

# Guidelines for Operating a Temporary Food Service Concession





## TABLE OF CONTENTS

What is a temporary food service concession? .....	1
Who needs to get a permit? .....	1
Why is it necessary to apply for a permit? .....	2
When should the permit application be returned? .....	2
Where do you obtain the permit application? .....	3
Review of permit application .....	3
Potentially hazardous food .....	4
Foodborne illness .....	5
Reduce the risks .....	7
Food source .....	8
Food protection .....	8
Food temperatures .....	9
Thawing .....	9
Thermometers .....	9
Cooking, reheating .....	10
Cooling .....	10
Concession workers .....	11
Handwashing facilities .....	12
Dishwashing facilities .....	13
Equipment, utensils .....	14
Concession construction .....	15
Waste handling .....	16
Local health departments .....	17
Resources for more information .....	18

# What is a temporary food service concession?

A temporary food service concession is a food establishment that operates at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration, such as a

- fair
- festival
- carnival
- circus
- regatta
- or similar transitory gathering



## Who needs to get a permit?



Each food concession in operation during an event open to the public must obtain a permit from the Local Health Department in that county. A list of Local Health Departments is provided on page 17.

## For Additional Food Safety Information

West Virginia Department of Health & Human Resources  
Office of Environmental Health Services  
Public Health Sanitation Division  
815 Quarrier St., Suite 418, Charleston WV 25301  
Telephone (304) 558-2981  
<http://www.wvdhhr.org/phs>

Gateway to Government Food Safety Information  
<http://www.foodsafety.gov>

To Download or Order the 2005 Food Code  
(adopted by WV July, 2008)  
<http://www.cfsan.fda.gov/~dms/foodcode.html>

U.S. Food & Drug Administration  
Center for Food Safety & Applied Nutrition  
<http://www.cfsan.fda.gov>

U.S. Dept. of Agriculture, Food Safety Inspection Service  
<http://www.fsis.usda.gov/OA/pubs/consumerpubs.htm>

Partnership for Food Safety Education  
<http://www.fightbac.org>.

