



Cowlitz County Health Department
1952 9th Avenue
Longview, WA 98632
TEL (360) 414-5599
FAX (360) 425-7531
www.co.cowlitz.wa.us/health

Board of County Commissioners
Mike Karnofski District 1
George Raiter District 2
James Misner District 3

COWLITZ COUNTY HEALTH DEPARTMENT TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION PACKET

Please read the entire temporary food service packet for complete information before completing your application.

Anyone wishing to operate a **temporary food service establishment** must apply for and obtain a valid temporary permit from the Health Department and comply with the requirements of the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC.

When a temporary food establishment permit is required a completed application and required fee must be **submitted at least 14 DAYS BEFORE THE PROPOSED EVENT**. If submitted less than 7 days before your event, a fast track fee will be assessed in addition to the regular permit fee and other operational or menu restrictions may be imposed.

A **temporary food service establishment** means a food establishment:

1. Operating at a fixed location, with a fixed menu, for not more than 21 consecutive days in conjunction with a single event or celebration, such as a fair or festival: or
2. Operating not more than 3 days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.

The packet includes:

1. Description of Permit Types and Permit Fees
2. Permit Application Form
3. Temporary Rules for Operating
4. Food Temperature Chart
5. Health Card Testing Location, Dates, Times
6. Handwashing Sign For Posting In Booth

Copy of Washington State Retail Food Code is available at
<http://www.doh.wa.gov/ehp/food/ruleworkingdoc.pdf>

PERMIT TYPES AND PERMIT FEES

THERE ARE TWO CATEGORIES OF TEMPORARY FOOD SERVICE ESTABLISHMENTS* that are required to submit an application.

1. EXEMPT FROM PERMIT
2. PERMIT REQUIRED
 - a. NONPOTENTIALLY HAZARDOUS FOOD SERVICE ESTABLISHMENT
 - b. LOW HAZARD FOOD SERVICE ESTABLISHMENT
 - c. HIGH HAZARD FOOD SERVICE ESTABLISHMENT
 - d. RECURRING TEMPORARY FOOD SERVICE ESTABLISHMENT
 - e. SEASONAL TEMPORARY FOOD SERVICE ESTABLISHMENT (Requires approved mobile or fixed facility, fixed menu, operates no more than 100 days in a calendar year)

***A food establishment does not include those exempted from the definition in WAC 246-215-011(12).**

GUIDELINES FOR TEMPORARY FOOD PERMIT FEES (2012)

\$ 0.00	Exempt from WAC- Complete Application Form For Menu Review
\$19.00	Exempt Permit Applications - Menu Review – Operate in compliance with WAC
\$48.00	Non-Potentially Hazardous Foods, Limited Preparation, Not Exempt From WAC or Permit – Single Event (Less than 21 consecutive days)
\$111.00	Low Hazard Menu (Fully Cooked or Processed in Food Processing Plant) – Single Event (Less than 21 consecutive days) Plus \$89.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event & Event is During Normal Work Hours Plus \$143.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event & Event is During All Other Hours
\$167.00	All other potentially hazardous foods - Single Event (Less than 21 consecutive days) Plus \$113.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event & Event is During Normal Work Hours Plus \$143.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event & Event is During All Other Hours
\$215.00	Re-Occurring Temporary - Low hazard / High Hazard / and All other potentially hazardous foods - No more than 3 days/week at recurring event at <u>one</u> location with <u>same</u> menu. Plus \$143.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event
\$215.00	Seasonal Temporary Permit – fixed menu, approved facility (either mobile or fixed) that operates temporary events only no more than 100 days out of the permit year. Plus \$143.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event
\$55.50	Non-profit Low Hazard Menu - Single Event Plus \$67.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event
\$83.50	Non-profit High Hazard Menu - Single Event Plus \$67.00 Fast Track Fee Less than <u>7 Days Prior</u> to Event

POTENTIALLY HAZARDOUS FOOD (PHF) MEANS: a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting (1) the rapid and progressive growth of infectious or toxigenic microorganisms (2) the growth and toxin production of *Clostridium botulinum*; or (3) the growth of *Salmonella enteritidis* in raw shell eggs. PHF includes an animal food that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; fresh herb-in-oil mixtures and garlic-in-oil mixtures unless modified in a way that results in mixtures that do not support growth.



