



Joplin Health Department
321 E 4th St
Joplin, Missouri 64801
(417)623-6122
(417)624-6453 (Fax)

TEMPORARY EVENT FORM

DATE _____

1. NAME OF ORGANIZATION _____

2. ADDRESS _____

3. PERSON IN CHARGE OF PROJECT _____
ADDRESS _____ **PHONE** _____

4. NAME OF EVENT _____

5. DATES OF EVENT _____

6. LOCATION OF EVENT _____

7. MENU FOR EVENT _____

8. SOURCE OF FOODS FOR EVENT _____

9. SALES TAX ID # _____

**10. PLEASE CONTACT LINDA FOULKS, CITY FINANCE DEPARTMENT,
AT (417) 624-0820, EXT.242, FOR CITY LICENSURE REQUIREMENTS.**

**FOLLOW TEMPORARY FOOD SERVICE GUIDELINE INCLUDED WITH FORM.
PLEASE COMPLETE AND RETURN TO THE JOPLIN HEALTH DEPARTMENT.
FAX# 624-6453, TELE# 623-6122.**

By signing I agree to meet all of the requirements set forth for food vending by the City of Joplin for temporary food establishments.

Signature:

Date _____

Person in Charge

CITY OF JOPLIN TEMPORARY EVENT REQUIREMENTS

PHF = Potentially Hazardous Food

NO PHF - a vendor that does not serve PHF's

LOW – a vendor that is serving PHF's at an event that is 6 hours or less

MEDIUM – a vending operation that is serving PHF's at an event that is greater than 6 hours but less than 4 days

HIGH – a vending operation that is serving PHF's at an event that is 4 to 14 days and/or an event with a / or the potential for high insect (flies) presence.

REQUIREMENTS	NO PHF	LOW	MEDIUM	HIGH
Food and single use service articles stored 6 “ off ground	X	X	X	X
Food from approved source	X	X	X	X
Proper cooking temps for PHF's.		X	X	X
Ice drained for canned or bottled drinks stored in direct contact	X	X	X	X
No bare hand contact for ready to eat foods	X	X	X	X
Hair restraints	X	X	X	X
Chemical hand wipes or sanitizer	X	X		
Hand washing facility			X	X
Sufficient Hot and Cold Holding (≤41 F for cold foods, ≥ 140 F for hot foods)		X	X	X
Food and equipment thermometers		X	X	X
Sanitizer testing papers	X	X	X	X
Sanitizer and wiping cloths	X	X	X	X
Potable water (handwashing, food prep, warewashing if required)			X	X
3 vat system for warewashing. Extra utensils may be sufficient in some situations. Check with Health Dept.	X	X	X	X
Food stored in covered containers for outdoor events	X	X	X	
Overhead protection if product is not protected by packaging, storage container or fully enclosed equipment	X			
Overhead protection (water resistant)		X	X	
Screening or fans for insect control for events held between May through September			X	
Fully enclosed insect proof facility with water resistant overhead				X
No smoking or eating in food prep areas. Except for covered drinks.	X	X	X	X
Food contact surfaces smooth and easily cleanable	X	X	X	X
Trash can adjacent to facility and a covered receptacle in facility	X	X	X	X
Restroom available during hours of operation within 500ft	X	X	X	X
If liquid waste is produced a system to collect waste for proper disposal.	X	X	X	X
Review handout “Guidelines For Temporary Food Events” for greater explanation of requirements	X	X	X	X

- **The Health Department may make additional requirements or limit food preparation as it deems necessary.**
- **Please contact the Joplin Health Department for additional information; Phone 417-623-6122.**

An EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER-service provided on a nondiscriminatory basis. Individuals should contact the Joplin Health Dept. at (417)623-6122 or the City's ADA Coordinator at (417) 624-0820, or TDD (417)625-4774 to request accommodations or alternative formats as required under ADA.

Temporary Food Service Guidelines

A food service establishment that operates for a period of not more than fourteen (14) consecutive days in conjunction with a single event or celebration is the focus of this pamphlet. Fairs and festivals or similar celebrations, as well as dinners or other events sponsored by organizations, serving food and open to the public, are all examples of temporary events.

