

TEMPORARY FOOD STANDS

GUIDELINES FOR FOOD VENDORS



SHELBY COUNTY HEALTH DEPARTMENT

814 JEFFERSON AVENUE, 5TH FLOOR

MEMPHIS, TENNESSEE 38105

(901) 222-9203 OR (901) 222-9200 FAX (901)222-9177



LEE HARRIS
MAYOR

SHELBY COUNTY HEALTH DEPARTMENT

ALISA R. HAUSHALTER, DNP, RN, PHNA-BC
DIRECTOR

BRUCE RANDOLPH, MD, MPH
HEALTH OFFICER



Public Health
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TO: EVENT COORDINATORS / FOOD VENDORS

FROM: Michel Wesley, Environmentalist Lead
Environmental Health and Food Safety

DATE: July 22, 2019

RE: **REVISED TEMPORARY PERMIT APPLICATION**

The Shelby County Health Department will strictly enforce the permit application process. Printed information is available to all vendors seeking a permit in Shelby County.

The process, however, starts before the event. Requirements must be met for the permit to be approved. Each vendor selling or distributing food items must apply for the required temporary permit. There are two (2) ways to apply:

- a) Application forms with appropriate fee attached sent to our office with a check or money for the amount. We do suggest that you place a tracking number on your package (FedEx, UPS, USPS).
- b) Pay in person in our office-hours are 9:00A.M. to 4:00P.M., Monday- Friday

Cash, checks, money orders, credit cards (Visa, Master Card or Discover), or cashier's checks only.

NOTE: All temporary permit applications must be submitted 2 working/business days or 48 hours prior to the event start date. No permits will be issued the day before or of the event. If a vendor is operating without a temporary food permit, the vendor will have to close immediately. If the vendor continues to sell, an environmental citation will be issued.

I asked that you read all enclosed documentation. It will be your responsibility to assure that all invited participants are informed of the rules and guidelines as set forth by this department. Enclosed, you will find the necessary written documents and application forms needed.

If there are questions, please feel free to contact me at (901)222-9200.

Mission

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TO: EVENT COORDINATORS / FOOD VENDORS

FROM: Michel Wesley, Environmentalist Lead
Environmental Health and Food Safety

DATE: July 22, 2019

RE: **REVISED REQUIREMENTS FOR TEMPORARY FOOD PERMIT**

NOTICE

- All temporary event permit application(s) for food vendors must be submitted a minimum of 2 working/ business days. This timeframe also includes mailing of temporary event permit applications.
- Any one or more day(s) temporary events for eating and drinking food permit fees will apply.
- Any organized event/celebration that consist of ten or more food vendors participating; the event coordinator will be solely responsible for submitting all temporary food applications on behalf of the vendors to Shelby County Health Department within the same allotted time of 10 days no exceptions. Shelby County will not be held accountable for vendors that did not submit for a temporary food permit. This will reduce illegal food stands at organized events.

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REQUIREMENTS FOR TEMPORARY ESTABLISHMENTS

1. GENERAL

Temporary food service establishments shall comply with the requirements of the Tennessee Department of Health (FDA 2009 Food Code) rules, Shelby County Government rules, and regulations. **NOTE:** Before a permit is issued. The vendor cannot have any priority violations.

2. DEFINITIONS

TEMPORARY FOOD ESTABLISHMENTS - A food service establishment that operates at a fixed location for a period of time no more than 14 consecutive days in conjunction with an organized event of celebration.

COMPETITIVE COOKING EVENTS - A temporary food service establishment involved in competitive cooking competitions is not required to obtain a permit if all of the following conditions apply:

- All of the food is consumed only by the judges and team members of the event.
- Judges and team members are identified by T-shirts, badges, or by other easily recognizable methods.
- Prior to the event, a letter is submitted to and approved by Environmental Health & Food Safety.

3. FLOORS

Floors shall be constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Dirt or gravel, when graded to drain, may be used as sub flooring when covered with clean, removable platforms or duckboards, or covered with wood chips, shavings, or other suitable material effectively treated to control dust.