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TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION

EVENT INFORMATION (Example: Go 4th, Cowlitz County Fair, Hilander Festival)

Event Name _____ Event Address/Location _____
Event Dates/Hours _____
Event Coordinator/Contact _____ Day Phone: (____) _____ Evening Phone: (____) _____
Mailing Address _____
Street City State Zip

OPERATOR INFORMATION (*YOUR* Booth/Concession Stand)

Organization Name _____ Event Location _____
Mailing Address _____
Applicant Name _____ Day Phone: _____ Evening Phone: _____
Person in Charge _____ Day Phone: _____ Evening Phone: _____
Operation Days and Times:
Preparation Days and Hours: Circle Open: M Tu W Th F Sa Su Hours of Preparation _____ (am/pm) to _____ (am/pm)
Preparation Days and Hours: Circle Open: M Tu W Th F Sa Su Hours of Preparation _____ (am/pm) to _____ (am/pm)
Service Days and Hours: Circle Open: M Tu W Th F Sa Su Hours of Operation _____ (am/pm) to _____ (am/pm)
Service Days and Hours: Circle Open: M Tu W Th F Sa Su Hours of Operation _____ (am/pm) to _____ (am/pm)

I understand that all food for this event must be prepared on-site on the day of the event. No advance preparation or use of another site is allowed unless prior approval is obtained from Cowlitz County Health Department. **I have read and understand** all the minimum requirements to operate a temporary food concession and agree to follow the requirements stated, consent to inspection by the Cowlitz County Health Department and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with state and local temporary food service requirements. Once applications are submitted **NO** changes may be made without prior approval from the Cowlitz County Health Department.

Signature of Authorized Person: _____ **Date** _____
Print Name: _____ **Phone Number:** _____

OFFICE USE ONLY

EH Reviewer: _____ (Signature is not for approval of permit only review of fees)

- Type of Permit Fee:**
- Non-Potential Hazardous
 - Low Hazard Menu
 - High Hazard Menu
 - Recurring Temporary
 - NonProfit Low Hazard Menu*
 - Non-Profit High Hazard*
 - Seasonal **

* Non-Profit must file for 501c3 status ** Approved mobile or fixed facility, fixed menu, < 100 days/calendar year)

Permit Fee Amount: _____ Fast Track Fee _____
Date Paid: _____ Receipt Number: _____ Received By: _____
Date Permit Issued _____ Permit Issued By: _____

ALL PERMITS ARE NON-TRANSFERABLE; ALL FEES NON-REFUNDABLE

Menu Page

INSTRUCTIONS:

- **IN THE FOOD/BEVERAGE COLUMN INCLUDE BEVERAGES, ICE, ALL INGREDIENTS AND CONDIMENTS SERVED WITH EACH ITEM.**
- **WHEN A PROCESSING STEP (SUCH AS COOK) IS CHECKED LIST APPLICABLE FOOD TEMPERATURE.**
- **NOTE: CHANGES OR ADDITIONS TO MENU MUST BE APPROVED BY THE HEALTH DEPARTMENT AT LEAST SEVEN DAYS PRIOR TO THE EVENT OR MAY BE SUBJECT TO FAST TRACK FEE**
- **ONCE MENU IS SUBMITTED NO ADDITIONAL CHANGES CAN BE MADE**

FOOD PROCESSING STEPS

LIST ALL Foods/Beverages/ AND List Ingredients	Where Purchased	Onsite Prep	Thaw		Cold Hold	Cook <i>Food thickness</i>		Hot Hold	Assembly	Serve/ Other
			Raw food	Cook Food	TEMP	<1" TEMP	>1" TEMP	TEMP		
<u>Example</u> Chicken Breasts (raw)	Tommy's Grocery	Yes	Yes		Ice chest 41°F	Grill 165°F for 15 seconds		Yes, Grill 140°F	Yes, place into bun with condiment	Yes
<u>Example</u> Hamburger (frozen, USDA)	Tommy's Grocery	Yes	No		Ice chest 41°F	Grill 155 °F for 15 seconds		Yes, Grill 140°F	No	Yes
<u>Example</u> Hot dogs USDA	Tommy's Grocery	Yes	----	----	Ice chest 41°F		Grill 140°F	Yes, grill at 140°F	Yes, place into bun with condiment	Yes
<u>Example</u> Hot dog buns	Same as above	No	----	----	-----	----	----	-----	See above	See above
<u>Example</u> Ketchup, Mustard	Same as above	No	----	----	-----	----	----	-----	-----	Self serve bottles
<u>Example</u> Pop	Pepsi/Coke	Yes	-----	-----	Pre-mix Pop Tower	-----	-----	-----	-----	Yes
<u>Example</u> Whole Tomatoes	Tommy's Grocery	Yes, Wash & Slice	----	----	On Ice and ice chest 41°F	-----	-----	-----	On Hamburger or Chicken burgers	Yes
<u>Example</u> Bagged Lettuce	Tommy's Deli	No	-----	---	On Ice and ice chest 41°F	-----	-----	-----	On Hamburger or Chicken burgers	Yes
<u>Example</u> Ice	Tommy's Grocery	No	-----	----	-----	-----	-----	-----	Yes, into the drinks use scoop	Yes

