

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 in Grays Harbor County*” explains that temporary food service is divided into three categories according to food type. Please refer to the following pages to determine the category and permit requirements for your operation.
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 on both sides and returned with the appropriate fee and returned at least (8) working days prior to the event to avoid late fees.
4. Foods to be served must be listed in detail and all preparation procedures must be indicated on the “*Hazard Analysis of Menu Items*” form located on the back of the Temporary Food Service Application.

Please return your application as early as possible. Allow at least (7) working days for this office to review.

If you have any questions or need further assistance, please contact us at (360) 249-4413.

**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 use of flyers, banners, newspaper articles, or by other means, and food is served at that 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 working days before** the event begins to avoid late fees. A **late fee** of \$25 is required for applications received **seven to three working days before the event** and a **late fee** of \$35 is required for applications received **two or less working days before the event**. An application received too late for adequate review **MAY BE DENIED**.

A TFSE operates at a fixed location for not more than 21 consecutive days in conjunction with a single event or celebration.

Permits issued by the Environmental Health Division to TFSEs for events in Grays Harbor County fall into the following categories:

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

Includes popcorn and flavored popcorn, cotton candy, herbs and spices processed in an approved facility, machine-crushed ice drinks containing non-potentially hazardous ingredients and made with ice from an approved source, corn on the cob, whole peppers roasted for immediate service, roasted nuts and roasted candy-coated nuts, deep-fried pork skins prepared from pork skins rendered at a food processing plant, caramel apples, chocolate-dipped ice cream bars prepared from prepackaged ice cream bars produced in a food processing plant, chocolate-dipped bananas prepared from bananas peeled and frozen in an approved facility, individual samples of non-potentially hazardous sliced fruits and vegetables, and any other "safe foods" which do not need to be kept cold or hot to prevent bacterial growth. Honey that meets the WSDA requirements for labeling is included. Canned sodas, commercially packaged candy, and regular "Americano" style coffee included.

**Preparation**

Bake sale items may be made at home for temporary **charity** events under standard clean conditions. Bake sale items must be either individually wrapped or covered at the event and served with tongs, papers, or single-use gloves and labeled "Prepared at a facility not inspected by Regulatory the Authority."

**Exceptions**

Items that are not acceptable in this category include, but are not limited to, home-canned vegetables and fruit, baked goods with cream, cream cheese, meringue, pumpkin or custard fillings, cheesecakes, etc. Please refer to the applicable category of **POTENTIALLY HAZARDOUS FOODS** on the next page.

**Permit**

To sell these items, the Environmental Health Division requires that a TFSE application be submitted before the event. However, no permit or fee is required.

## **Category 2 – RESTRICTED MENU ITEMS**

Include any non-potentially hazardous foods that are purchased or prepared through approved channels and sold on-site at the event.

Restricted Food Examples:

Espresso	Lemonade	Elephant Ears
Pretzels	Fried Bread	

Commercially canned nacho cheese sauce  
Pizza if purchased hot from a licensed pizza parlor and sold in less than 30 minutes.  
Other low risk items approved by our office

### **Water**

Water used in drinks and cooking must be from an approved source. Other options are store bought bottled water from an approved facility (not one's own home).

### **Preparation**

Restricted menu items must be prepared either on-site or in an approved facility.

### **Permit**

Vendors selling non-potentially hazardous foods must apply for and be issued a TFSE permit by the Environmental Health Division before the temporary event begins. The permit fee is a set fee and is found on the next page.

## **Category 3- POTENTIALLY HAZARDOUS FOODS**

Food containing dairy products like milk, cream, cheese; cooked beans, vegetables, grains, pasta, potatoes, meat, eggs, fish or shellfish are considered potentially hazardous. Also included are processed meats and fish such as sausage, hot dogs, and jerky. These must also meet local, state and federal guidelines. Cooked rice, potatoes, and beans are considered potentially hazardous food since they can support the rapid growth of disease causing bacteria.