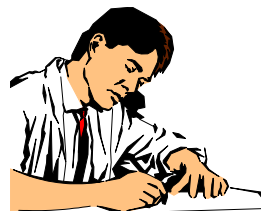
## LOCAL HEALTH DEPARTMENTS

Barbour Co. Health Dept.	23 Walbash Ave., Philippi, WV 26416	(304) 457-1670
Berkeley Co. Health Dept.	800 So. Queen St., Martinsburg, WV 25401	(304) 267-7130
Boone Co. Health Dept.	P O Box 209, Courthouse, Madison, WV 25130	(304) 369-7967
Braxton Co. Health Dept.	495 Old Turnpike Road, Sutton, WV 26601	(304) 765-2851
Brooke Co. Health Dept.	632 Main St., Courthouse, Wellsburg, WV 26070	(304) 737-3665
Cabell-Huntington Health Dept.	1336 Hal Greer Blvd., Huntington, WV 25701	(304) 523-6483
Calhoun Co. Service Center	P O Box 33, Grantsville, WV 26147	(304) 354-6101
Clay Co. Health Dept.	P O Box 36, Clay, WV 25043	(304) 587-4269
Doddridge Co. Health Dept.	Rt. 2, Box 54, West Union, WV 26456	(304) 873-1531
Fayette Co. Health Dept.	202 Church St., Fayetteville, WV 25840	(304) 574-1617
Gilmer Co. Health Dept.	809 Mineral Road, Glenville, WV 26351	(304) 462-7351
Grant Co. Health Dept.	P O Box 608, Petersburg, WV 26847	(304) 257-4922
Greenbrier Co. Health Dept.	P O Box 5910, Fairlea, WV 24902	(304) 645-1539
Hampshire Co. Health Dept.	66 North High St., Romney, WV 26757	(304) 822-5111
Hancock Co. Health Dept.	P O Box 578, New Cumberland, WV 26047	(304) 564-3343
Hardy Co. Health Dept.	411 Spring Ave., Suite 101, Moorefield, WV 26836	(304) 538-6355
Harrison Co. Health Dept.	116 So. Third St., Suite 201, Clarksburg, WV 26301	(304) 623-9308
Jackson Co. Health Dept.	504 So. Church St., Ripley, WV 25271	(304) 372-2634
Jefferson Co. Health Dept.	44-1 Wiltshire Rd., Kearneysville, WV 25430	(304) 728-8415
Kanawha-Charleston Health Dept.	108 Lee St. E, PO Box 927 Charleston, WV 25323	(304) 348-8050
Lewis Co. Health Dept.	125 Court St., P O Box 1750, Weston, WV 26452	(304) 269-8218
Lincoln Co. Health Dept.	P O Box 527, Hamlin, WV 25523	(304) 824-3330
Logan Co. Health Dept.	Courthouse, Rm 203, Logan, WV 25601	(304) 792-8630
Marion Co. Health Dept.	300 2nd St., Fairmont, WV 26554	(304) 367-1746
Marshall Co. Health Dept.	P O Box 429, Moundsville, WV 26041	(304) 845-7844
Mason Co. Health Dept.	216 Fifth St., Point Pleasant, WV 25550	(304) 675-3050
McDowell Co. Health Dept.	P O Box 218, Wilcoe, WV 24895	(304) 448-2174
Mercer Co. Health Dept.	Rt. 2, Box 382, Bluefield, WV 24701	(304) 324-8836
Mineral Co. Health Dept.	Rt. 3, Box 3045, Keyser, WV 26726	(304) 788-1321
Mingo Co. Health Dept.	Box 1096, Memorial Bldg., Williamson, WV 25661	(304) 235-3570
Monongalia Co. Health Dept.	453 Van Voorhis Rd., Morgantown, WV 26505	(304) 598-5131
Monroe Co. Health Dept.	P O Box 590, Union, WV 24983	(304) 772-3064
Morgan Co. Health Dept.	404 So. Green St., Berkeley Springs, WV 25411	(304) 258-1513
Nicholas Co. Health Dept.	One Stevens Rd., Summersville, WV 26651	(304) 872-5329
Wheeling-Ohio Health Dept.	1500 Chapline St Rm. 106, Wheeling, WV 26003	(304) 234-3682
Pendleton Co. Health Dept.	P O Box 520, Franklin, WV 26807	(304) 358-7565
Pleasants Co. Service Center	605 Cherry St. #3, St. Marys, WV 26170	(304) 684-2461
Pocahontas Co. Health Dept.	Courthouse 900-10th Ave., Marlinton, WV 24954	(304) 799-4154
Preston Co. Health Dept.	425 E. Main St., Kingwood, WV 26537	(304) 329-0096
Putnam Co. Health Dept.	4237 St. Rt. 34, Hurricane, WV 25526	(304) 757-2541
Beckley-Raleigh Health Dept.	1602 Harper Rd., Beckley, WV 25801	(304) 252-8532
Randolph Co. Health Dept.	201 Henry Ave., Elkins, WV 26241	(304) 636-0396
Ritchie Co. Service Center	125 W. Main St., Harrisville, WV 26362	(304) 643-2917
Roane Co. Service Center	P O Box 909, Spencer, WV 25276	(304) 927-1480
Summers Co. Health Dept.	P O Box 898, Hinton, WV 25951	(304) 466-3388
Taylor Co. Health Dept.	P O Box 15, Grafton, WV 26354	(304) 265-1288
Tucker Co. Health Dept.	206 1/2 - 3rd St., Parsons, WV 26287	(304) 478-3572
Tyler Co. Health Dept.	425 So. 4 <sup>th</sup> Ave., P O Box 273, Paden City WV 26159	(304) 337-1001
Upshur Co. Health Dept.	15 N. Locust St., Buckhannon, WV 26201	(304) 472-2810
Wayne Co. Health Dept.	P O Box 368, Wayne, WV 25570	(304) 272-6761
Webster Co. Health Dept.	324 Miller Mt. Dr, Webster Springs, WV 26288	(304) 847-5483
Wetzel Co. Health Dept.	425 So. 4 <sup>th</sup> Ave., P O Box 273, Paden City WV 26159	(304)337-1001
Wirt Co. Service Center	P O Box 670, Elizabeth, WV 26143	(304) 275-3131
Wood Co. Service Center	211 - 6th St., Parkersburg, WV 26101	(304) 485-1416
Wyoming Co. Health Dept.	P O Box 1679, Pineville, WV 24874	(304) 732-7941