Menu continued on next page if needed

EQUIPMENT PAGE: MARK ALL ITEMS THAT APPLY - PROVIDE FLOOR PLAN ON BACK OF PAGE

SITE WILL BE SET IN A () TENT () MOBILE UNIT () OTHER _____

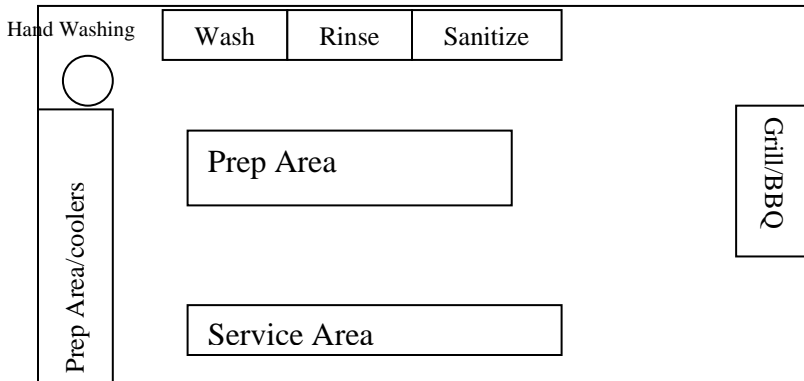
LIST THOSE PERSONS WITH VALID WASHINGTON HEALTH CARDS WHO WILL BE WORKING, ATTACH AT LEAST ONE COPY FOR THE PERSON(S) IN CHARGE (AT THE BOOTH) WITH PERMIT APPLICATION.

Equipment Type	Number	Comments
Cold Holding		
<input type="checkbox"/> Ice Chests		
<input type="checkbox"/> Refrigerator		
<input type="checkbox"/> Freezer		
<input type="checkbox"/> Other (Describe in comments)		
Cooking		
<input type="checkbox"/> Grills		
<input type="checkbox"/> BBQ		
<input type="checkbox"/> Stove		
<input type="checkbox"/> Oven		
<input type="checkbox"/> Other (Describe in comments)		
Hot Holding		
<input type="checkbox"/> Steamtable		
<input type="checkbox"/> Crockpot		
<input type="checkbox"/> Burner		
<input type="checkbox"/> Chaffing Dishes		
<input type="checkbox"/> Electric Roaster		
<input type="checkbox"/> Other (Describe in comments)		
Thermometers		
<input type="checkbox"/> Stem-Type		
<input type="checkbox"/> Thin Tip-Sensitive		
Handwashing		
<input type="checkbox"/> Plumbed Handwash Sink		
<input type="checkbox"/> Continuous Flow		
Warewashing		
<input type="checkbox"/> 3-Compartment Sink		
<input type="checkbox"/> 3 Tubs		
<input type="checkbox"/> Dishwasher Commercial		
Food Preparation Sink		
<input type="checkbox"/> Plumbed Sink		
<input type="checkbox"/> Continuous Flow		
Other Equipment (List in Comments)		

BOOTH FLOOR PLAN

SHOW AND LABEL LOCATIONS OF THE FOLLOWING:

- EQUIPMENT
- HANDWASHING STATION
- UTENSIL WASHING STATION
- STORAGE LOCATIONS
- USE ENTIRE AREA (MUST BE LARGE ENOUGH TO SEE)
- SEE EXAMPLE BELOW



Sample Floor Plan

(This is an example only. Please draw your actual booth layout showing all equipment in the box above.)