This category also includes chili, spaghetti, hamburgers, marinated meats for barbecue, ethnic foods like lumpia or sushi or any handmade soups, gravies, salads, cut melons, sandwiches, or desserts; and any other food deemed potentially hazardous by the Environmental Health Division including milk and/or egg based cream or custard pies (i.e.: pumpkin pie)

### **Preparation**

All foods must be made either on-site or in an approved facility (a restaurant kitchen or certified community kitchen). Please contact the Environmental Health Division for information regarding certified community kitchens in your area. **No foods made from one's own personal kitchen may be served to the public.**

### **Permit**

Vendors selling potentially hazardous foods must apply for and be issued a TFSE permit by the Environmental Health Division before the temporary event begins. The fee varies and is found in the following pages.

**Important Tips**

Potentially hazardous foods may be sold at temporary events only under compliance with strict Environmental Health Division guidelines;

- The Environmental Health Division must issue a permit
- Foods are to be prepared in an approved facility or on-site only
- Temporary booths shall be constructed to minimize public access, dust, mud, entrance of insects or pests, overhead contamination, and have floors which are durable, easily cleanable, and non-absorbent
- If foods are prepared in an approved facility, an approved method of transport to the temporary event is necessary to maintain proper food temperatures.
- A metal stem-type thermometer with range of 0-220°F or an approved thermocouple is required for monitoring food temperatures
- While food is being prepared and/or cooked, at least one person with a current food worker permit must be in the booth at all times
- Approved water, soap and disposable towels must be available at all time to wash hands and surfaces during hours of operation
- Sanitizing solutions must be present for rinsing and storing wet wiping cloths during food preparation
- **Reheating food or the use of leftovers is PROHIBITED**
- No home-canned foods are allowed **at all** for service to the public

Hot foods must be maintained hot at 140°F or above and cold foods maintained cold at 41°F or below, in good working equipment, while at the temporary event. There may be limited electricity at the temporary event. If electricity is needed for the TFSE, speak with the event coordinator in advance.

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

**Permit Fees**

Current Environmental Health Division fee schedule  (Effective May 1, 2009)	Number of days	Fee
	1-3 days	\$60
	4 - 8 days	\$95
	9 - 21 days	\$140
	More than 21 days but less than 3 days/wk	\$150
	Multi-Events:	\$180
Permit fee for serving only " <b>Restricted</b> " <b>non-potentially hazardous</b> foods	\$30 per event	
<b>Late Fees</b>	Additional to Permit Fees	
7-3 Days Before the Event	\$25	
2 or Fewer Days Before the Event	\$35	
Permit fee for non-profit youth oriented and youth operated events	Pro-rated at one-half of the normal fee for the corresponding number of days.	

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# GRAYS HARBOR COUNTY

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Dear Concessionaire:

Please be aware that Grays Harbor County has recently amended our fee schedule. During this update it was noted that Temporary Food Service Vendors who participate in multiple events throughout the year may end up paying large application fees. Because of this, Grays Harbor County Environmental Health Division has added a new temporary fee to help alleviate this problem.

Vendors who participate in multiple events during a calendar year may elect to apply for a Multi-Event Permit that covers all temporary events the vendor plans to attend in Grays Harbor County. **However, some special conditions apply.** All events the vendor plans on attending must be listed on the application. At any time a vendor may add additional events to their permit. However, additions must be made at least 7 days in advance of the event or the vendor will be assessed a late fee. If the vendor repeatedly fails to notify Environmental Health of added events they may be closed upon discovery of operation.

**The fee for Multi-Event permit fee is \$180.00.**

If vendors apply for a single event permit but later decide to attend multiple events you will be required to pay the full cost of the Multi-Event permit, as permits cannot be applied retroactively.

If you have any questions or need further assistance, please contact us at (360) 249-4413.