## Why is it necessary to apply for a permit?

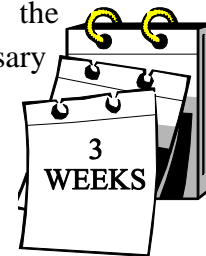
The West Virginia Food Establishment Rule requires each food establishment to have a valid permit issued by the Local Health Department. A valid permit must be conspicuously posted in every food service concession. The concession must

also be inspected and approved by the Local Health Department Sanitarian before a permit can be issued. See page 17 for Local Health Department addresses and telephone numbers.



## When should the permit application be returned?

It is recommended that the application be returned to the Local Health Department (with fee if required) at least **3 WEEKS** before the event. This allows time for the Sanitarian to adequately review the application and to advise you of necessary changes well in advance of the event.



## Where do you obtain the permit application?

Applications may be obtained from any Local Health Department. A list of Local Health Departments is provided on page 17. A permit fee and food handler's cards may be required.



## Review of Permit Application

You must apply for a permit in order for the Local Health Department to review the proposed operation. The Sanitarian will work with you to review the following:

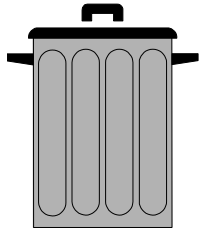
- Concession construction
- Types of foods to be prepared
- How the food will be prepared
- Methods to keep foods hot and cold
- Handwashing
- Utensil washing

The Sanitarian may also make suggestions that will enable your booth to operate more efficiently and safely.



## Waste Handling

- Provide adequate number of durable, lined garbage containers large enough for your needs
- Dispose of solid waste appropriately
- Discharge liquid waste into a sanitary sewer or collect in portable container and dispose of at approved location
- Do not dump liquid waste into streets, storm drains, creeks, or onto the ground
- Do not put discarded grease in the sanitary sewer - allow to harden and place in garbage



# Concession Construction

- Locate concession away from sources of contamination such as animals, barns and petting zoos.
- Covered structure required to protect from windblown dust and debris, weather, insects, and animals
- Cleanable floors. Concrete or machine-laid asphalt is acceptable. No dirt, plastic, or canvas floors.
- Protect against insects by use of screens, fans, air curtains, or closable service openings
- Provide adequate lighting and properly shield bulbs
- Supply potable water through water lines bearing the National Sanitation Foundation (NSF) seal or equivalent - garden hoses are prohibited



# Potentially Hazardous Food

Potentially hazardous food is any food that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, such as eggs, meat, poultry, fish, and dairy foods.

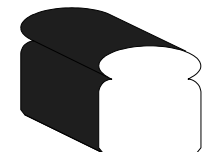
Examples are hamburgers, tacos, hot dogs, chili, and cream pies. Raw seed sprouts, cooked rice, potatoes, and beans are also considered to be potentially hazardous because they will support rapid bacterial growth.



# Non-Potentially Hazardous Food

Non-potentially hazardous food includes fruit pies, dry goods and cereals, unconstituted dehydrated foods and baked goods.

Other examples are cookies, breads, cakes, potato chips, popcorn, cotton candy, and candy bars.



# Foodborne Illness

**What is it?** Foodborne illness is caused by consuming contaminated foods or beverages. Many different disease-causing microbes, or pathogens, as well as poisonous chemicals, can contaminate food. Common symptoms include diarrhea, abdominal cramping, fever, headache, vomiting, severe exhaustion, and sometimes blood or pus in the stools.



**Who is at risk ?** Everyone. An estimated 76 million cases of foodborne illness occur each year in the United States resulting in 325,000 hospitalizations and 5,000 deaths. Very young children, pregnant women, the elderly, and people with compromised immune systems are at the greatest risk.



**Where does it come from?** Raw animal foods, such as meat, poultry and eggs, are most likely to be contaminated. Fresh produce such as lettuce, tomatoes, sprouts, and melons may also present a food safety hazard. Even cooked, ready-to-eat foods can become cross-contaminated with bacteria transferred from raw products or from food handlers with poor personal hygiene. Proper cooking temperatures will destroy pathogens, and proper holding temperatures will control their multiplication.