RULES FOR OPERATING

The Permit Holder and Person In Charge of a temporary food establishment must comply with the requirements of WAC 246-215 except as otherwise provided. The permit holder shall be the Person in Charge or shall designate a Person in Charge. A PERSON IN CHARGE MUST BE:

- Present at the food establishment during all hours of operation.
- Must obtain a valid Washington food worker card before beginning work and submitted with application.
- Allow only employees and other persons authorized by the Health Officer to be present in the temporary food establishment.

The PERSON IN CHARGE must ensure the following requirements are followed to minimize the possibility of foodborne illness.

FOOD SOURCES & PROTECTION

1. **All FOOD, including WATER AND ICE**, must come from approved sources.
2. **FOOD ITEMS MUST BE PREPARED AND COOKED ON-SITE IN AN ACCEPTABLE MANNER.** No preparation, cooking, or pre-cooking is allowed in private homes. Any off-site preparation requires prior approval by the Health Department and must be done in a Health Department approved facility.
3. **STORAGE OF FOOD AND EQUIPMENT** is done at approved locations.
4. **FOOD IS TRANSPORTED AND STORED** in properly designed food grade containers (i.e. no plastic garbage bags).
5. **FOOD IS PROTECTED** from potential contamination during transport.
6. **CONDIMENTS NOT IN INDIVIDUAL PACKAGES** are provided in dispenser bottles or in other containers protected from contamination.
7. **FOODS ON DISPLAY** must be covered, wrapped or otherwise protected from contamination. No customer self-service from open containers.

FOODWORKER HYGIENE

1. **ILL PERSONS SHALL NOT WORK** in any food service establishment with
 - A symptom such as diarrhea, vomiting, or jaundice;
 - Illnesses including *Salmonella*, *Shigella*, *E.coli*, or hepatitis A;
 - An uncovered lesion that appears inflamed or infected.
2. **WASH HANDS FOR AT LEAST 20 SECONDS BY**
 - Scrubbing for at least 10 to 15 seconds (paying particular attention to the areas underneath the fingernails), followed by;
 - Thorough rinsing under clean, running warm water; and immediately follow with thorough drying with single use towels.
3. **WASH HANDS:**
 - Immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:
 - After touching bare human body parts other than clean hands and clean, exposed portions of arms;
 - After using the toilet room;
 - After caring for or handling service animals or aquatic animals;
 - After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
 - After handling soiled equipment or utensils;
 - During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
 - When switching between working with raw food and working with ready-to-eat food;
 - Before putting on gloves for working with food; and
 - After engaging in other activities that contaminate the hands.
4. **NO BARE HAND CONTACT WITH READY-TO-EAT FOODS IS ALLOWED.** Use tongs or other utensils, napkins, and/or disposable food gloves.

TEMPERATURE CONTROLS / THAWING

See attached CHART OF TEMPERATURES

- 1. ACCURATE THERMOMETERS MUST BE PROVIDED AND USED.** A 0-220° F. metal stem thermometer must be provided. When thin-foods, such as hamburgers, are cooked, a thermometer capable of measuring thin foods (such as a digital thermometer that reads on the tip) must be provided.
- 2. FOODS MUST BE PROPERLY TEMPERATURE CONTROLLED** during transport to the temporary event location.
- 3. COLD FOODS MUST BE HELD AT 41°F. OR BELOW IN REFRIGERATORS OR INSULATED ICE CHESTS.** Potentially hazardous foods must be cold before ice chest storage.
- 4. FOODS TO BE HOT HELD MUST BE HELD AT 140°F. OR ABOVE.** Foods to be hot held must be properly cooked first or rapidly heated to proper temperatures before hot holding. Don't heat in crockpots.
- 5. COMMERCIALY PROCESSED FOODS REHEATED FOR HOT HOLDING** must be reheated from 45° to 140°F or above within one hour.
- 6. COOLING OF HOT FOODS ONSITE IS NOT ALLOWED.** Use of leftover foods that have been cooked or hot held is not allowed.
- 7. FOODS THAWED AS PART OF A COOKING PROCESS MUST NOT BE GREATER THAN 4 INCHES THICK.**