**RULES FOR OPERATION**

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. Hot foods to be held must be covered and held at **140°F or above**. All potentially hazardous foods that have been cooked and then refrigerated at an approved facility must be **rapidly reheated to 165°F** or more throughout, within 1 hour before being served or held hot.
2. Cold foods must be covered and held at **41°F or below** in refrigerators or insulated ice chest. Potentially hazardous foods must be pre-chilled before ice chest storage.
3. When potentially hazardous foods are served, a stem-type food thermometer must be used frequently to check hot and cold food temperatures.
4. 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.
5. 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.
6. When preparing or serving foods, a sanitizing solution must be available and wiping cloths must be stored in a sanitizing solution (as above) and used for cleaning equipment and food contact surfaces.
7. 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.
8. Hand washing facilities must be available in the booth at all times.
9. Avoid unsanitary habits: touching or not restraining hair adequately, scratching face, smoking, eating, or drinking on the job, etc.
10. Foods on display must be covered, wrapped, or otherwise protected from contamination. No self-service from open containers will be allowed.
11. Garbage and wastewater must be disposed of properly to avoid a nuisance or health hazard.
12. The law (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 at every sport facility by the vendors who sell beverages in single-use aluminum, glass or plastic bottles or cans.”

POTENTIALLY HAZARDOUS FOOD- is any food made with milk or milk products, eggs, meat, poultry, fish, seafood and any other high-protein or starchy food where bacteria can grow rapidly. Examples include hamburgers, chili, spaghetti, cooked rice, soups and gravies, refried bean and baked potatoes.

We, the undersigned, hereby certify that we have read, and understand, these 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.

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GRAYS HARBOR COUNTY  
DEPARTMENT OF PUBLIC SERVICES  
ENVIRONMENTAL HEALTH DIVISION

100 Broadway Suite 31  
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360-249-3203 fax

**TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION**

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

Your Organizations: \_\_\_\_\_ Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

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

Location of food preparation:  On-site mobile unit  Temporary booth or tent  Approved facility

L&I Permit Number (Mobile Units Only): \_\_\_\_\_

Name of approved facility: \_\_\_\_\_

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

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

Menu (include beverages and all extra ingredients served with each item):


**\*\*NOTE: THE ENVIRONMENTAL HEALTH DIVISION MUST APPROVE LATE ADDITIONS TO THE MENU\*\***

Temperature Control Methods

- A. Hot Holding (steam table, oven, stove, etc.): \_\_\_\_\_
- B. Cold Holding (refrigerator, ice chest, etc.): \_\_\_\_\_
- C. Transport (insulated chests, hot holding boxes, etc.): \_\_\_\_\_

Water supply: \_\_\_\_\_ Wastewater:  Sewer  Holding Tank

Food Thermometer (0-220°F) available:  Yes  No

Hand washing facilities:  Plumbed sink  Gravity flow container (must hold a min. of 2 gal. water)

Utensil washing facility:  Three-compartment sink  Three tubs

Sanitizing solution:  Bleach water  Other \_\_\_\_\_

Garbage disposal:  Cans  Dumpsters

Food worker permits:  Yes  No

Location of toilets: \_\_\_\_\_

**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.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*PLEASE COMPLETE OTHER SIDE\*\***

## HAZARD ANALYSIS OF MENU ITEMS

Please complete the following for all foods to be served. Use the appropriate chart to indicate where preparation, cooking, etc. will take place (at approved kitchen or on-site). These charts will tell us how the food will be handled from raw to finished product. Indicate equipment to be used and cooking and hot holding temperatures.

**Foods requiring cooling and reheating may be prohibited.**

### FOOD PREPARATION AT AN APPROVED KITCHEN

FOODS SERVED	THAW	CUT/ ASSEMBLE	COOK	COOL	REHEAT	HOT/COLD HOLDING
<i>Example: Soup</i>	<i>None</i>	<i>Cut vegetables</i>	<i>On Stove 140°F</i>	<i>2"depth Container</i>	<i>On-site (see below)</i>	<i>On-site (see below)</i>

### FOOD PREPARATION ON-SITE

FOODS SERVED	THAW	CUT/ ASSEMBLE	COOK	COOL	REHEAT	HOT/COLD HOLDING
<i>Example: Soup</i>	<i>N/A</i>	<i>Ladle into bowl</i>	<i>N/A</i>	<i>Not allowed</i>	<i>165°F on stove</i>	<i>On stove at 140°F</i>

### ADDITIONAL COMMENTS

#### FOR OFFICIAL USE ONLY

Conditions for Operation

\_\_\_\_\_

Approved by

\_\_\_\_\_

Date

\_\_\_\_\_

Permit Issued