

TEMPORARY EVENTS

Calvert County Health Department
Division of Environmental Health



DEFINITION

“TEMPORARY FOOD SERVICE FACILITY” MEANS A FOOD SERVICE FACILITY THAT OPERATES AT A FIXED LOCATION FOR UP TO 30 CONSECUTIVE DAYS IN CONJUNCTION WITH A:

- (A) FAIR;
- (B) CARNIVAL;
- (C) PUBLIC EXHIBITION;
- (D) CONSTRUCTION PROJECT;
- (E) RECREATIONAL FACILITY;
- (F) FUNDRAISING EVENT; OR
- (G) SIMILAR GATHERING.

- A temporary event permit is issued for the duration of an event at a specific location.
- Food service can occur with or without charge

HOW DO I GET A PERMIT ?

- Complete a temporary event application to the Calvert County Health Department, Division of Environmental Health
 - Please submit the application a minimum of **10 days** prior to the event date
- Submit the application fee (see EH fee schedule) along with your completed application

[CLICK HERE FOR THE APPLICATION](#)

WHAT IF WE ARE AN UNLICENSED EXCLUDED ORGANIZATION WHO WOULD LIKE TO SERVE FOOD TO THE PUBLIC?

“Excluded organization” means a volunteer fire company or bona fide nonprofit fraternal, civic, war veterans’, religious, or charitable organization or corporation that does not serve food to the public more often than 4 days per week, except that once a year an organization may serve food to the public for up to 30 consecutive days.

- Submit the notification form to our office not less than 30 days prior to an event that will serve food to 200 or more individuals.
- Provide your tax exempt number for your non-profit organization.
- There is no fee for this notification form

[CLICK HERE FOR THE NOTIFICATION FORM](#)

WHAT ARE THE MINIMUM REQUIREMENTS ?

1. Food service must be at an approved location.
2. Food must be from an approved source. At no time can food be stored in a private residence.
3. Food must be purchased, transported, and stored at proper temperatures.
4. Food must be handled safely (ie, washed hands, gloves when needed, clean utensils and equipment, etc).
5. Food must be cooked to the proper minimum internal temperature.
6. Provide a calibrated stem thermometer **(must read from 0° to 220 °)**
7. Provide hand washing station(s) with soap, warm water, and paper towels.
8. Provide an effective means of ware washing during the event **(Proper sanitizer and test strips)**.
9. Food must be protected at all times.
10. Ice and water must be from an approved source. These cannot be from your private residence.
11. Hair restraints must be worn by all staff.
12. Waste water and any other liquid waste must be disposed of properly.
13. Provide adequate trash containers and disposal.
14. Provide proper insect and vermin control (ie, overhead protection and screening).
15. If event will take place at night proper, safe lighting must be provided.
16. Restrooms must be accessible.

APPROVED LOCATION



UNAPPROVED LOCATION



- Site should be dry, clean, and acceptable for food service
- Temporary flooring may be used on approved locations
- Event must be approved and meet the definition of a public event.
 - **"Public event"** means an event or festival that is a planned gathering that is:
 - (i) Open to the public; and
 - (ii) Regulated by the State or local jurisdiction in which the planned gathering takes place.
 - A public event may include an event or festival:
 - (i) Attended by individuals from the general public whether or not a fee is charged; or
 - (ii) Advertised with fliers, banners, newspaper articles, radio or television announcements, or on an Internet website as being open to the public.
- **"Public event" does not include a:**
 - (i) Private party;
 - (ii) An event restricted to organization members; or
 - (iii) Another event that restricts the general public from attending.

PROPER SET-UP FOR EVENT

- Provide overhead protection (with screening or siding on three sides if there is open food or food preparation)
- Fans may be used to help control flying insects from entering area
- Doors and windows of mobile units must be kept closed or provided with adequate screening.
- If event is at night provide adequate lighting in area. Lighting must be shielded or resistant to shattering.



FOOD MUST BE FROM AN APPROVED SOURCE

- Food may NOT be prepared or stored in a home kitchen.
- Acceptable sources of food include grocery stores, restaurant supply companies, farm stands (for whole produce only).
- Food must not be adulterated, contaminated, or spoiled.
- No home canned or bottled foods are allowed.
- Do not use severely dented cans or swollen cans
- Seafood, meats, dairy and eggs must be from a licensed, regulated source.
 - Shellfish (oysters, clams, mussels) must be from an approved vendor and supplied with approved shellfish tags for retail sale.
 - Shell stock tags must remain on product bags
 - Meats and eggs must be USDA approved

STEM THERMOMETER REQUIREMENTS



- Thermometers must be able to read temperatures between 0°F to 220°F and must be accurate within +/- 2°F.