BOOTH REQUIREMENTS

- 1. HANDWASHING FACILITIES MUST**
 - Be conveniently located in all food preparation areas
Include:
 - Potable, warm, running water
 - Soap and paper towels
 - A 5 gallon or larger insulated with a continuous-flow spigot (no push buttons) or a plumbed sink.
 - A container to catch wastewater
- 2. ADEQUATE FACILITIES** must be provided for all necessary food preparation steps.
- 3. WAREWASHING FACILITIES MUST INCLUDE:**
 - An accessible three-compartment sink with approved drain boards and adequate supply of hot and cold running water within 200 feet if:
 - Equipment or utensils are reused on-site, or
 - Operating for 2 or more consecutive days, or
 - An approved alternative utensil washing.
- 4. FOOD PREPARATION SINK** available at the booth, supplied with potable running water and indirectly drained to wastewater system if produce needs to be washed on-site.
- 5. WIPING CLOTHS MUST BE STORED IN A SANITIZING SOLUTION** (a capful of bleach per gallon of warm water) and used for sanitizing equipment and food-contact surfaces after cleaning
- 6. GARBAGE CONTAINERS** with tight-fitting lids should be PROVIDED.
- 7. DISCARD WASTEWATER PROPERLY INTO A HOLDING TANK OR SEWER.** Do not dump it onto the ground, street, or into storm drains.
- 8. APPROVED TOILETS AND HANDWASHING FACILITIES WITH POTABLE, WARM, RUNNING WATER** must be available for employees within 200 feet, accessible at all times
- 9. SEPARATION BARRIER** to protect food preparation and cooking areas from public access.
- 10. ONLY SINGLE-SERVICE ARTICLES** are provided for use by consumers.
- 11. "WASH, RINSE, SANITIZE" METHOD OF UTENSIL WASHING MUST BE FOLLOWED** for reused utensils and work surfaces. A (1) capful of unscented bleach per gallon of warm water makes an acceptable sanitizing solution.

ALL PERSONS IN CHARGE READ, SIGN AND POST. REVIEW OPERATING REQUIREMENTS WITH ALL FOOD HANDLERS. We hereby certify that we have read and understand these rules of operation and we acknowledge that issuance of the temporary food service permit is contingent upon satisfactory compliance with local food service regulations.

Post pages 9-11 for all employees to read and review
Post Handwashing Sign on or above handwashing station

Internal Cooking Temperatures

140°F

- Plant foods for hot holding

145°F for 15 seconds:

- Unpasteurized eggs
- Fish, except as listed below
- Meat, except as listed below
- Pork, except as listed below
- Commercially raised game animals, rabbits

155°F for 15 seconds:

- Ground or comminuted meats or fish
- Injected meats
- Tatites (ostrich, rhea, and emu)

165°F for 15 seconds:

- Poultry
- Stuffed fish, meat, pork, pasta, ratites, or poultry
- Stuffing containing fish, meat, or poultry
- Wild game animals

Signs are available upon request:

- Handwashing
- Keep it Hot
- Keep it Cold or Hot
- Keep it Untouched
- Keep it Cold
- Keep Them Clean
- Keep it Separate
- Keep it Healthy
- Keep your Hands Off
- No Smoking

Cold Holding Temperatures

- 41°F or less

Hot Holding Temperatures

- 140°F or greater after proper cooking or reheating

Reheating Temperatures

- 45° to 140° F or above within one hour for commercially processed foods reheated for hot holding.
- 45° to 165° F or above within one hour when cooked and cooled in an approved food establishment.

