

## TEMPORARY FOOD SERVICE EVENT REQUIREMENTS

(All of the steps below must be completed to have a successful event)

### PERMIT (Steps to obtain)

1. Call local Governmental agency in charge for appointment with Inspector (Bear River Health Department, (435) 792-6500, Max Gyllenskog, Inspector) preferably ten (10) days prior to the event. *See #4 below for applicable fees.*
2. Complete application below and take it to the Inspector
3. Review all the requirements with the inspector and get any questions answered.
4. Remit \$20 fee, plus an additional \$5.00 for each extra day to obtain the permit. *(Applications made within 7 days of the event will be charged an additional \$5 fee, and within 24 hours of the event, an additional \$20 fee.)*
5. Training of about 10 minutes is provided about State rules & regulations governing temporary events *(Also see food handler card & training required in last step below.)*

### FOOD HANDLER'S CARD AND CERTIFICATION

In addition to the permit, at least one person in the booth must have a current food handler's card or food manager certification. This person must supervise operations at all times. *(Training for this is provided each Monday for about 1-1/2 hours at 3:30 p.m at the Bear River Health Office year-round except for holidays. The card is issued immediately upon completion of the class.)*

### REQUIREMENTS (Steps to complete to pass inspection)

- Stand must be located in a neat, clean area, free from litter.
- Stand must be covered overhead to prevent contamination from above and barriers on three sides to prevent access by non-workers.
- Floors must be clean and dry or on grass.
- Hand washing facilities (with warm water, soap, and disposable towels) **MUST BE PROVIDED AND USED.**
- An adequate supply of clean, potable water from an approved source is required.
- Wastewater must be disposed of in an approved sewer.
- All food preparation must be done on site or in a Department approved kitchen. Foods will not be prepared in a home kitchen.
- All food items must be from an approved source.
- All onsite food preparation must be confined to the rear of the booth or away from consumers. Sneeze guards must be provided for all self-service foods.
- Sufficient garbage containers for food prep/service must be provided .
- Adequate refrigeration and heating facilities must be provided to ensure proper temperature control. Cold foods must be held at 41° F or below, hot foods must be held at 135° or above.
- An accurate stem thermometer is required.
- All ice must be packaged and from an approved source. Ice may not be stored on the ground. No wet storage in ice intended for human consumption.
- Wet storage of canned or bottled, non-potentially hazardous, beverages is acceptable when the water contains at least 10 ppm chlorine and the water is changed frequently to keep the water clean; ice without chlorine must be properly drained.
- No dipping of drinks or ice for drinks. An ice scoop with handle must be used for drink ice.
- All food products, single serve items, and dry goods must be stored off the ground.
- All personnel must wear clean clothing. **HAIR RESTRAINTS MUST BE WORN BY ALL PERSONS IN THE BOOTH.**

**UTAH STATE UNIVERSITY  
TEMPORARY FOOD SERVICE EVENTS**

**STEPS TO FOLLOW FOR TEMPORARILY SERVING FOOD TO THE GENERAL PUBLIC**

1. Department approves event
2. Department assigns advisor to oversee event (must have food handler certification)
3. Advisor meets with organization leader(s) conducting the event and completes permit application (below), reviews the requirements to be met (See attached), and identifies permit applicant.
4. Permit applicant takes application to Bear River Health Department (BRHD) and obtains permit (See attached steps).
5. The advisor ensures that the requirements are met and ensures that a supervisor with a current food handler card and certification is in the booth at all times. (This could be a student and/or a faculty/staff member.)

**PERMIT APPLICATION**

- A. USU Department authorizing /co-sponsoring \_\_\_\_\_
- B. USU Advisor in charge \_\_\_\_\_ Phone: \_\_\_\_\_
- C. Permit Applicant \_\_\_\_\_ Phone: \_\_\_\_\_
- D. Description of event \_\_\_\_\_
- E. Date(s) of Operation: \_\_\_\_\_ Start/End Time \_\_\_\_\_
- F. Location of Temporary Food Service: \_\_\_\_\_
- G. Menu (List all food items proposed to be served.) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(NOTE: Any changes to the menu must be submitted and approved by **Bear River Health Department.**)

- H. Will all foods be prepared at the Temporary Food Booth? YES\_\_\_ NO\_\_\_  
(If, NO, list name and address of the permitted food establishment where the food will be prepared) \_\_\_\_\_
- \_\_\_\_\_
- I. Food Preparation - List each food item and indicate with a check mark, the preparation procedure which will be used for that item.

Food Item	Thaw	Cut/ Wash	Cook	Cool	Cold Holding	Reheat	Hot Holding