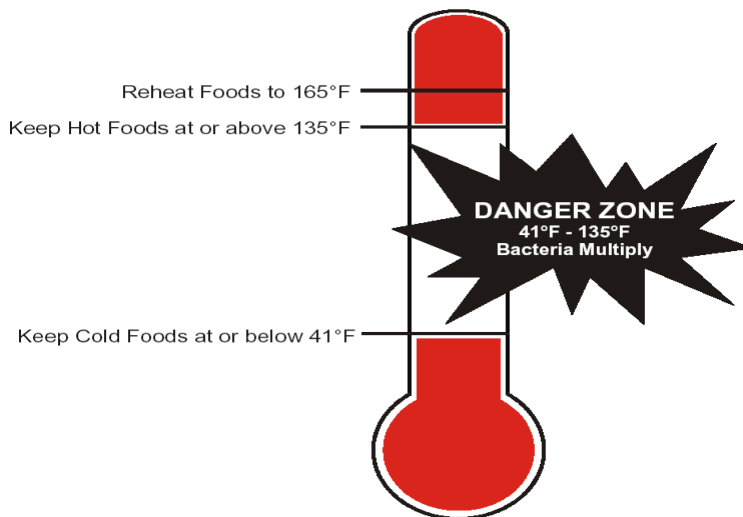
# Potentially Hazardous Food (Time /Temperature Control for Safety Food):

TCS foods require FATTOM in order to survive and multiply. Food borne illnesses can be prevented by removing one of these elements and monitoring time and temperature. FATTOM stands for:

- F food** (nutrients)
- A acidity** (pH  $\geq$  4.6)
- T time** (10-20 minutes)
- T temperature** (food in TDZ, 4 hour rule)
- O oxygen** (aerobic, anaerobic, facultative)
- M moisture** ( $A_w \geq .85$ )

The following foods are identified by the FDA Model Food Code as potentially hazardous foods (PHF)		
Milk and Milk Products	Shell eggs-except those heat treated to eliminate salmonella app.	Meats-Beef, Pork, and Lamb
Poultry	Fish	Shellfish and Crustacea
Tofu	Garlic in oil Mixtures	Sliced Melon
Baked or Boiled Potatoes	Raw Sprouts and Seeds	Soy-Protein Foods
Cooked Rice and Cooked Beans	Sliced Tomatoes	Other Heat-Treated Plant Foods

## TEMPERATURE DANGER ZONE



**WHEN IN DOUBT, THROW IT OUT!**

## **Hot and Cold Holding**



Potentially hazardous foods must be kept cold at 41°F or colder or kept hot at 135°F or hotter. Temperatures between 41°F and 135°F allow for the rapid growth of bacteria that can make people sick. Use equipment capable of holding foods hot (135°F or hotter).



Open flames and sternos often fail and blow out. Be sure equipment will work and can hold food hot at all times.

Use refrigerators or ice to store food cold (41°F). The ice must be from an approved source. All containers used must allow for water to drain away as the ice melts (like an insulated cooler with a drain plug). Keep enough ice available to keep food surrounded by ice for the duration of the operation.

## **Date Marking**

Date label ready-to-eat potentially hazardous foods that will be kept longer than 24 hours at 41°F or lower with a date of preparation or expiration to be discarded at 7 days from the day of preparation. (some exemption exist)

## **Thawing Foods**

Foods may be thawed under refrigeration, under cool running water, or in a microwave if it will be cooked immediately. Do not let food sit out on the counter to thaw.

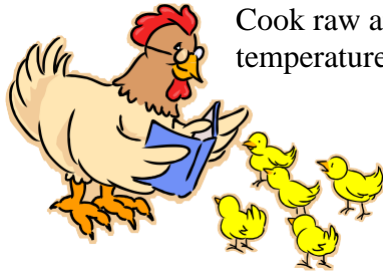
## **Cooling Foods**



The best way to keep food safe is to make it fresh each day just before you serve it. If you have food that has been held hot and is leftover or cooked in advance, you must cool it from 135°F to 70°F within two hours. Then the food must cool from 70°F to 41°F within the next four hours. If the food does not reach 70°F within two hours, you must reheat the food to 165°F within two hours and start the cooling process again or you may serve it immediately or hot hold the food until served. If the food takes longer than two hours to reheat to 165°F or takes longer than four hours to drop from 70°F to 41°F it must be discarded.