4. WALLS AND CEILINGS (food prep areas, smokers, and grillers)

- Ceilings shall be made of wood, canvas, or other material that protects the interior of the establishments from the weather.

- Walls and ceilings shall be constructed in a way that prevents the entrance of insects.
- Doors to the food prep areas shall be solid or screened and self-closing.
- Screening material used for walls, doors, or windows shall be in good repair and at least 16 mesh to the inch.
- Counter service openings shall not be larger than necessary and in no event larger than Two (2) feet tall.
- Service openings shall be provided with tight fitting, solid or screened doors or windows, or provided with fans installed and operated to restrict the entrance of flying insects.
- Counter service openings shall be kept closed, except when in actual use.

Establishments serving ONLY non-potentially hazardous food and the following potentially hazardous food: hot dogs, frankfurters and polish or Italian sausages are exempt from the screening requirement.

5. HANDWASHING

A convenient hand washing facility shall be available for employee(s) hand washing. Hand washing facilities shall provide at least warm, running water, soap and individual paper towels.

Establishments which ONLY serve non-potentially hazardous food may use hand wipes in lieu of a hand washing facility. (prepackage goods) If selling hot dogs, polish sausages, frankfurters can be used also in this instance.

6. SINGLE SERVICE ARTICLES

All temporary food service establishments without effective facilities for cleaning and sanitizing tableware shall provide only single service articles for use by the consumer.

7. WARE WASHING

Three (3) adequately sized bins or buckets are allowable for washing, rinsing and sanitizing of utensil in a permitted temporary food establishment as approved by the environmentalist.

8. WATER SUPPLY

Enough potable water shall be available in the establishment for food preparation, for cleaning and sanitizing utensils and equipment, and for hand washing. The temporary food establishment shall provide a method of heating enough hot water for these purposes. Where potable water is obtained from a spigot, a food grade hose shall be used.

9. WASTE WATER DISPOSAL

The waste water tank must be emptied into an approved sanitary sewer at the end of each day of operation.

10. SOLID WASTE

Solid waste trash shall be contained in durable, easily cleanable, insect proof containers that do not leak or absorb liquids.

11. LEFT OVER FOOD

At the end of each day of operation, all potentially hazardous food that is held hot must be rapidly cooled to below 41 degrees Fahrenheit within four (4) hours.

12. FOOD SUPPLIES

All food items must be purchased from an approved, permitted food service establishment or supplier.

13. RESTROOMS

Restrooms are required to be available, though warm water for hand washing can be provided in the establishment. Portable restrooms are acceptable.

14. ADMINISTRATION

A food service establishment inspection shall be completed on each temporary food service establishment.

FOOD SAMPLING

The Shelby County Health Department mandates the use of barriers when handling ready-to-eat food items for sampling.

Barrier protection eliminates bare-hand contact with ready-to-eat food by introducing a barrier such as gloves, tongs, spatula, wax paper, etc., between the food and the food workers' hands. If the food has to be cooked before service, touching raw food products with bare-hands is acceptable. However, extreme caution must be exercised when handling food after it has been cooked (ready-to-eat food) to prevent recontamination.

Anyone can become a carrier of disease-causing organisms. Some people become infected without appearing to be ill. If food service workers do not wash their hands properly, germs can be transferred onto the food when handled improperly. Gloves or other barrier protection shall be utilized. Examples of other barrier protection.

FOOD DISPLAY:

Food on display shall be protected from contamination by being packaged, by a display case, by covered containers for self-service, or by similar protective equipment. All food shall be displayed above the floor in a manner that will protect the food from contamination. Hot or cold food units shall be provided to assure the maintenance of potentially hazardous food at the required temperature during display. Potentially hazardous food shall not be provided for consumer self-service.

DISPENSING UTENSILS:

To avoid unnecessary manual contact with the food, suitable dispensing utensils and single-service articles shall be used. Consumers who serve themselves food shall be provided suitable dispensing utensils. Dispensing utensils shall be stored in the food with the dispensing utensil handle extended out of the food. The self-service use of a common container for dipping by consumers is prohibited.

FOODHANDLERS' GUIDE:

Wash hands before preparing or handling food, after using the restroom, smoking or handling garbage.

