

**Department of Public Services**

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# **GRAYS HARBOR COUNTY**

## **STATE OF WASHINGTON**

Dear Concessionaire:

Enclosed are the requirements for Temporary Food Service in Grays Harbor County. The Environmental Health Division must approve all Temporary Food Establishments and issue a permit **PRIOR** to opening. This packet will help you plan a successful operation by eliminating potentially dangerous food handling practices.

**THE APPLICATION FORM MUST BE COMPLETED, IN FULL, PRIOR TO ISSUANCE OF A PERMIT.**

1. "Temporary Food Service" is defined as operating at a fixed location, with a fixed menu, for not more than twenty-one consecutive days in conjunction with a single event or celebration, such as a fair or festival **or** operating not more than three days a week at a fixed location, with a fixed menu, in conjunction with an approved, recurring, organized event, such as a farmers market.
2. The "Rules for Operation" form must be reviewed and signed by **each worker** and posted on-site with your permit. **Please do not return this form.**
3. The Temporary Food Service application form must be filled out completely and returned with the appropriate fee at least eight (8) working days prior to the event to avoid late fees.
4. The food handling questionnaire must be completely filled out in detail or your application will be returned.

**Please return your application as early as possible. Allow at least eight (8) working days for this office to review.**

If you have any questions or need further assistance, please contact us at (360) 249-4222.

**TEMPORARY FOOD SERVICE IN GRAYS HARBOR COUNTY**  
**PLEASE READ CAREFULLY**

Individuals or groups planning to serve food to the public at temporary events in Grays Harbor County must obtain a Temporary Food Service Establishment (TFSE) Permit issued by the Environmental Health Division.

If the public is invited to an event by the use of flyers, banners, newspaper articles, or by other means, and food is served at the event, then each vendor serving food must apply for a TFSE permit. The application and fee for the permit must be received by the Environmental Health Division at least **eight (8)** working days before the event to avoid **late fees**. A late fee of \$26 is required for applications received seven to three working days before the event and a late fee of \$37 is required for applications received two or less working days before the event. An application received too late for adequate review **MAY BE DENIED**.

TFSE permits issued by the Environmental Health Division fall into the following categories:

**Category 1 - EXEMPT FOODS & BAKE SALE ITEMS**

<ul style="list-style-type: none"><li>• Popcorn (Flavored &amp; Buttered)</li><li>• Cotton Candy</li><li>• Herbs and Spices</li><li>• Iced Drinks</li><li>• Corn on the cob</li></ul>	<ul style="list-style-type: none"><li>• Roasted nuts</li><li>• Fruit and vegetable samples</li><li>• Whole roasted peppers</li><li>• Chocolate-dipped ice cream bars</li><li>• Chocolate-dipped bananas</li></ul>
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**If you plan on serving any of the above items please complete the Application for Exemption from Permit form. However, no fee is required.**

Bake sale items may be made at home for charity events under standard clean conditions. Bake sale items must be non-potentially hazardous and either individually wrapped or covered at the event and served with tongs, paper, or single-use gloves. **Additionally, these items must be labeled in a way that informs consumers the food was not prepared in a facility inspected by the Regulatory Authority.**

**Category 2 – RESTRICTED MENU ITEMS**

Include any non-potentially hazardous foods that are purchased or prepared through approved facilities. Examples include:

<ul style="list-style-type: none"><li>• Espresso</li><li>• Pretzels</li><li>• Lemonade</li><li>• Commercially canned nacho cheese sauce</li></ul>	<ul style="list-style-type: none"><li>• Elephant Ears</li><li>• Fried Bread</li><li>• Pizza purchased from a licensed pizza parlor and sold within 30 minutes</li></ul>
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**Category 3 – POTENTIALLY HAZARDOUS FOODS**

Include foods that require temperature control to limit bacterial growth.

<ul style="list-style-type: none"> <li>• Foods containing dairy products</li> <li>• Cooked beans</li> <li>• Cooked vegetables</li> <li>• Cooked grains and pasta</li> <li>• Meats (Beef, seafood, pork, eggs, poultry and fish)</li> <li>• Cut leafy greens</li> </ul>	<ul style="list-style-type: none"> <li>• Cut melons</li> <li>• Cream or custard pies (Example: Pumpkin pie, or cheese cake)</li> <li>• Hotdogs</li> <li>• Sausages</li> <li>• Potatoes</li> <li>• Cut tomatoes</li> </ul>
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**This list is not all inclusive. If you are unsure if a food is considered Potentially Hazardous please ask.**

**Permit**

All vendors selling RESTRICTED and POTENTIALLY HAZARDOUS FOODS must apply for and be issued a Temporary Food Service Permit by the Environmental Health Division before the event begins. The fee varies and is listed below.