FOOD WORKER'S PERMIT INFORMATION

****Photo I.D. required**FEE: \$10.00****

LCC, Admissions Building

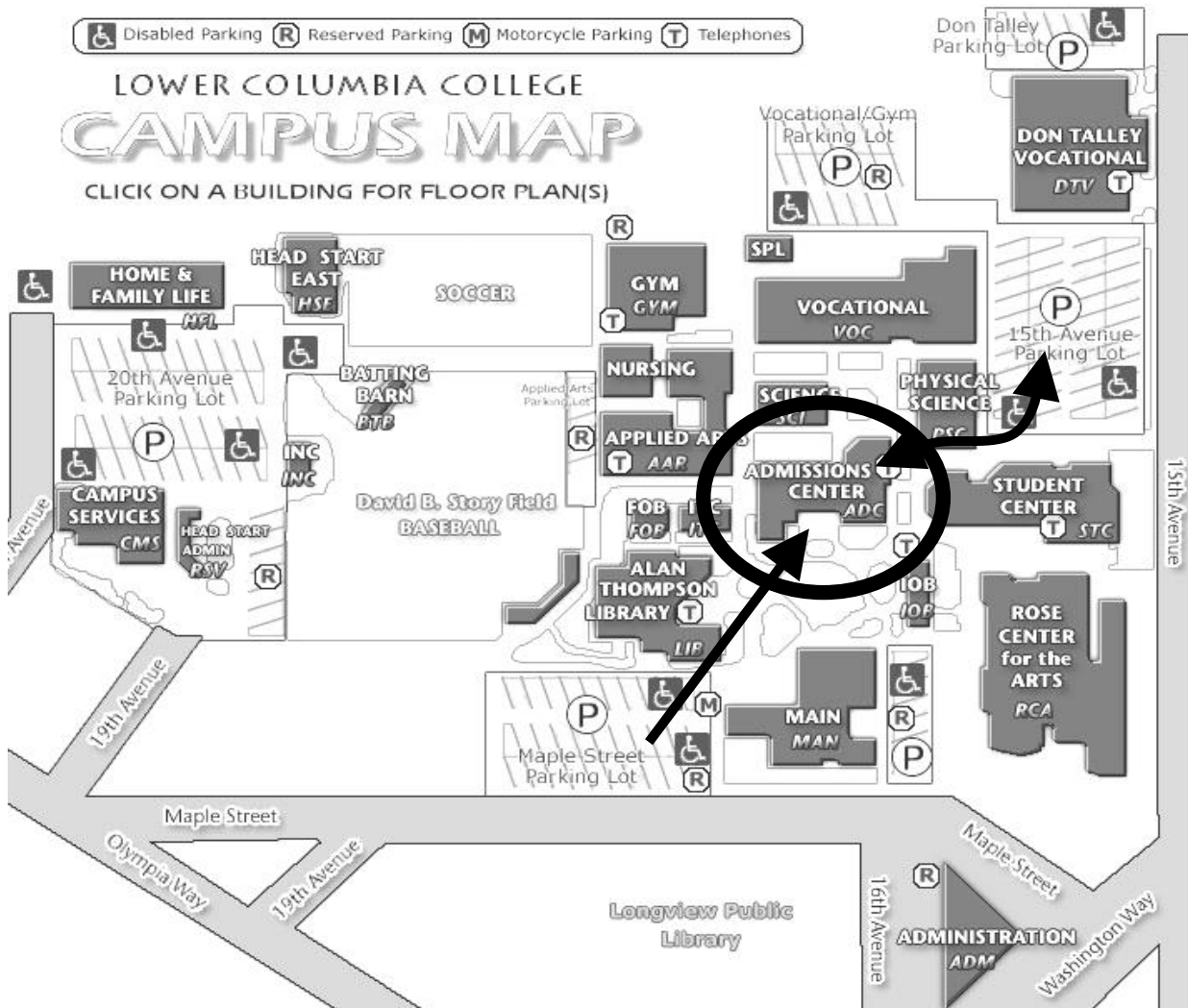
360.442.2353

Walk-in Tuesday thru Thursday

8:00 am to 4:00 pm

Walk-in Friday 10am to 4pm

Summer quarter hours will vary



Study booklets available on line at <http://www.doh.wa.gov/ehp/sf/food/food-worker-manual-print.pdf>

Please, no children or cell phones.

- **Renewals:** You must always view the video or attend the class and retake the test when renewing your health card.