- Food handlers must be in good health. If food handler shows signs or symptoms of being sick, he/she cannot handle food. If food handler has any wounds or cuts on hands depending on the severity, it must be covered. He/she cannot prepare or serve food.

- Utilize sampling containers which are of a pump type, squeeze containers or single service packets.
- Wiping cloths must be stored in sanitizer and water solution between uses.
- Food contact surfaces must be sanitized as often as necessary and a minimum of every two (2) hours.
- Food must be dispensed or given to the consumer in individual servings only-- common bowl shall not be used.
- Proper hair restraints such as hair nets or baseball caps shall be worn by food handlers with shoulder length hair. Hair below the shoulders must be properly restrained along with a hair net or baseball cap.

FARMER'S MARKETS & FLEA MARKETS:

Cooking, sampling, and selling at a farmer's markets and flea markets requires an annual food permit. Sampling or selling of non-potentially hazardous food products being offered under the newly revised Changes to the Domestic Kitchen Laws Regulating Tennessee's Cottage Food Industry will also have to apply for a temporary food permit under Shelby County Regulation Sec. 9-52-84 C. "A farmer's market permit shall be issued for fruits, vegetables, melon, berries and/or nuts only. All other types of food sold at farmer's market shall require a separate permit."

TEMPORARY FOOD PERMIT PACKAGED GOODS

Temporary food permits for bake sales are issued to sponsoring agencies by the Shelby County Health Department with the following requirements:

1. Application and fee payment, if applicable, of \$11.25 must be made at 814 Jefferson Avenue, 5th floor, a minimum of two (2) working business days or 48 hours' prior the scheduled date of the event.
2. The place of the sale must comply with zoning regulations. Water and restroom facilities must be available.
3. All items must be sold whole or previously packaged in the home of the preparer under the revised April 17, 2017 Changes to the Domestic Kitchen Laws Regulations Tennessee's Cottage Food Industry.
4. Home preparation of items is limited to cakes, cookies, pies, pastries, bread or candy, no cream filled pastries, nor custard pies are permitted. All such potentially hazardous foods must be prepared at site (requiring annual food service establishment permit) or at a permitted commercial establishment. No **home canned food** of any type are allowed, except jams, jellies, and preserves.
5. All potentially hazardous foods must be kept below 41 degrees Fahrenheit or above 135 degree Fahrenheit.
6. Ice may be used to keep foods cold, but the food must not be submerged in water.
7. Drainage from ice bins, etc., must be contained to avoid attracting flies or causing other unfavorable conditions.
8. Labeling must list the ingredients, allergen, company name, address and lot number under the revised April 17, 2017 Changes to the Domestic Kitchen Laws Regulations Tennessee's Cottage Food Industry.
9. There can be no more than two (2) permits issued for the same location and to the same person or organization in any six (6) months period. Each temporary permit can be issued for a maximum of 14 consecutive days.

GUIDE/CHECKLIST FOR TEMPORARY OPERATIONS

A. PERSONNEL

1. Hand washing as needed by approved method--
fingernails, short and clean, no cuts or sores on
hands.
2. In handling food, use of bare hands is prohibited; use utensils or plastic
gloves.
3. Personnel free of illness and/or infection.
4. Workers preparing food, not at same time cleaning,
disposing of garbage, or handling money, etc.
5. Smoking by workers is prohibited in food preparation area.
6. Eating or drinking by workers is prohibited in food preparation area.
7. Clean outer garments, hair restraints, beards, and
mustaches restraints are required.

B. FOOD PREPARATION

1. All food (ice) from an approved source, wholesome,
not adulterated--no home food products used,
including relish and pickles.
2. Potentially hazardous food (PHF) handled properly--
kept hot, above 135 degrees Fahrenheit or cold,
below 41 degrees Fahrenheit, rice and bean dishes
considered PHF--metal-stem (probe) thermometer or
check temperatures.
3. Adequate refrigeration (cooling) on hand.
4. Prepared hot food sold immediately or kept at required hot holding temp.
5. Limit menu items and prepare food so at "warm"
temperatures only short time and to avoid leftover.
6. Handle uncooked (raw) food separately from cooked food to avoid cross
contamination.
7. Eggs--if used in food preparation, be sure that the
finished product is thoroughly cooked.
8. Raw fruits, vegetables washed thoroughly before use or sale.
9. Keep food preparation and food contact (work) surfaces clean.
10. All food properly covered--protection from dirt,
insects, handling by customers, other
contamination.