## Cooking

# What's Cookin'?

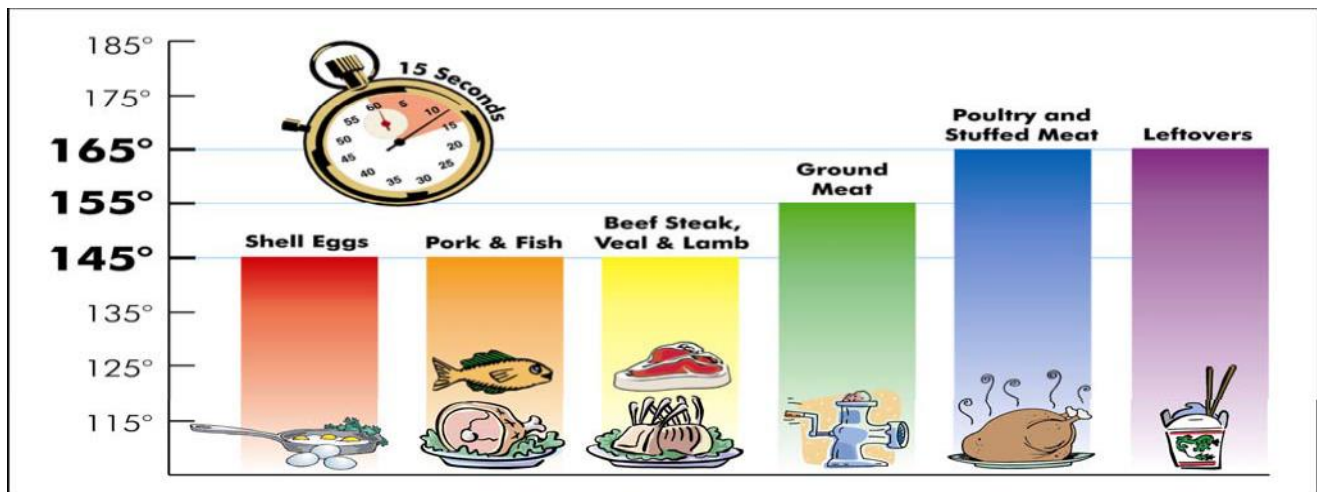


Cook raw animal products to the following internal temperatures:

Poultry, stuffed meats, stuffed fish, stuffed pasta  
165°F (74°C) for 15 seconds

Ground beef and other ground meats  
155°F (68°C) for 15 seconds

Beef steak, veal, lamb, pork, fish,  
shell eggs  
145°F (63°C) for 15 seconds

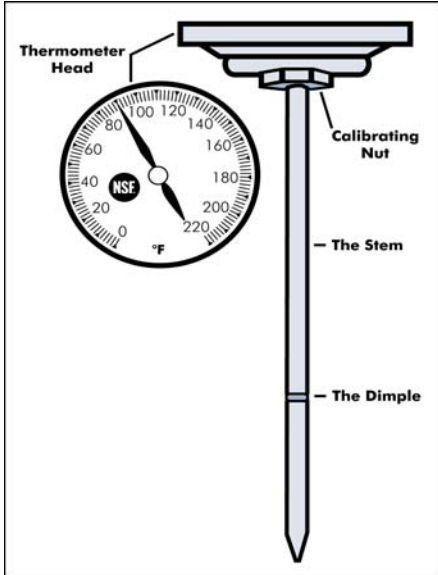


## Reheating

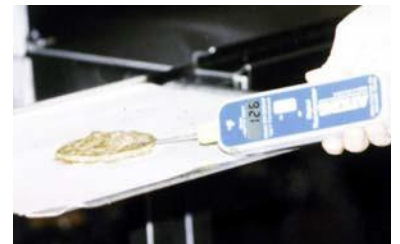
All potentially hazardous foods that have been cooked, and cooled must be reheated to at least 165°F within two hours before being placed in hot holding. Commercial made products (precooked and canned items) reheated for hot holding must be reheated to at least 135°F.



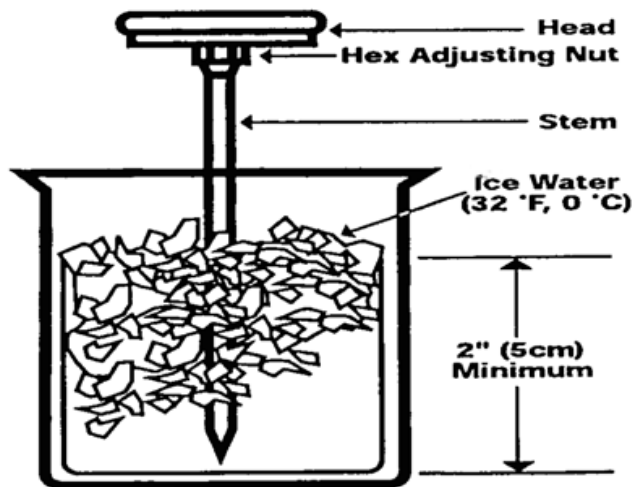
# Thermometers



Metal-stem probe food thermometers with a temperature range of 0°F to 220°F are required to test food temperatures when holding foods hot, cold, or when cooking raw animal products. Clean and sanitize your thermometer using alcohol or sanitizing wipes after and before each use.