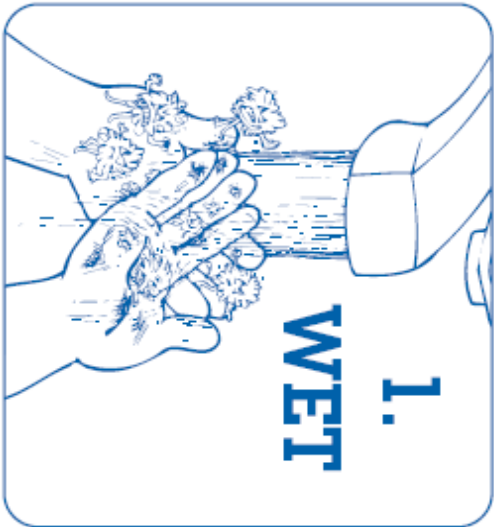
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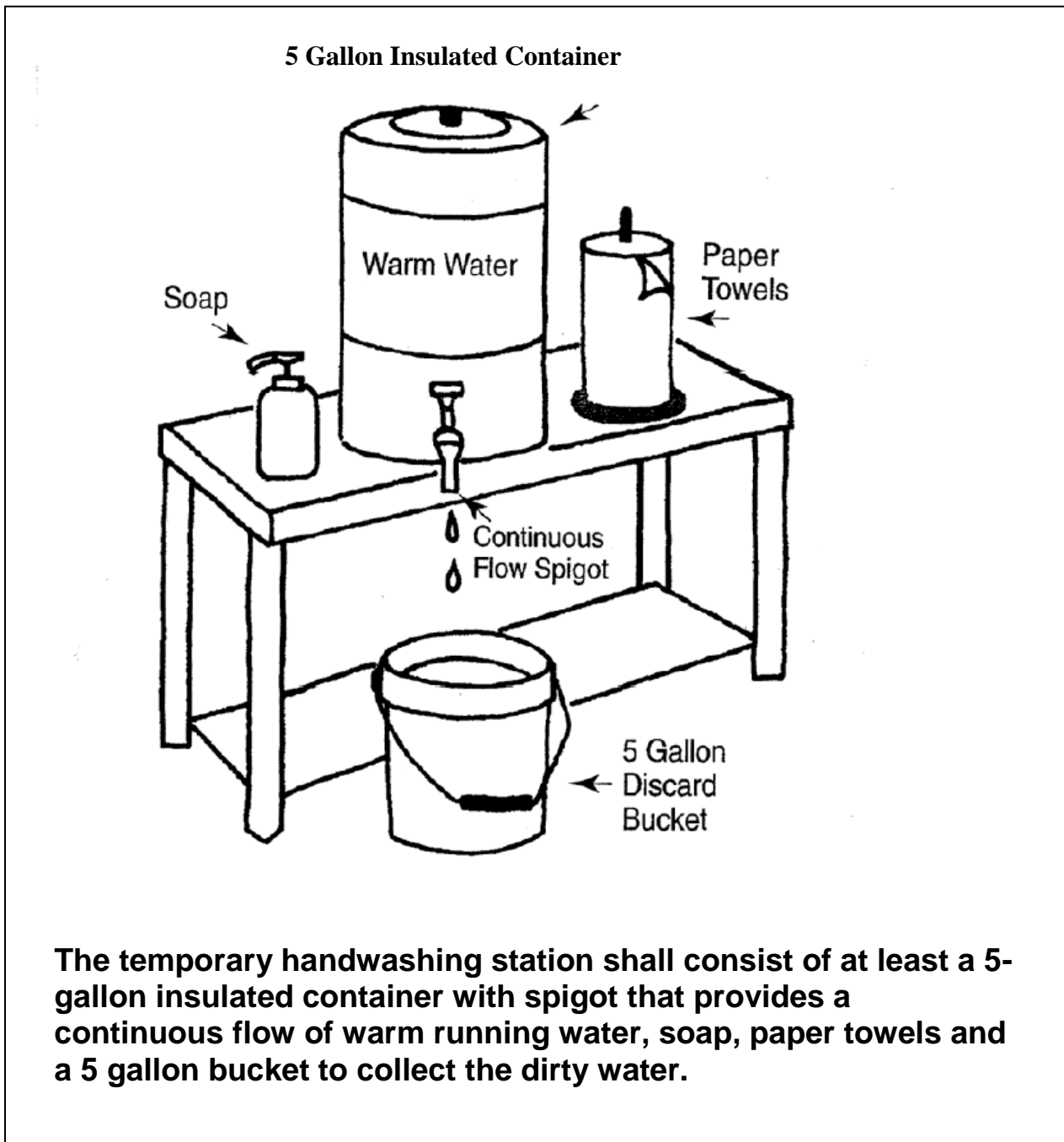


Be a Germ-Buster...

WASH YOUR HANDS!



Handwashing Station



Continuous flow spigot can be purchased and put in place of a push button spigot to be in compliance. Ask Environmental Health Office Assistant for information.