Health & Community Services

San Juan County

P.O. Box 607 ◆ 145 Rhone, Friday Harbor, WA 98250
Phone: (360) 378-4474 Fax: (360) 378-7036

FEE: Current fee schedule attached; or, please call to determine appropriate fee.

APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT

Organization:	
Contact Person:	Email:
Mailing Address:	Contact Phone:

Event:	
Date(s) of Event:	Hours of food service:
Location of food service:	
Location of advance or off-site preparation (if applicable):	
If prepared food will be transported to food service site:	Time in transport:
	How will food be kept hot or cold and uncontaminated during transport:

Name of Person In Charge of food service (must have current Food Handler card):
Have all the personnel studied the Food Handlers Manual on safe food handling procedures?

The Person In Charge listed above will supervise all workers who will handle food and/or equipment (including minor participants), and will be responsible for compliance with health standards, along with the organization sponsoring the event.

Signature of applicant (not a minor)	Date

❖❖❖ ***PLEASE COMPLETE BACK OF APPLICATION*** ❖❖❖

Permit reviewed and approved by:	Date:
NOTES:	

Please post your copy of the approved permit at the event.

What facilities for **hand washing** (warm water, hand soap, paper towels) are available at the location of food preparation and service? Specify whether plumbed sink or gravity flow container will be used.
What arrangements are being made to **prevent bare hand contact** with ready-to-serve foods during preparation and service (i.e., disposable gloves, utensils, tongs, deli barrier papers):
How will food contact surfaces be **sanitized**?
Location of easily accessible **toilet facilities**:
What **refrigeration facilities** are available for keeping foods 41 ^{O} or below (i.e. ice chests, or mechanical refrigerators, etc.)?
What **hot holding equipment** is available for keeping hot foods at 135° or above (i.e., steam tables or ovens, etc.)?
Is a **food thermometer** available on-site to check food temperatures?

FOODS TO BE SERVED:

Please list each food or beverage	Source	Preparation: thaw, cook, assemble, reheat, etc.	Served hot or cold?	Other comments

(Use additional sheets if necessary. Late additions to the menu must be approved by Health Department)

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"**Temporary Food Establishment**" means a Food Establishment:

a. Single Event: Operating at a fixed location, with a fixed menu for a single event (such as a fundraiser dinner) or in conjunction with a celebration (such as a fair or festival), not to exceed more than twenty-one consecutive days; OR
b. Multiple Event: Operating not more than three days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.

- ADVANCE preparation of food MUST be done in a commercial kitchen.
- A PIC (Person in Charge) with a valid Food Worker Card must be present at all times.
- All food workers must read and follow the attached rules.
- The temporary food establishment must be set-up to operate according to the attached rules.

Food Worker Cards can be obtained or renewed at: **www.foodworkercard.wa.gov**

Fees:

Single Event:

Menu includes "high risk" foods (most menus are in this category).....$80
Menu limited to only "low risk" foods.....$55

Multiple Event:
(same menu and staffing required at each event)

Menu includes "high risk" foods (most menus are in this category).....$160
Menu limited to only "low risk" foods.....$105

Late Fee: Permit obtained less than 8 days prior to event.....add $15

LOW-RISK FOOD EXAMPLES

To obtain a Low-risk permit, the menu must consist entirely of low-risk foods. This list does not constitute all possible foods in the low-risk category, and San Juan County Health & Community Services reserves the right to review and decide upon any request to categorize a food item as **Low** or **High Risk.**

- Canned Whipped Cream
- Chili or soup, if commercially canned
- Chocolate dipped fruit (excluding bananas)
- Nachos containing only chips and canned or commercially shredded cheese
- Dips made with non-potentially hazardous ingredients
- Dispensed soft drinks and juices
- Dry snacks and pretzels
- French fries/Onion Rings
- Hand dipped ice cream and other frozen items
- Hot dogs/corn dogs/beef jerky/dried meats that are USDA or WSDA inspected
- Pasteurized dairy products (e.g. lattes, milkshakes, soft serve ice cream)
- Non-potentially hazardous baked goods including pies with fruit or berry fillings
- Pizza with non-potentially hazardous toppings (e.g. pepperoni, cheese)
- Sno-cones

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REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

(2013 Washington State Retail Food Code, Section 9 Subpart B)

These requirements must be posted, and must be read by all food workers prior to the event.