- Thermometers must be able to take the internal temperature of both hot and cold food products.

PROPER FOOD STORAGE TEMPERATURES

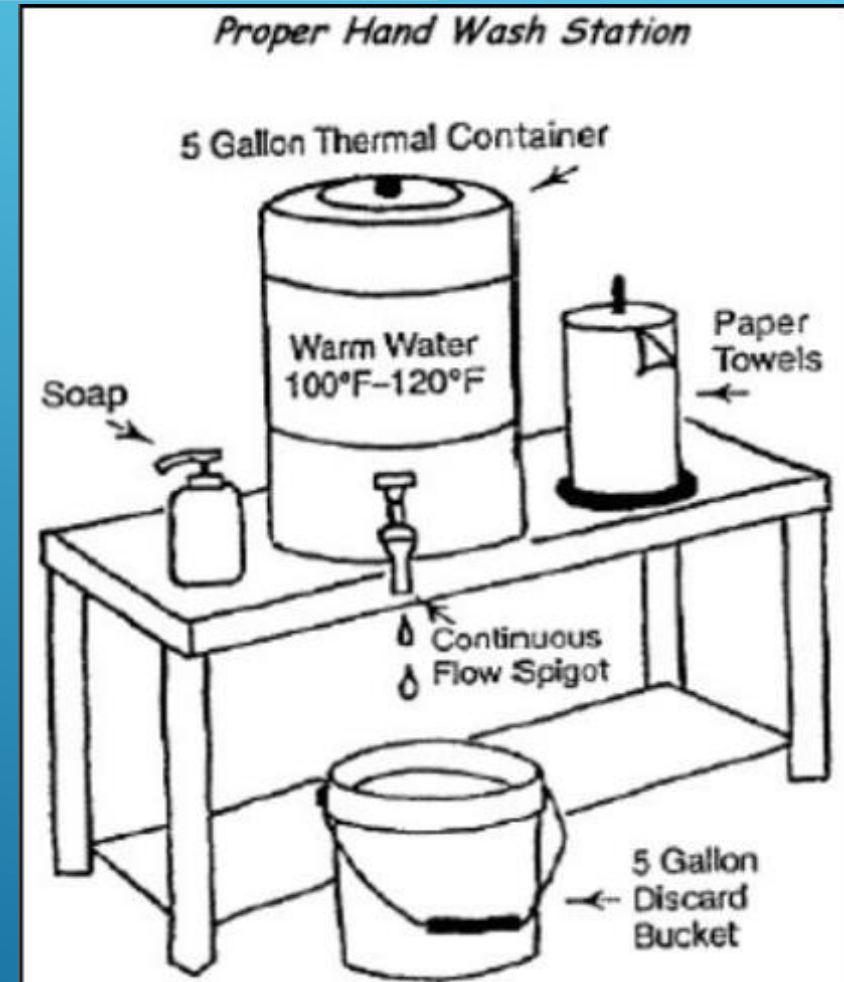
- Required temperature control for safety (TCS) parameters:
 - Refrigerated foods must be held at 41°(F) or less.
 - Hot foods must be held at 135°(F) or greater.
 - Vacuum packaged foods may required to be held at 38°(F). Label on the food packaging will indicate this requirement.
 - Frozen food must remain frozen. If food thaws but is 41°(F) or less it may be used immediately or placed in refrigerator. *Thawed foods cannot be refrozen.*

REQUIRED INTERNAL COOK TEMPERATURES

- Comminuted (ground/mince/etc) meats, egg mixtures must reach an internal temperature of **155°F for at least 15 seconds**.
- Chicken/Poultry, stuffed meats/pastas, stuffing containing fish/meat/poultry must reach an internal temperature of **165°F for at least 15 seconds**.
- Whole pork, beef, seafood, or eggs cooked to order must reach an internal temperature of **145°F for at least 15 seconds**.
- Fruits, vegetables, and commercially processed, cooked foods (nacho cheese, canned soup, hot dogs) for hot holding must reach an internal temperature of **135°F**.
- Raw foods of animal origin cooked in a microwave must reach a minimum of **165°F** and must be held for a minimum of **2 minutes after removal from the microwave**.

PROPER HAND WASHING STATION

- Must provide hot water. A minimum of 100°(F)
- Hand washing stations must be stocked with hand soap and paper towels.
- Hand washing must be accessible at all times to all staff
- Potable water must be used
- Hand sanitizer can be used after hand washing. Hand sanitizer is **NOT** a substitute for hand washing.