# Equipment, Utensils

Smooth, easily cleanable, and in good repair

Kept clean and sanitized

For customer self-service, single service articles should be individually wrapped or in an approved dispenser



Do not re-use aluminum foil pans, tin cans, bread wrappers, single service items

Store in-use serving utensils:

- In the food with the handle above top of food and container
- On clean portion of table, equipment. (Clean and sanitize utensils every 4 hours.)
- In a running water dipper well for ice cream utensils



# Dishwashing Facilities



Use clean, warm water



Use a three compartment sink or three clean containers:



Wash  
Rinse  
Sanitize (½ tablespoon of liquid bleach added to one gallon of water)  
Air Dry (do not towel dry)

Air Dry



Use appropriate test strips



Rinse and store wiping cloths in a separate bucket of sanitizer (1 table-spoon of liquid bleach added to one gallon of water)



Store detergents and sanitizers separately from food and single service articles



# Foodborne Illness

**How can you prevent foodborne illness?** Most foodborne illness is caused by mishandling of food. Inadequate cooking and holding temperatures allow pathogens to multiply. Poor sanitation and unsafe practices re-contaminate products. Over half of foodborne illnesses are due to improper food temperatures or poor personal hygiene. To prevent foodborne illness:

**Practice the procedures outlined in this booklet.**

**Follow the four key steps to food safety:**

## Clean

Wash hands and surfaces often.



## Separate

Don't cross contaminate.



## Cook

Cook to proper temperatures.



## Chill

Refrigerate promptly.



## Reduce the Risks . . .

### 1. Avoid cooling & reheating foods

Use canned products, like chili or refried beans, instead of preparing from scratch, cooling, and reheating.



### 2. Avoid hot holding of foods

Cook foods like tacos, burritos and shish kabob to order rather than cooking ahead of time and hot holding.

### 3. Minimize preparation

Use store-bought cole slaw, potato, macaroni, or pasta salads instead of preparing them yourself.

### 4. Do not touch ready-to-eat food with bare hands

Use utensils such as deli paper, spatulas, tongs, or single-use gloves.

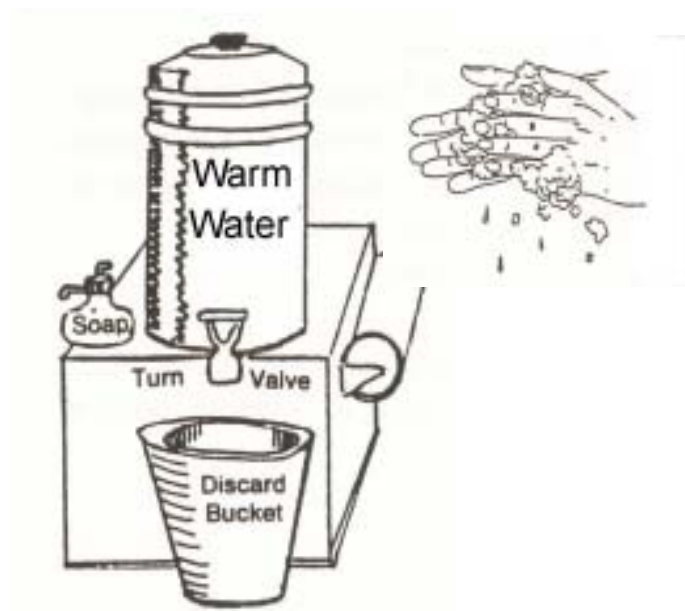


## Handwashing Facilities

Must be convenient and accessible. As a minimum, the following should be provided:

- Warm water
- Soap
- Individual paper towels
- Bucket to collect dirty water

For example, an air pump thermos or jug of warm water with a turn spout may be used to dispense warm water.