C. FOOD SERVICE

1. Use proper utensils (tongs, spoons, etc.) to dispense or place food on plates.
2. Keep serving counters clean.
3. Single-service items handled properly--dispensed in vertical holders so only handle touched by consumer.
4. Single-service items properly stored, off ground--partially used cartons (packages) protected from contamination (dirt).
5. Ice handled properly--no submerged containers--ice used for drinks shall be dispensed by a scoop or tongs and be used only for consumption.
6. Sugar (sweetener) in individual packets or closed (pour) container.
7. Condiments (ketchup, mustard, relish, etc.), when self-served by consumer, in squeeze containers with pumps or in individual packets.



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HELEN MORROW, MD, MPA
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Event Coordinator/ Food Vendor Checklist

- Provide a list of all participating vendors, as well as a map depicting locations of food service booths.
- Ensure that vendors are set up and ready to go with all requirements met at least one hour prior to the event's start time.
- Schedule a meeting with the Health Department to go over food safety requirements (Note: walk-ins will not be accepted).
- It is recommended that all application forms and processing fees must be completed at least 10 days before the event consisting of 10 or more food vendors prior to the event start date.
- Ensure that all vendors preparing, assembling, or serving foods have obtained an application for a temporary food permit.
- Ensure that any beverage vendor pouring drinks or adding ice to cups has a permit for the event.
- Ensure that hand washing facilities are provided for vendors, (i.e. hot water, soap, and disposable towels).
- Ensure sanitizing solution buckets for wet wiping wash cloths are provided for vendors.
- Ensure that trash receptacles (covered) are provided for vendors.
- Ensure that tents / screens are provided for outside events (if any food prep or assembly is on site). Individual vendors are ultimately responsible for meeting all food safety requirements.

Mission

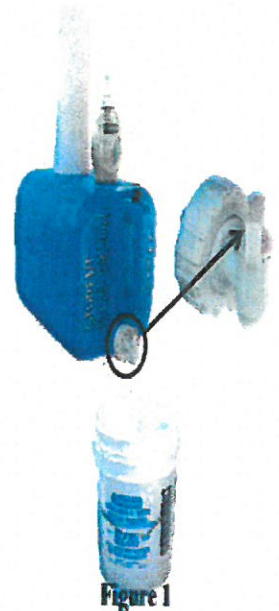
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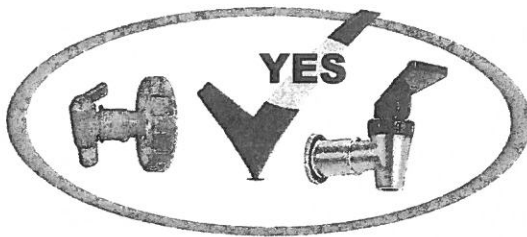
Temporary Food Permit Checklist and Requirements

Booth and Equipment Checklist: (Temporary Food Establishments that have limited menus, such as cold sandwiches or kettle corn, may not be required to have all items listed below. Please contact Shelby County Health Department Environmental Health & Food Safety)

1. "Roof" covering the operation (tent or canopy)
2. Handwashing Station: consisting of a container with a spigot (that will stay open), a 5 gallon catch bucket, soap, and paper towels (Figure 1). Must be under tent.
3. Sanitizer, bucket, and towels to wipe surfaces (Figure 2)
4. Sanitizer test strips (Figure 3)
5. Food thermometer (0-220°)
6. Alcohol swabs to sanitize food thermometer
7. Cooking equipment
8. Hot holding equipment (including transport)
9. Cold holding equipment (including transport)
10. Hair restraints
11. Food service gloves
12. Utensils
13. "3-compartment sink" set-up for dishwashing (Figure 4) (extra utensils may be used as a substitute for events less than 4 hours in length). Must be under tent.