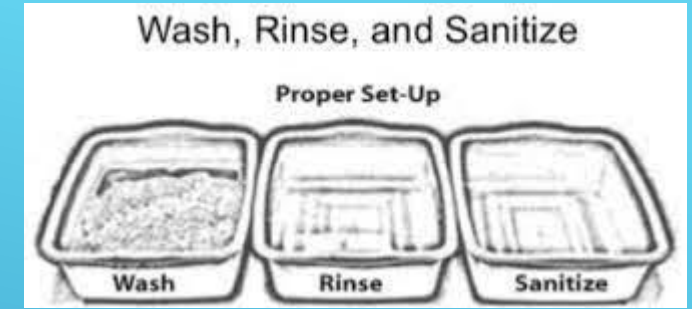


PROPER HAND WASHING

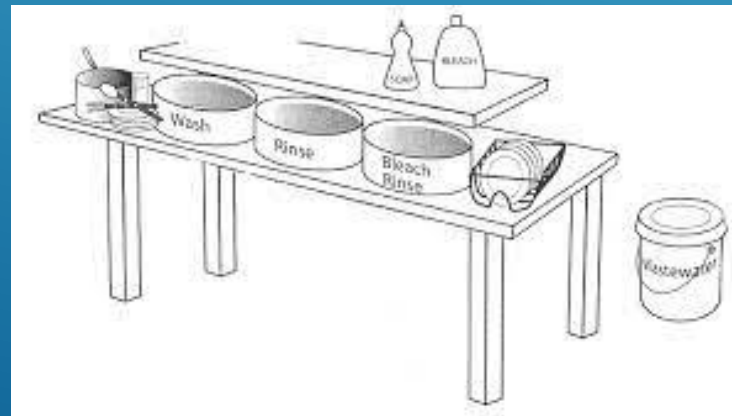
- 1) Turn lever for free-flowing warm water.
- 2) Lather hands with hand soap.
- 3) Vigorously scrub hands, nails, and cuticles for 20 seconds.
- 4) Rinse hands with warm water.
- 5) Dry hands with paper towel
- 6) Turn water off
- 7) Dispose of paper towel in trash receptacle




PROPER WARE WASHING SET-UP



- Containers must be large enough to adequately wash and sanitize largest piece of equipment or utensil
- Must have 3 basins: 1) warm water with dish soap, 2) clean water to rinse soap suds, and 3) sanitizer solution
- Approved sanitizers:
 - **50 ppm of chlorine with a minimum of 75°F and a minimum contact time of 7 seconds**
 - **The required concentration listed by manufacturer for quaternary ammonia compound with a contact time of 30 seconds**
 - **12.5 to 25 ppm of iodine with a minimum of 75°F and a minimum contact time of 30 seconds**
- Water from an approved source must be used.
- Appropriate test strips must be onsite for the type of sanitizer used




PREVENT CROSS CONTAMINATION

- Have separate work surfaces for raw and cooked food products.
 - Ensure work surfaces are washed, rinsed, and sanitized after each task.
 - Utensils and contact equipment must be clean and sanitized.
 - Do not store raw meat products with ready-to-eat foods (ie, raw chicken with lettuce).
 - Provide sanitizer buckets or spray bottles with correct sanitizer concentration.
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EMPLOYEE HYGIENE

- Food handlers must wash hands properly prior to beginning work.
- Gloves must be worn when handling ready-to-eat foods, if nails are painted, or if artificial nails are worn.
- Food handlers must wear adequate hair restraints (ie, hats, bandanas, visors, hairnet). Long hair should be tightly secured.
- Employees must have clean outer garments.
- No jewelry can be worn with the exception of a solid wedding band.
- Employees may not be ill or have the following symptoms:
 - Diarrhea
 - Open sores
 - Vomiting
 - Persistent sneezing, coughing, and/or running nose

FOOD PROTECTION DURING AN EVENT

- No cooking on the ground's surface is allowed.
 - Food must be stored off of the ground and protected
 - Food must not be stored in proximity of waste containers, pesticides, or cleaning chemicals
 - Food must be protected from the elements at all times
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

RESTROOM FACILITIES

- Toilet facilities must be within a reasonable distance from the food service area
- Employee toilets should have hand washing facilities when possible
- Employees must wash hands upon re-entering into the food service area even if hands were washed after using the restroom

REFUSE DISPOSAL

- An approved containers must be in place for disposing of garbage
- Ensure all refuse is removed from the food service area at the end of the event
- Secured lids may be used to prevent insect issues

STILL HAVE QUESTIONS

Please contact our office at 410-535-3922 or you may visit our website at www.calverthealth.org

