



This guide will help you to plan, set up, and operate your temporary food service establishment (food booth). Please take time to plan what foods will be served, what equipment is needed, and how you will safely operate. Good planning goes a long way towards having a successful event. *Remember that if you're operating in a mobile food unit, it must be approved by the Washington State Department of Labor & Industries to obtain a food business permit in Snohomish County. For more details, visit [Food Trucks & Trailers, WA L&I](#).*

**Step 1 – Apply for permit.** Submit your application at least 14 days before the event. Late applications will be charged a late fee and may not be accepted. A food inspector will review your application. Once approved, you will be sent your permit. [Failure to post permit at booth may result in closure of establishment.](#)

**Step 2 – Obtain equipment.** Think about what equipment you will need to operate safely and efficiently. See [Appendix A](#) for a list of items you may need.

**Step 3 – Train Workers.** At least one person-in-charge with a [food worker card](#) must always be present. Ensure all workers understand:

- When and how to properly wash their hands.
- How to avoid touching ready-to-eat food with bare hands by use of utensils, bakery papers, or single-use gloves.
- How to mix and test a sanitizer solution. Use 1 teaspoon chlorine bleach in 1 gallon of cool water.
- How to wash, rinse and sanitize food equipment.
- Where the approved restrooms with handsinks are located.
- That they may not work if they are ill with symptoms of diarrhea or vomiting, jaundice, a diagnosed infection (norovirus, Salmonella Typhi, Shigella, E. coli, or Hepatitis A Virus), or a sore throat with a fever.

- That cuts or boils on hands must be covered with a bandage and a glove.

### **Step 4 – Obtain food and beverage ingredients**

- Food, beverages and ice must be obtained from an approved source. Copies of receipts must be available on site.
- All fruits and vegetables, including potatoes, must be purchased prewashed and pre-cut, or washed in an approved kitchen.
- Keep raw animal foods separate from everything else at all times.

### **Step 5 – Store and prepare food in approved food establishment.**

All food preparation must be done in the booth or a kitchen approved by the Snohomish Health District. Home preparation or storage of foods is not allowed. A restaurant or commissary kitchen permitted by a local county health department is an example of an approved food establishment.

When preparing food, be sure to:

- Wash your hands.
- Keep [TCS food](#) out of the [Danger Zone](#).
- Rinse produce under running water in a food preparation sink. Place washed produce in a cleaned and sanitized container. Do not reuse the original shipping box or container after washing (*continued on next page*).



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- Store and prepare raw animal foods separately from other foods to avoid cross contamination.
- [Cook foods](#) to the proper temperatures.
- [Cool TCS food quickly](#) by placing hot food in an uncovered shallow pan, food depth less than two inches and directly into the refrigerator. Cooling of TCS food may only be done in an approved kitchen.

### **Step 6 – Transport food and equipment**

- Check temperatures with a [thermometer](#). All TCS foods must be kept out of the Danger Zone.
- Wash, rinse, sanitize and air-dry ice chests before using.
- Place raw animal foods in separate ice chests.
- Place drink ice in separate ice chests.
- Use plenty of ice to keep TCS food cold.
- Preheat equipment used to transport hot foods.

### **Step 7 – Construct food booth**

- Construct booth to minimize dust, mud, and other contamination. Walls are a really good idea.
- Provide overhead cover in all food preparation, food storage, and food service areas. Check with fire marshal about overhead cover if cooking with open flame.
- Provide barriers to prevent public access to the booth, food preparation, cooking and storage areas. To prevent injury, provide a minimum of 4 feet of separation from hot equipment.
- The floor may be concrete or asphalt. Turf, soil or gravel must be covered with mats or removable platforms. Be careful

to not create a tripping or slipping hazard.

- Obtain water from an approved source.
- If a plumbed or self-contained handsink is not available in booth, construct a [hand wash station](#).
- Set up [sanitizing station](#).
- Provide a sneeze guard to protect food items that will be near the public.
- Post your permit so that it is visible to the public.

### **Step 8 – Prepare and serve food at the event**

- Wash your hands first and often.
- Check temperatures of TCS foods before starting and often throughout the day. Keep TCS foods out of the Danger Zone. Take corrective actions when foods are found at wrong temperature.
- Place all hot held food in preheated mechanical hot holding equipment such as a hot case or steam table.
- Store all food containers at least 6 inches off the ground or in watertight containers (food-grade buckets with lids, ice chests).
- Replace soiled utensils, cutting boards etc. at least every 4 hours with clean ones.
- Wipe up messes using cloth from sanitizing station.

