

Standards For A Special Event Food Stand Operation

The Special Event Food Stand standards apply to temporary food service concessions operating in conjunction with a special event, such as a carnival or city celebration. A Special Event Food Stand can operate no more than three times annually for no more than a total of ten days each year. A separate license is required for each event and/or location.

The standards listed below do not apply to Mobile Food Units. Mobile Food Unit is defined as a vehicle-mounted unit that is either motorized or trailered, and readily movable without disassembling for transport to another location. For Mobile Food Unit requirements, contact the Department of Public Health & Environment at 651-430-6655.

MN Rule 4626 sets the standard for all food service operations, including Special Event Food Stands. The standards listed below are the more important parts of the rule that apply to Special Event Food Stands.

A license must be obtained from the Washington County Department of Public Health and Environment at least fourteen days before a stand is to be put into service. Contact the Department at 651-430-6655 for information on obtaining a County Food License or download the application at www.co.washington.mn.us.

The Department of Public Health and Environment has the authority to restrict the type of food served or the method of food preparation based on equipment limitations or climatic conditions. The Department may close a food service operation if the inspector deems it necessary to protect the public's health.

A. LOCATION

The stand shall be located where it is not subject to flooding and is protected from possible contamination (e.g., toilets, animal pens, garbage collection sites). It shall be protected from dust and windblown particulates by means of location, treatment of ground surfaces or by having the stand enclosed. Activities shall cease in adverse weather unless the interior of the food stand is protected from the weather and windblown dust and debris.

B. CONSTRUCTION

1. **Floors.** The interior floor shall be constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Stands may be located on dirt, gravel or grass when covered with plywood, mats or duckboards, other materials approved by the regulatory authority, that are effectively treated to control dust and mud.
2. **Walls or Enclosures.** The stand shall provide protection during adverse weather by its construction or location. If it is not protected, then food activities shall cease during periods of adverse weather. Interior surfaces shall be finished with smooth, durable, nonabsorbent, easily cleanable material that resists the wear and abuse to which the surfaces are subjected. High gloss paint is the minimum acceptable finish.

C. EQUIPMENT

1. Food service equipment shall be appropriately designed and sized for its use. Mechanical refrigeration shall be provided for potentially hazardous food such as meat, fish, poultry, milk and eggs if they are held for four hours or longer. Dry ice and cold packs may be substituted for the mechanical refrigeration if the required temperatures are maintained and the food is held less than four hours. Foods kept cold with dry ice or cold packs must be discarded after four hours. Electricity shall be provided to the refrigeration units 24 hours a day when the special event food stand has been set in place for service.
2. A thermometer is required for each refrigerator. A metal stem product thermometer (range 0° F to 220° F) is required for measuring potentially hazardous food temperatures.
3. Electric skillets, roasters, propane stoves and charcoal grills equipped with lids are acceptable for cooking food as long as safe food temperatures are maintained. **Crock pots or domestic slow cookers may not be used.**
4. To help provide customer safety and prevent possible contamination by customers, food preparation and cooking areas are to be protected by means of an impervious shield or by adequate separation distances between customers and food preparation cooking activities.
5. Handwashing facilities shall be provided within the stand. Handwashing facilities shall consist of one of the following:
 - a. A handwash sink with running water at a temperature between 70°F and 110°F. Provide soap, nail brush and paper towels.
 - b. A device supplied with running water at a temperature between 70°F and 110°F where water is supplied by gravity to a faucet or spigot. Provide soap, nail brush and paper towels.
6. Only commercial food quality utensils may be used. Items such as galvanized and soft plastic containers, wooden spoons, enamelware, paint brushes, etc. are not acceptable. Garbage bags and garbage containers are not to be used for food.

D. DISHWASHING FACILITIES, PROCEDURES AND EQUIPMENT CLEANING

1. Only single service, disposable eating and drinking utensils may be used unless approved permanent dishwashing facilities are available.
2. Provide three basins for utensil washing. The procedure to be used for manual utensil washing is:
 - a. wash in warm soapy water,
 - b. rinse in clear water,
 - c. sanitize for at least one minute in a sanitizing solution of sufficient concentration (e.g. one tablespoon of household liquid bleach per two (2) gallons of water), and
 - d. allow to air dry. Towel drying is prohibited.
3.
 - a. Wash and Sanitize utensils immediately prior to the event and as often as necessary during the event. Enough utensils must be supplied to ensure a clean one is available if one becomes contaminated.
 - b. Utensils may be washed off-site (such as in a licensed facility) if approval is granted by the Department. If washing off-site, the clean utensils are to be suitably covered when transported (e.g. plastic wrap or container).
4. Cloths used to wipe equipment and counters shall be stored in a sanitizing solution between uses. (Use one tablespoon of household liquid bleach per two (2) gallons of water.)

