

TEMPORARY FOOD ESTABLISHMENT CHECKLIST

Use this temporary Food Establishment Checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-24 is required, but the following has been highlighted for your assistance.

ADMINISTRATIVE INFORMATION:

- Temporary Food Establishment permit applications and fees must be submitted to the health department of jurisdiction within a timeframe established by local ordinance and prior to the date of operation (and they must be received during normal business hours).
- Proper floor plans and menus must be submitted for review and approval by the health department of jurisdiction within timeframe established by local ordinance and prior to the date of operation.
- Your Temporary Food Establishment permit, once issued, must be displayed in view of the public at all times during the event for which it was issued.
- Although not required by food law, the event organizer should submit a site map of the event area detailing vendor locations, toilet facilities, water hook-up and all requirements stated in the local ordinance of the health department jurisdiction.
- Certified food handler: If more than one (1) food establishment operated by the same individual is located on the same property or on contiguous properties, only one (1) certified food handler is required for the food establishment. The name and proof of certification must be made available upon request. If the establishment is exempt from 410 IAC 7-22, then all requirements in 410 IAC 7-24 Section 118 must be met.

FOOD AND WATER SOURCES:

- All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. If well water is utilized, proper paperwork regarding testing must be provided. (Section 142-160 and 320-328)
- All food must be safe, unadulterated, honestly presented, and properly labeled as applicable. (Section 140, 139, and 146)
- No homemade or home-canned foods or food that have been stored in a home are allowed to be used (Section 142)
- All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

FOOD PREPARATION AND HANDLING

- All potentially hazardous food requiring refrigeration must be held at 41° or below (or 45° or below as detailed in Section 187) at all times. Stored frozen foods shall be maintained frozen and should be stored at 0°. (Section 197)
- All potentially hazardous food requiring hot-holding must be held at 135° or above at all times. (Section 187)
- All potentially hazardous food requiring cooling must be cooled from 135° down to 70° within two (2) hours and from 70° down to 41° or below (or 45° or below as detailed in Section 187) within an additional four (4) hours. The entire cooling process must be completed with six (6) continuous hours. (Section 189-190)

- All potentially hazardous food requiring reheating must be rapidly reheated to 165° within two (2) hours. (Section 188)
- All potentially hazardous food requiring thawing must be thawed in accordance with Section 199.
- All food products must be cooked to the proper internal food temperatures as detailed in Sections 182-197.
- Proper cooking equipment must be used to reheat foods. Hot holding equipment cannot be used for this purpose.
- A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures. (Section 235, 254, and 257)

FOOD PROTECTION

- Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, ect.) must be used to handle open ready-to-eat food products. Bare hand contact with these foods is not permitted. ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.) (Section 171)
- Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service. (Section 179, 181, 203, and 204)
- Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and handwashing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied. (Section 179, 204, 427)
- All food and beverage product, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up of the floor/ground at least six(6) inches at all times. (Section 177, 239 and 244)
- Condiments must be protected from contamination by being kept in dispensers that are designed to provide protection, protected food displays provided with proper utensils, original containers designed for dispensing or individual packages or portions. Proper temperatures must be maintained at all times. (Section 179-180, 187)

UTENSIL/DISHWARE:

- Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. No re-use of these items is permitted. (Section 249)
- The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination-or they must be individually packaged. (Section 250)
- Straws and toothpicks must either be individually wrapped or individually dispensed. (Section 250)

ICE USE:

- Ice, which is to be consumed, must come from an approved source and be properly labeled. (Section 146 and 169)
- Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- Ice for consumption may not be used for storage of food or beverage products. (Section 170)
- Storage of open food in contact with ice is prohibited. (Section 176)
- Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container. (Section 176)

If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining (into a proper area; not onto the ground). (Section 176, 380)

HANDWASHING FACILITIES:

At least one (1) conveniently located handwashing facility must be available for employee handwashing at all times in/at each unit. If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location. (Section 128, 130, 343-345)

The handwashing facility must consist of warm running water, hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, "running" can mean a large thermos, urn, or container in which warm water is held and dispensed via free-flowing spigot while handwashing. (Section 342, 346-349)

Employees must wash their hands at all necessary times during food preparation and service. (Section 129)

DISHWASHING FACILITIES:

Facilities must have provisions available to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service. (Section 128, 130, 343-345)

If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.

Proper sanitizer (via heat or chemical) must be provided AND used in/at each unit. (Section 248-320, 342)

If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (as detailed in Section 294 or in accordance with the Code of Federal Regulations and the manufacturer's directions).

Chlorine (25-200ppm), **Quaternary Ammonia** (200ppm), or **Iodine** (12.5-25ppm).

All chemical sanitizers must be labeled in accordance with Sections 437 and 443.