### **Step 9 – Clean up.**

- Discard hot held food. Cooling of food is prohibited.
- Dispose of all trash properly.
- Dispose of all wastewater into an approved sewage system. Do not dump on the ground or into a storm drain.
- Clean and sanitize all utensils so they are ready for next time. Don't forget to clean and sanitize ice chests.

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## ***Guidelines for setting up and operating a temporary food establishment***

### **Important Reminder**

If you are not able to operate your temporary food booth safely, you need to close. Under no circumstances should you handle open food if you are not able to wash your hands.

### **Appendix A**

The following is a list of equipment that you may need.

- Overhead cover, such as a pop-up tent.
- Ground cover
- Tables
- [Hand wash station](#) consisting of a 5-gallon or larger insulated container with a continuous-flow spigot, a 5-gallon bucket to catch wastewater, pump soap and paper towels.
- [Sanitizing station](#): buckets, wiping cloths, chlorine bleach or another approved sanitizer, and a sanitizer test kit. Separate sanitizer buckets/cloths are required for use on surfaces. Mix 1 teaspoon chlorine bleach in 1-gallon cool water.
- [Food thermometers](#) (digital)
- Refrigeration thermometers (place inside refrigerators/ice chests)
- Utensils such as knives, ice scoops, tongs & spatulas. Bring extra so you don't need to wash dishes during the event.
- Cooking equipment
- Fire extinguisher (check with local fire marshal)
- Cold holding equipment such as refrigerators or insulated ice chests.
- Hot holding equipment such as a steam table or hot holding cabinet. Sterno™ is not allowed for outdoor use.
- Extension cords. Make sure that you will have adequate power for all electrical equipment.
- Single-use gloves
- Condiment serving containers. Must be covered and keep food protected from contamination.
- Food-grade hoses
- Tarps
- Single-use articles such as paper plates, napkins, & utensils. Check with event organizer regarding rules for using compostable & recyclable items.
- Trash cans
- Rope
- Tape
- Zip ties



## ***Guidelines for setting up and operating a temporary food establishment***

### **Glossary**

**TCS Food** (Time/Temperature Control for Safety Food) – food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. Includes meats, seafoods, cheese, milk, eggs, cooked plant foods, sprouts, cut leafy green vegetables (lettuce), cut tomatoes and cut melons.

**Danger Zone** – the range of temperatures between 41° F and 135° F at which pathogenic microorganisms (germs) can grow. To keep germs from growing, keep TCS Food out of Danger Zone except during cooking, reheating or food preparation.

**Imminent Health Hazard** – a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne disease outbreak, gross insanitary occurrence or condition, or other circumstance that might endanger public health.

Lack of a hand wash station is an Imminent Health Hazard and you may not operate without it!

### **Cooking & Reheating Temperatures**

Food Item	Minimum Internal Cooking/Reheating Temperature
Poultry, casseroles, stuffed foods, stuffing	165° F
Ground beef, sausage	158° F
Fish, beef, pork, eggs for immediate service	145° F
Fruits or vegetables cooked for hot holding	135° F
Reheat for hot holding when cooked and cooled in a food establishment.	From 41° F to 165° F within one hour.
Reheat for hot holding when produced in a food processing plant.	From 41° F to 135° F within one hour.



## ***Guidelines for setting up and operating a temporary food establishment***

### **Hand wash station**



### **Thermometer**



### **Sanitizing station**



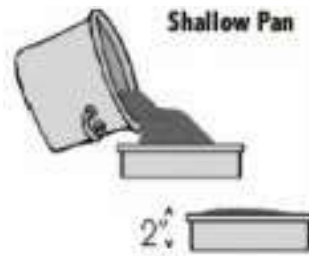
Mix 1 Tablespoon chlorine bleach in 1 gallon of cool water. Use test kit. 50 – 100 ppm chlorine.

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## ***Guidelines for setting up and operating a temporary food establishment***

### **Shallow pan cooling**



1. Put hot food into shallow pans. Make sure food is no more than 2 inches thick.
2. Put the pans in the refrigerator on the top shelf where nothing can drip into them.
3. Let air move around the pans – do not stack or cover pans.
4. Check temperature to ensure food is 41° F or below before covering or transporting.