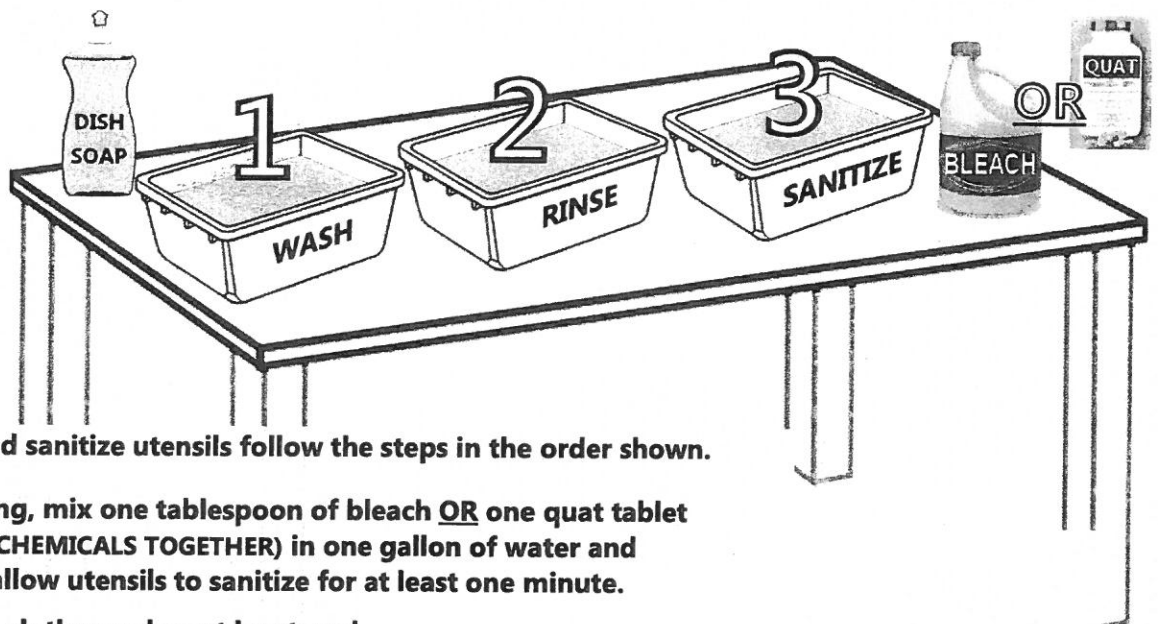
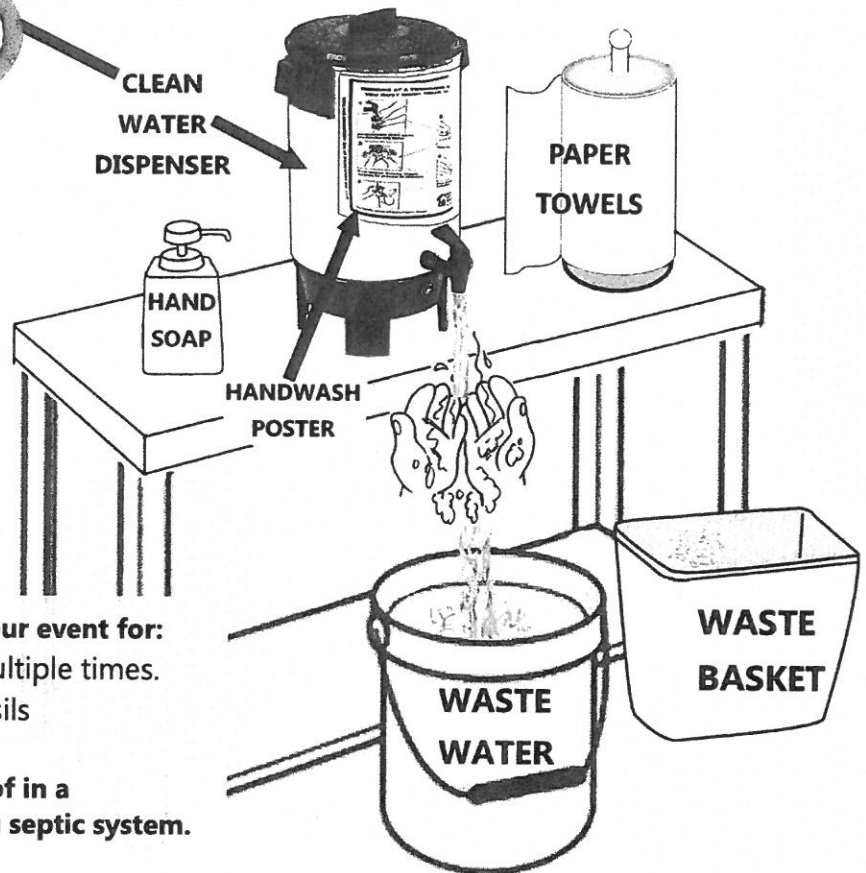
REQUIRED MINIMUM SETUP FOR HAND AND UTENSIL WASHING AT TEMPORARY FOOD EVENTS