WATER AND WASTEWATER FACILITIES:

All water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap). (Section 334-336, 338, 377)

If used continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with the manufacturer's specifications. (Section 336)

A sufficient supply of drinking water must be supplied for all necessary purposes (handwashing, dishwashing, sanitizing, food preparation, ect.) at all times in/at each unit. (Section 329, 330, 332)

All water hoses must meet the requirements detailed in 410 IAC 7-24 for use with drinking water. (Section 364)

All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state and local requirements. (Section 374-376, 379-380)

WIPING CLOTHS:

In between uses, wet wiping cloths must be properly stored in sanitizer solution that is maintained in accordance with Section 294.

To prevent cross-contamination, wet or dry wiping cloths shall be kept separate from cloths used for other purposes (1) wiping cloths used for raw animal food spills/clean-up, (2) wiping cloths used for other food spills/clean-up, and (3) wiping cloths used for general cleaning. (Section 245)

HYGIENE AND PERSONAL CLEANLINESS:

NO smoking, eating or drinking (except from a covered container that is stored and utilized properly) is permitted in any food preparation or service area. (Section 136)

Clothing must be kept clean and not used to wipe hands. (Section 128, 135)

Proper and effective hair restraints must be provided and worn by all persons preparing or serving food. Examples include: hairnets, visors (if effective), hats, scarves, ect. (Section 138)

Beards must also be restrained with a beard snood or other means. (Section 138)

Proper exclusions and restrictions must be placed on ill employees in accordance with Sections 120-127.

Proper handwashing must be conducted at the following times or after any activity during which the hands may have become contaminated: before beginning work, after handling raw animal food, after handling money, before putting on and after removing single-use gloves, after sneezing, coughing, touching the face, body parts, or hair, after using the restroom, after taking out the trash, ect. (Section 129)

INSECT CONTROL, TRASH & REFUSE, LIGHTING, AND FACILITY SURFACES:

If pests are present, effective air curtains, screening, fans, and/or tight-fitting & self closing entry doors must be provided and used for insect control in/at each unit. (Section 412-413, 415-416)

Adequate trash/refuse/garbage facilities must be provided at the event and emptied at an adequate frequency. Grease must be disposed in a manner approved by law. (Section 381-386 and 388-398)

Adequate lighting must be provided and kept properly shielded/protected. (Section 410-411)

Floors, walls, and ceilings must meet the minimum requirements in Sections 362 and 364.

POISONOUS/TOXIC MATERIALS:

Containers of poisonous or toxic materials and personal care items shall bear a legible manufacturer's label. (Section 437)

Working containers used for storing poisonous or toxic materials and personal care items shall bear a legible manufacturer's label. (Section 437)

Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles. (Section 439)

Poisonous or toxic materials shall be used according to the manufacturer's labeling instructions that state that use is allowed in a retail food establishment. (Section 441)

A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food. (Section 442)



Public Health
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REGISTRATION APPLICATION FOR A TEMPORARY RETAIL FOOD ESTABLISHMENT

Return completed form to:

Montgomery County Health Department
110 W. South Blvd.
Crawfordsville, IN 47933
765-364-6440 (fax) 765-361-3239

Please complete a form for each separate operation.

410 IAC 7-24-107 PREREQUISITE FOR OPERATION

- (a) A person may not operate a retail food establishment without first having registered with the department as required under IC 16-42-1-6.
- (b) A retail food establishment registered with a local health department or other regulatory authority shall be considered registered with the department under IC-16-42-1-6.
- (c) To allow verification that the retail food establishment is constructed, equipped, and otherwise meets requirements of this rule, the regulatory authority shall be notified of an intent to operate at least thirty (30) days prior to registering under this rule.

ESTABLISHMENT OWNER INFORMATION

Establishment Owner's Name			
Mailing Address (<i>number and street</i>)			
City	State	ZIP Code	County
E-mail	Telephone Number	Fax Number	

ESTABLISHMENT INFORMATION

Establishment or Organization	Certified Food Handler		
Establishment or Organization Address (<i>number and street</i>)			
City	State	ZIP Code	County
E-mail	Telephone Number	Fax Number	

EVENT INFORMATION

Event Name				
Event Contact			Telephone Number	
Date(s) of Event (<i>month, day, year</i>)			Hour(s) of Event	
Food to be Served				
.....				
Location of your operation during this Event: _____				
Type of structure	<input type="checkbox"/> Trailer	<input type="checkbox"/> Tent	<input type="checkbox"/> Cart	<input type="checkbox"/> Booth
(<i>check one</i>):	<input type="checkbox"/> Stock truck:	<input type="checkbox"/> Other: _____		
Providing Samples to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Food Prep / Storage at location other than Event Location? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>If Yes, provide Other Site address.</i>)				
_____	_____	_____	_____	_____
(<i>Street</i>)	(<i>City</i>)	(<i>State</i>)	(<i>ZIP Code</i>)	(<i>County</i>)
Fees: 1-3 Days: \$20.00 Each Additional Day: \$5.00 (<i>Days must be consecutive</i>)			Total Numbers of Days: _____ Total Fees Due: _____	
Original Signature of applicant			Date (<i>month, day, year</i>)	
Printed name of applicant			Title	