Food service operators should have a basic understanding of how improper handling of Potentially Hazardous Foods (PHFs) and poor hygiene can cause a foodborne illness. PHFs are foods (such as meat or dairy products) that must be kept hot or cold because they are capable of supporting the rapid growth of bacteria that cause foodborne illnesses. By following these guidelines, temporary food service operators can minimize the possibility of a foodborne illness occurrence.

Temporary operations often require that the food service is set up out-of-doors or in locations where keeping foods safe and sanitary is challenging. The following actions and equipment are recommended for all temporary food operations. ***Be aware that the local health department may make additional requirements beyond these guidelines.***

PERMITS. Check with your local health department about the requirement for a permit or an inspection.

BOOTH. The stand or booth should have overhead protection and in most cases, be fully enclosed. There may be openings for a serving window and a door for entry; however, the door is to be kept closed during operation. Screening material may be used for the walls, doors and serving window. The floor of the stand should be hard, smooth, and constructed of easily cleanable

materials. All food preparation, food storage and service are to be done within this enclosed area.

Screening may not be necessary if flying insects or other pests are absent due to the location of the food stand, the weather, or other limiting factors. Asphalt, concrete, or plywood may be acceptable floor surfaces in temporary food stands.

HAND SINK. Adequate hand washing facilities consist of a handsink equipped with hot and cold running water, soap and paper towels. A temporary sink set-up can be made that consists of a vessel full of water with a spigot type dispenser, soap, paper towels, a wastebasket and a bucket to collect wastewater.



Remember to wash hands: before starting or returning to work, after eating, smoking, or using the restroom, when changing duties, before putting on gloves and whenever hands become soiled. The use of gloves or hand sanitizers is not a substitute for handwashing.

BARE HAND CONTACT. A food employee's bare hands may not touch ready-to-eat-foods. Tongs, spatulas, deli tissues, or gloves must be used.

FOOD. All foods and beverages are to be prepared on-site or at a food establishment currently under inspection. It is a good idea to have a recent inspection document on hand. There are exceptions in place for religious, non-profit, and charitable groups, and small food processors allowing them to serve home prepared foods that are not, potentially hazardous. ***Check with the local health authority for specific rules.***

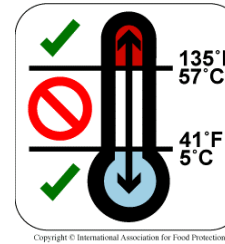
COOKING. An essential part of food safety is assuring that proper final cooking temperatures are

met. Proper cooking temperatures for some common foods are:

Chicken: 165° degrees
Hamburgers: 155° degrees
Pork: 145° degrees
Fish/seafood: 145° degrees

The carry over or reuse of foods from one day to the next is strongly discouraged.

HOT AND COLD HOLDING. Sufficient equipment that is capable of keeping foods hot and/or cold must be provided. Mechanical refrigeration or ice is needed for cold foods. Refrigerators and freezers should be clean and contain thermometers. Coolers must be cleanable and have a drain. Hot



holding units must be clean and contain a thermometer. ***Hot foods are kept at 135° F or hotter and cold foods are kept at 41° F or colder.***

THERMOMETERS. A metal-stemmed thermometer, which has a temperature range of 0°F to 220°F with increments no greater than 2°F, should be on hand to monitor cooking and holding temperatures. Glass-stemmed thermometers or mercury filled thermometers are not permitted.

ICE. Ice for use in beverages and as an ingredient is to be kept in a separate cooler, with no other food items. An ice scoop with a handle should be used to scoop ice to prevent bare hand contact with the ice. Ice shall be from a commercial source.

WAREWASHING. Warewashing may be done in a three-bin sink or temporary set-up using bus tubs. First, items should be washed in hot, soapy water. Second, they should be rinsed in clean, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air-dried.

WATER. Sufficient potable water needs to be on hand. If the unit is a mobile temporary stand, the tank is to be constructed of a durable, corrosion resistant material that is easily cleanable. Vents, inlets and outlets should be screened, or positioned so that they are protected from contaminants. Prior to use or after repair, the tank and system should be flushed and sanitized. ***Consult the local health authority regarding testing of the water.***

WASTEWATER. Wastewater needs to be disposed of through an approved sanitary sewage system. Do not dump wastewater on the ground or in the street. Mobile units equipped with a holding tank, must be sized fifteen (15) percent larger than the water supply tank.

CONDIMENTS. It is best to have condiments or other consumer food toppings in individual packets, squeeze bottles or bulk dispensers with plungers.