- ♦ Water dispenser used must have a spigot that stays open without holding or pressing it.



- ♦ Provide plenty of clean water at your event for:
 - ♦ workers to wash their hands multiple times.
 - ♦ cleaning and sanitizing of utensils
- ♦ All waste water must be disposed of in a sanitary sewer drain or functioning septic system.

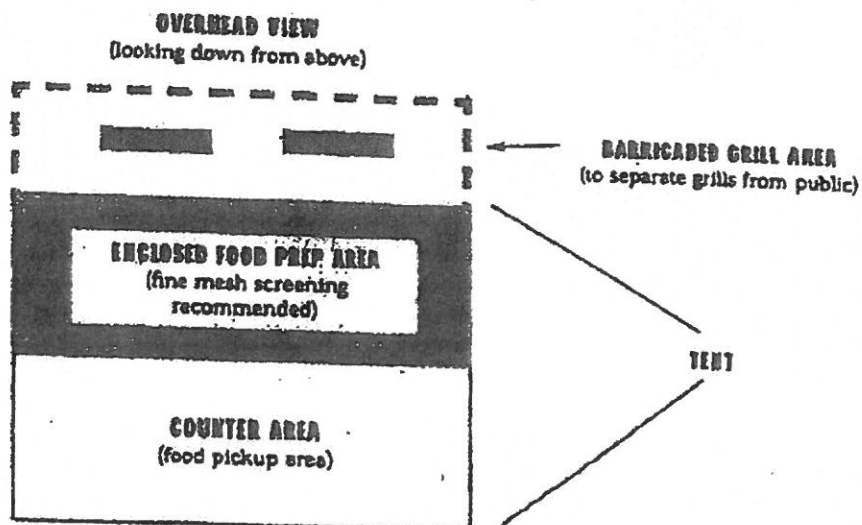
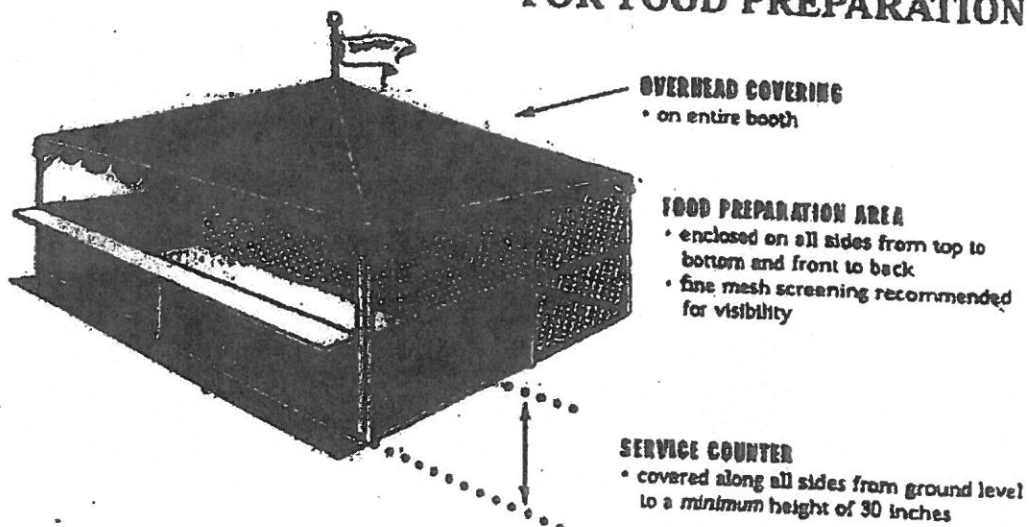