## Concession Workers



- Wear hair restraints, clean clothes. No jewelry except plain ring.
- Wash hands frequently:  
Before starting work  
After smoking, eating, or drinking  
After using the restroom  
Before putting on gloves  
After handling raw products  
When contaminated
- Do not smoke or eat while working
- Do not work if you are sick or have open sores or cuts on your hands or arms
- Do not touch ready-to-eat foods with bare hands
- Obtain foodhandler's card if required by the Local Health Dept. (pg. 17)
- Designate a Person-In-Charge (PIC). A PIC must be present and must know food safety rules



## Food Source



Home canned and home prepared foods, ice made at home, raw milk, or storage of prepared foods at private homes are not allowed.

## Food Protection

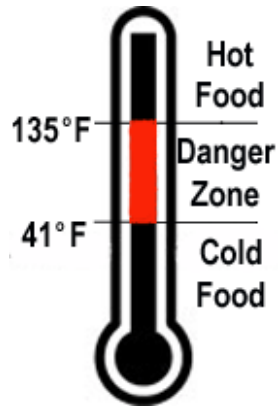


- Cover, protect foods on display. Do not allow customers to help themselves to open, unprotected containers.
- Provide condiments, such as ketchup, mustard, coffee creamer, and sugar in dispensers, individual packets or squeeze or pump containers.
- Store foods at least 6 inches off the floor/ground.
- Protect foods from contamination and maintain at proper temperatures during transportation and storage.
- Do not store packaged food in water or undrained ice.
- Protect against insects by use of screens, fans, air curtains, or closable service openings.
- Use a scoop or an automatic dispenser to fill cups with ice. Do not use a cup as an ice scoop.



# Food Temperatures

Potentially hazardous foods must be stored at temperatures below 41°F (under refrigeration) or above 135°F (hot holding) at all times, except when undergoing preparation or cooking. Do not store potentially hazardous food at room temperature. Food products found in the temperature danger zone are subject to embargo or destruction.



## Thawing

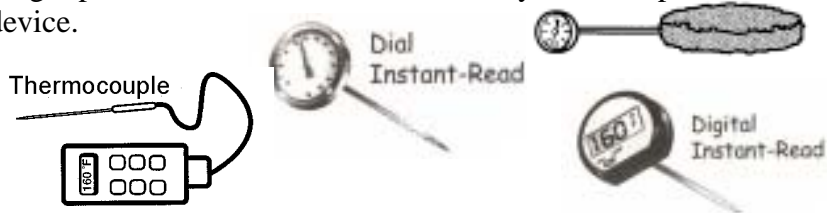


Do not thaw foods at room temperature. Thaw foods as part of a cooking process; under refrigeration at 41°F or below; under cold running water (70°F or less); or in the microwave oven with immediate transfer to conventional cooking.

## Thermometers



All refrigerators and cold holding units must have an accurate, visible thermometer. A product thermometer is also needed to check food temperatures. Clean and sanitize before each use. Thermometers may be purchased from restaurant supply companies or from large department stores. Non-digital thermometers should be marked off in 2° increments. For thin foods, like hamburger patties, insert thermometer sideways or use tip-sensitive device.



# Cooking

1. Poultry, poultry stuffings, stuffed meats, stuffed pasta, & stuffing containing meats . . . **hold for 15 secs. at 165°F**
2. Hamburgers, ground meat, eggs . . . . . **158°F**  
 . . . . . **or hold for 15 secs. at 155°F**
3. Pork, fish . . . . . **hold for 15 secs. at 145°F**
4. Steak . . . . . color change externally, surface temp. **145°F**
5. Roasts (beef, pork) . . . . . **hold for 3 mins. at 145°F**
6. Hot dogs and other commercially processed ready-to-eat foods . . . . . **135°F**
7. Vegetables, fruits (if not served raw) . . . . . **135°F**
8. Microwave cooking:  
 Cover, rotate, stir . . . **hold 2 mins. after cooking to 165°F**

## Reheating

1. Reheat food within 2 hrs . . . . . **hold for 15 sec. at 165°F**
2. Microwave reheating:  
 Cover, rotate, stir . . . **hold 2 mins. after cooking to 165°F**

Do not use crock pots, steam tables, and other hot holding devices for heating up foods; they are to be used only for hot holding.



## Cooling

Separate hot foods into small portions. Use shallow pans, ice water baths, or cold stirring paddles.



### Rapidly cool hot foods:

- Cool within 2 hours - from 135°F to 70°F
- Cool within 4 hours - from 70°F to 41°F