E. WATER SUPPLY

1. Water may not come from a residential well. It must be obtained from an approved public water supply system. If water is not provided under pressure at the stand, it may be transported and stored in approved, cleanable, covered containers such as 5 or 10 gallon coffee urns or nongalvanized beverage coolers containing spigots. The transport container, including the spigot, shall be washed and sanitized before use.
2. Water can not be supplied through a garden hose. Water must be supplied with a food-grade hose that is approved for drinking purposes. The hose must be flushed and sanitized before use. The water inlet must be protected from contamination and designed so a non-potable service connection cannot be made.

F. WASTE WATER AND GARBAGE DISPOSAL

1. Waste water shall be discharged into an approved sanitary sewer system or a holding tank. Waster shall be removed in an approved manner so as to not create a public health nuisance or public health hazard. Disposal by throwing or dumping the waste water on the ground is not permitted.
2. Trash and garbage shall be deposited and stored in a manner that will not create a nuisance. Garbage containing food waste, if stored overnight or for extended periods of time, shall be stored in tightly covered nonabsorbent containers.

G. FOOD, BEVERAGE AND UTENSIL HANDLING AND STORAGE

1. All ice and food supplies shall come from an approved commercial source. **No home prepared food or food storage at home is allowed.** Major food preparation activities must take place in a licensed kitchen. (Use of church or school kitchens may be granted by the Department.)
2.
 - a. Potentially hazardous cold food shall be maintained **below 41° F**. Potentially hazardous cold food items not being maintained with dry ice or cold packs must be labeled with the date and time that the food was removed from the mechanical refrigeration unit and also the time that it is to be discarded. Items maintained with dry ice or cold packs must be discarded after four hours.
 - b. Potentially hazardous hot food shall be maintained above **140°F**. If previously cooked food is reheated, it shall reach an internal temperature of **at least 165°F within 2 hours**. Any heated food left over at the end of the day is to be discarded.
3. Single service disposable dinnerware and utensils such as paper plates and plastic eating utensils shall be clean, dry, covered and stored at least six inches off of the floor.
4. Single service utensils and self-service food, including condiments (catsup, coffee whitener, sugar, etc.), shall be individually packaged or dispensed from an enclosed dispenser.
5. Canned, bottled and other containerized beverages, except milk, may be chilled in ice. The ice must be continuously drained and may not be used later in a food product. Milk must be mechanically refrigerated.
6. Ice must be cubed or crushed and must be sealed in a bag at the point of manufacture. Because ice is food, it is to be stored and handled as food.

COOKING TEMPERATURE CHART

FOOD ITEM	TEMPERATURE	HOLD TIME (after reaching required temperature)
Raw animal foods and foods containing raw animal foods (unless listed below)	≥145°F	15 seconds
Pork, ostrich, emu, injected meats, ground meats, and eggs cooked and then held for service	≥155°F ≥150°F ≥145°F	15 seconds 1 minute 3 minutes
Poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry or stuffing containing meat, poultry, ostrich or emu	≥165°F	15 seconds
Whole beef roasts and corned beef roasts	130°F 140°F	121 minutes 12 minutes
Microwave cooking	165°F	2 minutes after cooking

H. PERSONNEL

1. There shall be a person in charge present during all hours of food preparation and service. The person in charge must be able to demonstrate knowledge of foodborne disease prevention, including required food temperatures, proper personal hygiene, correct utensil washing procedures, and the correct sanitizer concentrations.
2. Employees shall maintain their hands in a clean, sanitary condition and wash hands immediately after going to the toilet, handling raw food, eating, smoking, or otherwise soiling their hands.
3. No employee may engage in food preparation or service activities if that person has a communicable disease, gastrointestinal illness, sore throat or discharging wound.
4. Eating is not permitted while in the food stand. If beverages are to be consumed, it must be in a closed container with a straw and stored where food, beverages and preparation surfaces will not be contaminated.
5. Using tobacco in any form while on duty is prohibited.
6. An employee's outer garments shall be clean.
7. Effective hair restraints (hairnets, headbands, caps, etc.) shall be worn by all people engaged in food preparation and service.
8. An adult shall be responsible for the operation of the stand and shall supervise children working in the stand.