- ♦ To clean and sanitize utensils follow the steps in the order shown.
- ♦ For sanitizing, mix one tablespoon of bleach OR one quat tablet (DONT MIX CHEMICALS TOGETHER) in one gallon of water and be sure to allow utensils to sanitize for at least one minute.
- ♦ Any wiping cloths used must be stored in the sanitizer solution while not in use.

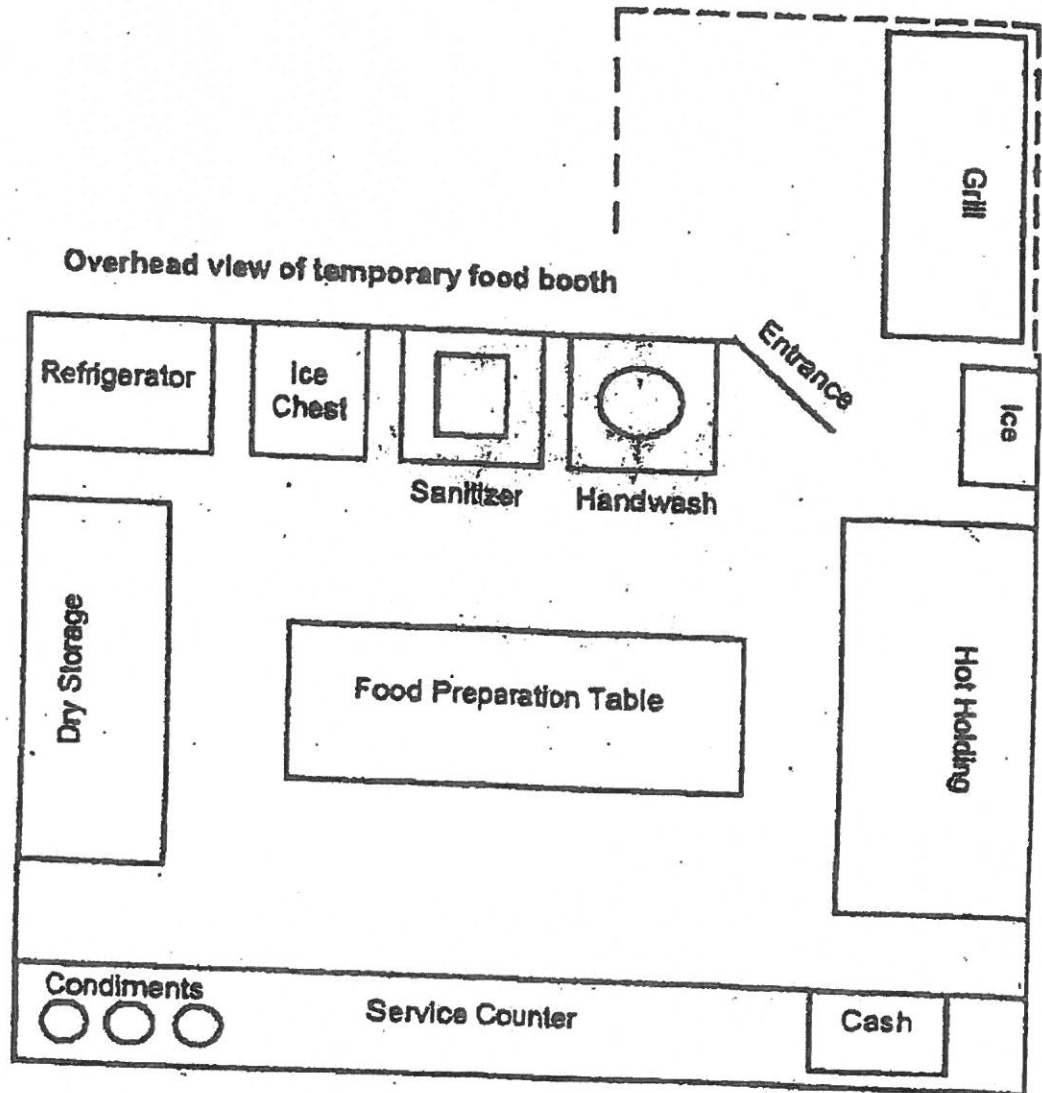
TEMPORARY FOOD STANDS

These guidelines have been developed to help temporary food vendors set up and operate food stands in a safe and sanitary manner at a temporary event site. These guidelines are also designed to help reduce the common factors known to cause food borne illnesses.

PROPER TENT SETUP FOR FOOD PREPARATION



FOOD BOOTH SET UP





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TO: EVENT COORDINATORS / FOOD VENDORS

FROM: Michel Wesley, Environmentalist Lead
Environmental Health and Food Safety

DATE: July 22, 2019

RE: Temporary Food Permit Applications Submittal Timeline

Events, activities, carnivals, fairs, etc., begins on a Friday.	Deadline for submittals: Tuesday before the event.
Events, activities, carnivals, fairs, etc., begins on a Saturday, Sunday.	Deadline for submittals: Wednesday before the event.
Events, activities, carnivals, fairs, etc., begins on a Monday.	Deadline for submittals: Wednesday the week before the event.
Events, activities, carnivals, fairs, etc., begins on a Tuesday.	Deadline for submittals: Thursday the week before the event.
Events, activities, carnivals, fairs, etc., begins on a Wednesday.	Deadline for submittals: Friday the week before the event.
Events, activities, carnivals, fairs, etc., begins on a Thursday.	Deadline for submittals: Monday the week of the event.