**Note: Hazardous foods will be analyzed to determine the risk associated with a particular food prepared by a TFSE. If necessary, the Environmental Health Division may impose additional requirements to protect against health hazards. This may include limiting preparation steps or prohibiting some menu items.**

**Permit Fees**

Current Fee Schedule (Effective Jan 1, 2012)	Number of days: 1-3 Days 4-8 Days 9-21 Day Multiple Event Permit	Fee \$69 \$110 \$162 \$208
Restricted Foods Menu Item	\$36 per event	
Late Fees 7-3 Days before the event 2 or Fewer Days Before the Event	Additional to Permit Fees \$26 \$37	
Fee for non-profit and youth operated events	Pro-rate at %50 the normal fee	

Note: Vendors who apply for a multiple event permit must provide this office with all planned event dates. If you wish to add dates throughout the year please notify us at **least 8 working days prior to the event or late fees will apply**. Multiple event permits are for a calendar year and fees cannot be applied retroactively. Menu items for multiple event permits are fixed for the calendar year which you apply for. Should you wish to add menu items, you must resubmit an application for review.

**RULES FOR OPERATION (DO NOT return this paper with your application)**

All Temporary Food Service Workers are required to read the following rules and apply them to the operation to minimize the possibility of foodborne illness. These rules **must be posted** at the site of the Temporary Food Service Establishment and signed **by each worker**.

1. Foods are to be prepared in an approved facility or on-site only. No home prepared or home canned foods will be allowed.
2. Cooling of potentially hazardous foods is prohibited in Temporary Food Service Establishments.
3. Hot foods must be covered and held at 135°F or above.
4. Foods that have been cooked and the refrigerated at an approved facility must be reheated to 165°F or more, within one hour before being served or hot held.
5. Cold Foods must be covered and held at 41°F or below in refrigerators or insulated ice chests. Potentially hazardous foods must be pre-chilled before storage in the ice chest.
6. Prohibit the handling of ready-to-eat foods with bare hands by using tongs, gloves, etc. Scoops with handles are required for drink ice. Use separate equipment and utensils for raw foods.
7. When potentially hazardous foods are served, a metal stem thermometer must be used frequently to check hot and cold food temperatures.
8. For reused utensils and work surfaces, the “Wash, Rinse, Sanitize & Air Dry” method must be followed. 1 teaspoon of bleach per gallon of water is an approved sanitizing solution.
9. When preparing or serving foods, a sanitizing solution must be available and wiping cloths must be stored in the sanitizing solution and used for cleaning equipment and food contact surfaces.
10. Hand washing facilities must be available in the booth at all times.
11. Hands must be washed with plenty of hand soap, warm running water and dried on a paper towel before work, after using the restroom, after working with raw animal products or any other time hands become contaminated.
12. Temporary booths shall be constructed to minimize public areas, dust, mud, overhead contamination and have floors that are easily cleanable and non-absorbent.
13. Foods on display must be covered, wrapped, or otherwise protected from contamination. No self-service from open containers is allowed.
14. Garbage and wastewater must be disposed of properly to avoid a nuisance or health hazard.
15. RCW 70.93.093 states that “in communities where there is an established curbside service and where recycling service is available to businesses, a recycle program must be provided at every official gathering and every sport facility by the **vendors** who sell beverages in single-use aluminum, glass or plastic bottles or cans.”
16. At least one person with a current Washington State Food Handlers Card is required to be present in the booth at all times.
17. All water used for cooking, handwashing and dishwashing must be from an approved source.

We, the undersigned, herby certify that we have read, and understand the following rules of operation and we acknowledge that issuance of the Temporary Food Service Permit and continued operation is contingent upon satisfactory compliance with local food service regulations.

**ALL WORKERS MUST SIGN BELOW**




**GRAYS HARBOR COUNTY  
DEPARTMENT OF PUBLIC SERVICES  
ENVIRONMENTAL HEALTH DIVISION**

**100 Broadway Suite 31  
Montesano, WA 98563  
360-249-4222 Phone  
360-249-3203 Fax**

**TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION**

Event: \_\_\_\_\_ Location: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Event Times: \_\_\_\_\_  
 Event Coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Organization: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_  
 L & I Permit Number (Mobile Units Only) \_\_\_\_\_

**\*\*FOODS PREPARED AT HOME MAY NOT BE SERVED TO THE PUBLIC\*\***

If your operation does any of the following:

- **Requires advance menu preparation such as cooling**
- **Uses produce that is not purchased pre-washed or pre-cut**

You must obtain permission to use a kitchen facility that is approved by the State of Washington.