I. SAFETY

1. Electrical service shall comply with the Minnesota Electrical Code Chapter 1315. Electrical lines should not be located in or near water.
2. Carbon dioxide and bottled gas cylinders are to be secured.
3. A fire extinguisher (2A 10BC rated) shall be present if required by the fire marshal.
4. Gas hook ups and service must comply with Minnesota Chapter 1346.

J. LIGHTING

1. All lights in the stand shall be shielded or enclosed to prevent and contain breakage.
2. Lights used at night shall not attract flying insects.



DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT

14949 62ND ST N • PO BOX 6 • Stillwater MN 55082-0006

OFFICE: 651-430-6655 • FAX: 651-430-6730

2010

SPECIAL EVENT FOOD STAND LICENSE APPLICATION

Name of Event: _____

Name of Group or Individual Operating Stand: _____

Event Location: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date & Time Stand is Open:

Date(s)

Time(s)

Person In Charge of Food Preparation: _____

Telephone: H: _____ W: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

(Name all Owners, Partners, or Principal Officers (Persons listed may be held responsible for compliance with applicable ordinances.)

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

LICENSE CATEGORY AND FEE SCHEDULE

_____ Food Establishment (10 Consecutive Day Limit) First Day \$74.00 \$ _____

Each Additional Day \$25.00 \$ _____

_____ Non-Profit Establishment (10 Consecutive Day Limit) Each Event \$44.00 \$ _____

_____ Beverage Only (No Preparation, 10 Consecutive Day Limit) Each Event \$44.00 \$ _____

_____ Penalty Fee for Late Application (Refer to Attached Late Fee Policy) \$ _____

TOTAL PAID \$ _____

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Applicant's State Drivers License or State Identification Card Number * _____

**Notice of Rights – Your driver's license number or Minnesota identification card number is classified as private data and is being requested for tracking of prior food applications and licenses. Furnishing your driver's license or Minnesota identification card number is voluntary. Refusal to provide drivers license or Minnesota identification number may cause a delay in the application process. Private data furnished by you is available only to you, the Washington County Department of Health, Minnesota Department of Health or other authorized agencies. Any further disclosure of this information will require an informal consent from you or a court order.*

SPECIAL EVENT FOOD STAND LATE FEE POLICY

Due to problems with last minute applications, a policy for adding late fees has been implemented by the Washington County Department of Public Health & Environment (PHE), as follows:

- NO LATE FEE:** PHE receives a license application **greater than fourteen (14) calendar days** prior to the event.
- \$10 LATE FEE:** PHE receives a license application **less than fourteen (14) calendar days, but more than two calendar days** before the event.
- \$30 LATE FEE:** PHE receives a license application **two calendar days or less** before the event. This includes applications received on the day of event.

PROOF OF NON-PROFIT STATUS

If you are claiming non-profit status, proof of non-profitability is required. A copy of either of the following two documents shall be accepted as proof.

1. A registration statement indicating operation as a charitable organization, the original of which is on file at the office of the Attorney General.
2. A certificate of incorporation indicating operation as a non-profit corporation, the original of which is on file at the office of the Secretary of State.

SPECIAL EVENT FOOD STAND INFORMATION SHEET

(Please be specific and type or print legibly)

Name of Applicant: _____ Event: _____

**PLEASE COMPLETE AND CHECK THE FOLLOWING DETAILED INFORMATION
REGARDING YOUR FOOD BOOTH AND MENU ITEMS:**

Handwashing facilities are required. Choose one of the following methods:

_____ Gravity device supplied with running water (70 °F to 110°F) and a faucet, soap, paper towels, nailbrush

_____ Sink available in stand with running water (70 °F to 110°F), soap, paper towels and a nailbrush

_____ Other – please describe _____

Utensil/equipment washing is **required**. Describe the approved method that will be used for washing multi-use utensils and equipment. _____

If located outdoors, describe the floor and ceiling materials of the required stand: _____