Note: Any organized event/celebration that consist of ten or more food vendors participating; the event coordinator will be solely responsible for submitting all temporary food applications on behalf of the vendors to Shelby County Health Department within the same allotted time of 10 days.

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TO: EVENT COORDINATORS / FOOD VENDORS

FROM: Michel Wesley, Environmentalist Lead
Environmental Health and Food Safety

DATE: July 22, 2019

RE: **REVISED TEMPORARY FOOD PERMITTING FEE'S**

Fee Schedule

Eating/Drinking	\$30.00
Sampling Foods or Drink Products (coffee, teas, lemonades, sauces, meats, dishes, honey, etc.)	\$30.00
Alcohol Products (wine, beer on tap, liquor)	\$30.00
Prepackage Goods (cookies, pies, cakes, chips, bottle water, canned beer)	\$11.25

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TEMPORARY EVENT APPLICATION FORM

**APPLICATION MUST BE SUBMITTED AT LEAST 2 WORKING BUSINESS DAYS OR
48 HOURS PRIOR TO THE START DATE OF THE EVENT**

SPECIAL EVENT INFORMATION:

Title: _____

Event Address: _____

Date(s): _____

Event Start Time: _____

FOOD EXHIBITOR, PLEASE ENTER THE FOLLOWING INFORMATION:

Company Name: _____

Contact Person: _____

Address: _____

City/State and Zip: _____

Contact Number: _____

Email Address: _____

WHAT WILL YOU BE SAMPLING/SELLING?

SELECT ONE OF THE FOLLOWING:

PACKAGED GOODS \$11.25 _____ OR EATING/DRINKING \$30.00 _____

CASH (ACCEPTED IN OFFICE ONLY) CHECKS, MONEY ORDERS, CREDIT/DEBIT CARDS (VISA, MASTER CARD OR DISCOVER) OR CASHIER'S CHECKS ARE THE ONLY METHODS OF PAYMENT ACCEPTED. PLEASE MAKE PAYABLE TO THE SHELBY COUNTY HEALTH DEPARTMENT.

Mail from with payment to:

SHELBY COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH AND FOOD SAFETY
c/o PERMIT OFFICE
814 JEFFERSON AVE ROOM 503
MEMPHIS, TN 38105

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