STORAGE. All foods and single-use or service articles—paper plates, cups and lids—should be stored at least six (6) inches above the floor or ground and protected from contamination.

SANITIZER AND WIPING CLOTHS. An approved sanitizer should be provided (chlorine or quaternary ammonium compounds, or iodine). Wiping cloths should be stored in the sanitizer when not in use. ***When***



using bleach to sanitize, mix one teaspoon of unscented bleach to each gallon of water.

HAIR RESTRAINT. Food vendors should wear hats, scarves, visors or hairnets that are designed and worn to effectively keep hair from contacting exposed food.

LIGHTS. Lighting in the stand must be adequate in the food preparation, storage, and serviced areas. Lights need to be plastic coated or shielded to guard against breakage into open food.

TRASH. Trash must be handled in a manner so that it does not create a nuisance or acts as an attractant to pests. The container should be covered when full or not in constant use. Solid waste is to be disposed of properly.

TOXICS. Cleaning solutions, sanitizers or other toxic items must be stored separately from foods, single-use and service items, and food contact surfaces. These same items need to be properly labeled. Over-the-counter insecticides not rated for use in or around a food establishment should not be used.

EATING, DRINKING AND SMOKING. Eating and tobacco use are not allowed in food stands. A closed drink cup with a lid and a straw is allowed, if spilling or dripping onto exposed food, clean equipment, utensils, and linens, or single-use articles will not occur.

FOOD AND NON-FOOD CONTACT SURFACES. Food preparation and equipment surfaces should be smooth, easily cleanable and durable.

ILLNESS RESTRICTIONS. An individual who has any type of wound infection, or who has a communicable illness that could be transmitted through food shall not be allowed to work in the food stand.

AUTHORIZED PERSONNEL. Only those individuals working as booth vendors, food handlers, or those who have duties directly related to the operation are allowed in the food booth.

FOODS STORED IN ICE. Packaged and unpackaged foods and bottled or canned beverages

may not be stored in direct contact with undrained ice or water.

TRANSPORTATION. When food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep foods hot and/or cold.

REMEMBER TO WASH YOUR HANDS PROPERLY.

Use soap and water.

Rub your hands vigorously as you wash them.

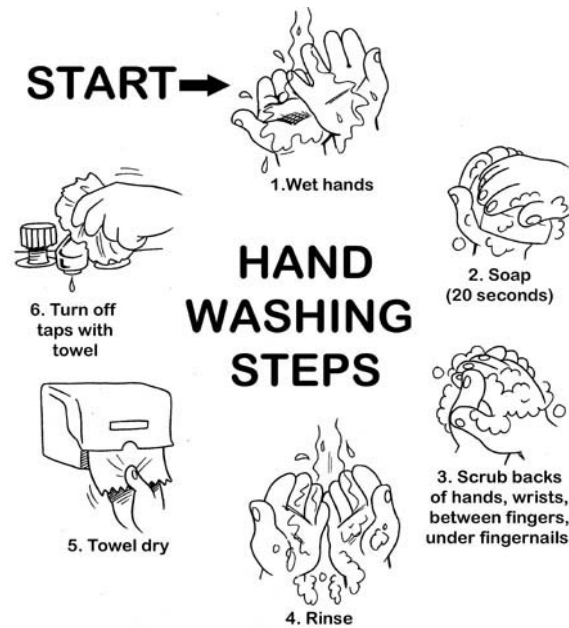
Wash:

- > backs of hands
- > wrists
- > between fingers
- > around and under fingernails

Rinse your hands well.

Dry hands with a paper towel.

Turn off the water using paper towel instead of your bare hands.



The preceding guidelines can be found and are more thoroughly referenced in the 1999 Missouri Food Code, 19 CSR 20-1.025 Sanitation of Food Establishments. They are also available at <http://www.dhss.mo.gov/FoodSafety/>. Click on "Missouri Food Code".

Distributed by:

**Missouri Department of Health
& Senior Services**
Bureau of Environmental Regulations
& Licensure
P. O. Box 570, Jefferson City, MO 65102-0570
(573) 751-6111

AN EQUAL OPPORTUNITY / AFFIRMATIVE
ACTION EMPLOYER:
Services provided on a nondiscriminatory basis.

GUIDELINES FOR TEMPORARY FOOD EVENTS