Identify the source of water for the food stand, the method of water storage on-site and the water disposal method: _____

”Chicken

Where was chicken purchased? _____

Where will chicken be stored prior to event? _____

Where and when will chicken be prepared? (Home prepared foods are **NOT** permitted): _____

If chicken is prepared on-site, describe the preparation procedures: _____

List equipment used to keep chicken at 41°F: _____

List equipment used to cook chicken to 165°F: _____

List equipment used to keep chicken at 140°F: _____

Describe how chicken will be safely transported to the event. (vehicle and containers to be used, means of refrigeration, use of warmers, etc.) _____

”Hamburger/Beef

Where is hamburger purchased? _____

Where will hamburger be stored prior to event? _____

Where and when will hamburger be prepared? (Home prepared foods are **NOT** permitted): _____

If hamburger is prepared on-site, describe the preparation procedures: _____

List equipment used to keep hamburger at 41°F: _____

List equipment used to cook hamburger to 165°F: _____

List equipment used to keep hamburger at 140°F: _____

Describe how hamburger will be safely transported to the event. (vehicle and containers to be used, means of refrigeration, use of warmers, etc.) _____

"Pork

Where is pork purchased? _____

Where will pork be stored prior to event? _____

Where and when will pork be prepared? (Home prepared foods are **NOT** permitted): _____

If pork is prepared on-site, describe the preparation procedures: _____

List equipment used to keep pork at 41°F: _____

List equipment used to cook pork to 165°F: _____

List equipment used to keep pork at 140°F: _____

Describe how pork will be safely transported to the event. (vehicle and containers to be used, means of refrigeration, use of warmers, etc.) _____

"Sausage/Brats/Hot Dogs (circle the appropriate food item)

Where is food purchased? _____

Where will food be stored prior to event? _____

Where and when will food be prepared? (Home prepared foods are **NOT** permitted): _____

If food is prepared on-site, describe the preparation procedures: _____

List equipment used to keep food at 41°F: _____

List equipment used to cook food to 165°F: _____

List equipment used to keep food at 140°F: _____

Describe how food will be safely transported to the event. (vehicle and containers to be used, means of refrigeration, use of warmers, etc.) _____

"Canned and Bottled Beverages:

"Other food not previously noted: _____

List ingredients in menu item. _____

Where are ingredients purchased? _____

Where will ingredient items be stored prior to the event? _____

Where and when will food be prepared? (Home prepared foods are **NOT** permitted): _____

If food is prepared on site, describe the preparation procedures. _____

List equipment used to keep food at 41°F (if necessary): _____

List equipment used to cook food (if necessary): _____

List equipment used to keep cooked food at 140°F (if necessary): _____

Describe how ingredients will be safely transported to the event. (vehicle and containers to be used, means of refrigeration, use of warmers, etc.) _____

"Other food not previously noted: _____

List ingredients in menu item. _____

Where are ingredients purchased? _____

Where will ingredient items be stored prior to the event? _____

Where and when will food be prepared? (Home prepared foods are **NOT** permitted): _____

If food is prepared on site, describe the preparation procedures. _____

List equipment used to keep food at 41°F (if necessary): _____

List equipment used to cook food (if necessary): _____

List equipment used to keep cooked food at 140°F (if necessary): _____

Describe how ingredients will be safely transported to the event. (vehicle and containers to be used, means of refrigeration, use of warmers, etc.) _____

"Other food not previously noted: _____

List ingredients in menu item. _____

Where are ingredients purchased? _____

Where will ingredient items be stored prior to the event? _____

Where and when will food be prepared? (Home prepared foods are **NOT** permitted): _____

If food is prepared on site, describe the preparation procedures. _____

List equipment used to keep food at 41°F (if necessary): _____

List equipment used to cook food (if necessary): _____

List equipment used to keep cooked food at 140°F (if necessary): _____

Describe how ingredients will be safely transported to the event. (vehicle and containers to be used, means of refrigeration, use of warmers, etc.) _____

I have received and read the Washington County Department of Public Health and Environment standards for a Temporary Food Service Operation. I do hereby certify that I will comply with all of these requirements.

Applicant Signature: _____

Applicant Name Print: _____

FOR OFFICE USE ONLY

Environmental Specialist

Date Approved

RISK - H M L
(Circle One)