Name of approved facility (If Applicable): \_\_\_\_\_

Address of approved facility: \_\_\_\_\_

Dates and times of food preparation: \_\_\_\_\_

**Describe preparation steps at the approved kitchen facility listed above:**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Cooking      | <input type="checkbox"/> Produce Washing |
| <input type="checkbox"/> Cooling      | <input type="checkbox"/> Dishwashing     |
| <input type="checkbox"/> Food Storage | <input type="checkbox"/> Other _____     |

**EQUIPMENT LIST**

Identify equipment used in your temporary food establishment (check all boxes that apply)

<b>Hand wash station required for open food</b>	<b>Cooking/Reheating equipment</b>	<b>Cold/Hot holding equipment</b>
<input type="checkbox"/> 5 Gallon insulated container with a continuous flow spigot and catch bucket <input type="checkbox"/> Plumbed hand sink <input type="checkbox"/> Water 100° -120°F <input type="checkbox"/> Soap & paper towels	<input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Fryer <input type="checkbox"/> Smoker <input type="checkbox"/> Oven <input type="checkbox"/> Other _____	<input type="checkbox"/> Ice chest <input type="checkbox"/> Refrigerator <input type="checkbox"/> Steam table <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Other _____
<b>Floor/Overhead coverage</b>	<b>Sanitizer/Dishwashing</b>	<b>Produce Washing</b>
<input type="checkbox"/> Tarp <input type="checkbox"/> Wood <input type="checkbox"/> Canopy/Tent <input type="checkbox"/> Other _____	<input type="checkbox"/> Open container <input type="checkbox"/> Wiping towels <input type="checkbox"/> Bleach/Sanitizer (1 tsp bleach/gallon of water) <input type="checkbox"/> Three compartment sink <input type="checkbox"/> Three Tubs (Dishwashing)	<input type="checkbox"/> Produce purchased pre-washed and processed. <input type="checkbox"/> Produce washed and processed in an approved kitchen <input type="checkbox"/> Separate gravity flow container on-site for produce washing only

**Menu (Include beverages and all extra ingredients served with each item)**


**\*\*Note: The Environmental Health Division must approve late additions to the menu\*\***

**FOOD HANDLING QUESTIONNAIRE**

Please complete the following with as much detail as possible. Answers to the following will be used to determine if your food handling techniques are consistent with proper food safety and public protection. If you need to include an additional sheet of paper please do so.

1. Will any potentially hazardous food be cooled?  Yes     No

**If yes, please explain the following.**

- A. Where will cooling be conducted?
- B. What foods will you cool?
- C. What method will you use?
- D. How will you monitor this process?

2. Will you be reheating previously cooked/cooled food items?  Yes     No

**If yes, please explain the following.**

- A. What equipment will be used to reheat food items?
- B. What is the total amount of reheating time allowed?
- C. What temperature will you reheat to?
- D. How will you monitor this process?

3. Please provide the proper cooking temperature of the following items.

Beef	Casseroles
Poultry	Pork
Fish/Shellfish/Eggs	Ground Beef

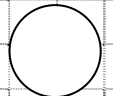
How will you monitor this process?

- 4. What is the required cold holding temperature of Potentially Hazardous Foods?
- 5. What is the required hot holding temperature of Potentially Hazardous Foods?
- 6. Do you have at least one food worker in the booth at all times that possesses a current Washington State Food Handlers Card?  Yes     No
- 7. Please provide a floor plan including all refrigerators, hot holding equipment, cooking equipment and food preparation areas.

Water Supply: _____
Waste Disposal: _____
Location Of Restrooms: _____

# Site Plan

SCALE: 1" = \_\_\_\_\_



North Arrow

**I HAVE READ AND AGREE TO COMPLY WITH THE REQUIREMENTS FOR A TEMPORARY FOOD SERVICE ESTABLISHMENT. I UNDERSTAND THAT IF I DO NOT COMPLY WITH THE ABOVE STATED REQUIREMENTS MY ESTABLISHMENT WILL BE CLOSED.**

**OPERATOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REGULATORY AUTHORITY SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_