It is important to ensure that your thermometer is working properly. An easy way to check the calibration is to use ice water. Place ice (preferred to be crushed) into a container and add enough water to make it slushy. Put the thermometer into the slush and wait about 30 seconds until the dial stops moving. The dial should read 32°F. If it has a different reading, adjust the hex nut keeping the probe in the slush until it reads 32°F. For digital thermometers, follow the manufacturer's instructions on how to calibrate.



## Employee Health Policy

The Person In Charge must inform employees to notify the manager when the employee is experiencing fever, sore throat, or gastrointestinal symptoms such as vomiting, diarrhea, and nausea. Any person, who is infected with a communicable disease, has vomiting, abdominal cramps or diarrhea must NOT work in food service until the person is completely free from symptoms. Sores or cuts on employee hands must have a watertight cover such as a finger cot that protects the lesion and a single use glove is worn.

### **FOODSERVICE MANAGER RESPONSIBILITIES REGARDING EMPLOYEE HEALTH**

<b><u>Report</u></b> Train your employees to report to you:	<b><u>Restrict</u></b> Act to restrict or exclude them from food handling	<b><u>Release</u></b> Release the restriction or exclusion from food handling.
When they experience the following symptoms: <ul style="list-style-type: none"> <li>✓ Diarrhea</li> <li>✓ Fever</li> <li>✓ Vomiting</li> <li>✓ Jaundice</li> <li>✓ Sore throat with fever</li> <li>✓ Discharges from eyes, nose or mouth</li> </ul>	<b>Restrict the Food Handler</b>  They may not work with exposed food, clean equipment, utensils, linens or unwrapped single service articles.	<b>Remove the Restriction when:</b>  They are free of the symptoms that caused the restriction and no foodborne illnesses have occurred; They present a written medical release stating that their condition is not infectious.
When they, or a family member, are diagnosed with the following diseases: <ul style="list-style-type: none"> <li>✓ Shigellosis</li> <li>✓ E. Coli 0157</li> <li>✓ Salmonella typhi</li> <li>✓ Salmonella Non-typhi</li> <li>✓ Norovirus</li> <li>✓ Hepatitis A</li> </ul> <p><b>‘THE BIG 6’</b></p>	<b>Exclude the Food Handler</b>  -They may not be present in the food establishment; -Report it to the regulatory agency	<b>Remove the Exclusion when:</b>  -They present a written medical release stating that their condition is no longer infectious.

# Vomiting and Diarrhea Clean Up Procedures

NOTE: BLEACH IS NOT YOUR ONLY CHEMICAL OPTION. TALK TO YOUR CHEMICAL SUPPLIER FOR OTHER ALTERNATIVES TO BLEACH.

## Clean-up and Disinfection for Norovirus ("Stomach Bug")

THESE DIRECTIONS SHOULD BE USED TO RESPOND TO ANY VOMITING OR DIARRHEA ACCIDENT

Note: Anything that has been in contact with vomit and diarrhea should be discarded or disinfected.



### 1 Clean up

- Remove vomit or diarrhea right away!
  - Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels
  - Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material: pick up using paper towels
  - Dispose of paper towel/waste in a plastic trash bag or biohazard bag
- Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles
- Rinse thoroughly with plain water
- Wipe dry with paper towels

**DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!**

### 2 Disinfect surfaces by applying a chlorine bleach solution

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these.

#### a. Prepare a chlorine bleach solution

Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners



IF HARD SURFACES ARE AFFECTED...

e.g., non-porous surfaces, vinyl, ceramic tile, sealed counter-tops, sinks, toilets

$\frac{1}{3}$  CUP BLEACH + 1 GALLON WATER

CONCENTRATION ~1000 ppm

IF USING CONCENTRATED BLEACH, DECREASE THE AMOUNT OF BLEACH TO 1/4 CUP.



IF POROUS SURFACES ARE AFFECTED...

e.g., wooden floors or unsealed concrete or natural stone surfaces

$1 \frac{2}{3}$  CUP BLEACH + 1 GALLON WATER

CONCENTRATION ~5000 ppm

IF USING CONCENTRATED BLEACH, DECREASE THE AMOUNT OF BLEACH TO 1 CUP.



- Air dry surfaces unlikely to have food or mouth contact or...
- Rinse all surfaces intended for food or mouth contact with plain water before use

### 3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus

#### Facts about Norovirus

Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination

Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

People can transfer norovirus to others for at least three days after being sick.

#### IF CLOTHING OR OTHER FABRICS ARE AFFECTED...

- Remove and wash all clothing or fabric that may have touched vomit or diarrhea
- Machine wash these items with detergent, hot water and **bleach** if recommended, choosing the longest wash cycle
- Machine dry



Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



co.somerset.nj.us/health



FOOD SAFETY TRAINING  
neha.org



WATER QUALITY & HEALTH ALLIANCE  
waterandhealth.org



American Chemistry Council  
americanchemistry.com



cfour.org

[disinfect-for-health.org](http://disinfect-for-health.org)