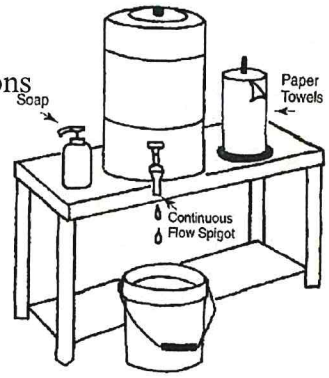
General Rules:

1. Wash Hands Frequently!
2. Do not touch ready-to-eat food directly with bare hands! Prevent bare-hand-contact with ready-to-eat foods by using tongs, spoons, gloves or other approved barriers.
3. Food, water and ice must all come from approved sources.
4. Post the approved (signed) Temporary Food Service Permit at the event.
5. One or more workers with valid Washington Food Worker Cards must be present at all times and making sure that food is handled safely.
6. Use *pasteurized eggs* for any batches larger than three eggs.
7. Maintain safe food temperatures. All food workers must know the safe temperatures for the foods being prepared at the event.
8. Keep Potentially Hazardous Foods at a safe hot or cold temperature, using an "active" method. (See temperature chart.) Foods must be heated to the proper temperature within one hour.
9. Foods may not be cooled in a Temporary Food Establishment. The best plan is to heat and serve and discard any leftovers.
10. If food was cooked in advance, then cooled at a commercial kitchen, reheat the food to 165° F. for 15 seconds before hot holding. Food can be reheated no more than one time.
11. Temperature violations must be corrected immediately. Food found at improper temperatures may need to be discarded.

Items to Plan Ahead:

12. Off-site food preparation must be done in an approved food establishment. Transport food to event at safe temperatures in insulated, sanitary food-grade containers, protected from cross-contamination.
13. Restrooms must be located within 200 feet, and must have potable warm running water, soap and paper towels for handwashing.
14. A sink plumbed with hot and cold water must be located within the food preparation area of the temporary establishment. An insulated cooler and waste water bucket is an acceptable alternative (see diagram on reverse).
15. If produce must be washed on-site, a separate food prep sink, supplied with potable running water, drained to an approved wastewater system through an indirect-drain is required.
16. Plan how you will heat additional warm water to refill the insulated cooler used for hand washing.
17. Potentially hazardous foods that are thawed as part of a continuous cooking process must not be greater than four inches thick.
18. **Use the Checklist (turn page over) to gather required equipment and supplies.**

Checklist: Required Items to Take to Temporary Food Service Events



For Washing Hands:

☐ Insulated Cooler with Spigot, filled with warm water, 5 gallons
☐ Waste water bucket
☐ Hand Soap
☐ Paper Towels
☐ Trash Can
☐ Dispose waste liquids into a sanitary sewer—
not into a storm sewer, and not poured on the ground

For Preventing Bare Hand Contact with Foods:

☐ Disposable gloves—bring the correct sizes to fit the food workers
☐ Extra Clean Utensils—bring more than one of each type of utensil; replace any utensil that becomes soiled or has been in use for four hours

For Storing In-Use Serving Utensils:

☐ Clean container of ice water (bring additional ice to refill the container as the ice melts)
☐ Separate container for storing dirty dishes and utensils

For Sanitizing Food Contact Surfaces:

☐ Sanitizer Bucket
☐ Clean Sanitizer Cloth(s) (do not use sponges)
☐ Bleach and Cool Water (make a solution of 1 teaspoon bleach per 1 gallon cool water)

Additional Equipment:

☐ Dish washing supplies are required to wash equipment and utensils or if the event operates 2 or more consecutive days—three plastic dishpans (to wash, rinse, and sanitize), a clean drain board for air-drying dishes, dish soap, bleach
☐ Use only single-use plates or bowls with plastic silverware for customers, unless otherwise approved
☐ Condiments: individual packages; dispenser bottles; or containers that protect from contamination
☐ Insulated containers and ice packs for keeping cold food cold during storage
☐ Preheated, mechanical equipment for keeping hot foods hot
☐ Separation barriers—cover foods to prevent contamination; keep people away from hot equipment
☐ Food thermometer (quick-read type, calibrated to read accurate temperature)
☐ Leak-proof trash cans and garbage bags

Selected Safe Food Temperatures (updated 5/1/13)	Fahrenheit
Hold cold foods	41° or cooler
Hold hot foods	135° or hotter
Reheat food produced in a food processing plant (example: hotdogs)	135°
Cook unpasteurized eggs (cook immediately, use thermometer)	155°
Cook raw seafood	145°
Cook raw ground meat or seafood	155°
Cook raw poultry	165°

Failure to follow these rules can result in closure of the booth.