

INDEPENDENCE

HEALTH

DEPARTMENT

**HEALTH PERMIT
GUIDELINES
for Temporary Events**

Food and Institution Division
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HEALTH PERMIT GUIDELINES FOR TEMPORARY EVENTS

Any group, organization or individual who is planning to operate a food/beverage operation during a fair, festival, auction or other temporary event must follow these procedures:

1. Apply for a Temporary Event Health Permit online at www.indepmo.org/Health/temphpermitapplication.aspx. The online application will require you to upload either your City of Independence Business License or a proof of non-profit status.
 - a. Proof of non-profit status may be an existing exemption letter from the Business Licensing Division, or:
 - b. Federal or State non-profit documents and a letter requesting exemption from Business Licensing requirements addressed to the Finance Department.

2. Applications can also be processed in person, by mail or by fax to 816-325-7074. The hard copy of this form can be found at <http://www.ci.independence.mo.us/Health/documents/TemporaryEventHealthPermitApplication.pdf>. Please provide a copy of your active City business license or a non-profit exemption letter from the City's Business Licensing Division.
 - a. A City itinerate (temporary) Business License can be obtained online at <https://www.ci.independence.mo.us/buslicense/EmpltinerantReq.htm>.
 - b. A non-profit exemption letter can be obtained in person from the Business Licensing Division of the Finance Department located on the second floor of City Hall, 111 E. Maple, Independence, Missouri, 816-325-7079. There is no charge for the letter verifying non-profit status.
 - You will need to submit Federal or State non-profit documents and a letter requesting exemption from Business Licensing requirements addressed to the Finance Department.

- Exception:** Certain large organized events may be exempt from acquiring a license/ non-profit exemption. Check with the event coordinator for more information.

3. Applications must be received no later than five (5) days prior to the event. The fee for a Temporary Health Permit is \$50.00 and must be paid at the time of application.

4. Each group, organization or individual with multiple booths must submit an application and fee for each booth.

5. Application must include a list of all food and beverage items to be served. This includes free samples offered to the public.
6. Home canned products are absolutely prohibited.
7. Temporary Health Permit fees are **not** waived for non-profit groups.
8. The Temporary Event Health Permit will be provided and posted during the health inspection of the operation on opening day.
9. Water that is sold to the public or given away must be prepackaged (bottled) from approved sources, and water that is used for washing utensils and hand washing, must be from a potable water source.
10. Food and beverages must be prepared and cooked onsite or must be prepared in an approved licensed kitchen and then transported to the site, including food samples. A copy of the license and most recent inspection report must be provided to the Health Department with the application. Proper containers for transporting must be used. Example: Hot foods must be transported in containers that can maintain an internal temperature of foods at 140°F or above. Cold foods must be transported in containers that maintain an internal temperature of foods at 41°F or below.
11. Preparation, cooking, or storage of food and beverage intended for sale to the public or given free to the public, cannot be prepared or stored in a home kitchen, as per City Code.
12. No bare hand contact with ready-to-eat foods is allowed. Proper use of utensils, disposable plastic gloves, or deli papers may be used to handle ready to eat foods.
13. Dispensing of ice: Proper utensils must be used for the dispensing of ice. A food-grade scoop with handle must be used to eliminate the possibility of hands contaminating the ice. The ice scoop must be properly stored to prevent contamination. Handle must be kept out of ice and reachable without hands touching ice. Ice must be obtained from an approved source.
14. Only single service items are allowed. Single service items such as cups, straws, plastic forks, spoons, knives, etc., must be used and should be stored in original packaging to protect from contamination. Dispense/display single service eating utensils handle up and plates or bowls inverted on clean surfaces. Dispensing of cups must be from the bottom or from a dispenser.
15. Reheating leftovers is not allowed. Foods that have been held hot must be discarded at the close of business each day.
16. Metal stem thermometers must be available for routinely checking temperatures of foods.

17. Hot Holding Equipment: If crock pots, steam tables, or other hot holding devices are used, they are to be used for the purpose of holding the internal temperature of foods at 140°F, and are not allowed to heat foods from a cold state. The Health Department requires that foods be heated to 165°F. The suggested method is to use a grill or propane stove to heat, then place the food into a hot holding unit maintaining an internal temperature of 140°F or above.
18. Adequate trash disposal containers with a tight fitting lid must be used at each food facility.
19. Hand washing facility must consist of running water, pump soap, individual paper towels, and a container used for the collection of dirty water. If the concession booth or trailer does not have a built-in hand sink, the Health Department will allow for a water container, such as a large water cooler. Container must have a valve or spigot that will remain open to allow for adequate hand washing. No push-button water containers will be allowed (see attached illustration).
20. A washing station must be properly set-up for washing, rinsing and sanitizing of all utensils used for the preparation of food/beverage. If the concession booth or trailer does not have a built-in three compartment sink, the Health Department will allow a system of three containers, such as plastic tubs, to be used in lieu of a three-compartment sink. The containers must be large enough to completely submerge the largest utensil used in preparation of food/beverage. When using chlorine bleach as a sanitizer for utensils, 50 parts per million (ppm) must be used. For 50 ppm, use ½ cap (not cup) of bleach per 1 gallon of water. In order to assure the correct amount of bleach being used, a chlorine test kit can be purchased at most restaurant supply outlets or a swimming pool supply business. When tested with a chlorine test strip, it should measure 50 ppm. Water should be changed often throughout the hours of operation (see attached illustration).
21. For the purpose of washing down table tops, counter tops and all equipment, a 100 ppm of bleach is required. This can be measured as a full cap (not cup) of bleach per 1 gallon of water. Wiping cloths must be stored in a sanitizing solution in between uses. This solution may also be chlorine bleach. If using chlorine bleach as a sanitizing solution for wiping cloths, 100 ppm is required. When tested with a chlorine test strip, it should measure 100 ppm.
22. Thermometers are needed in all refrigeration units, coolers and freezers. Cold foods must be kept at 41°F and below. Make sure all thermometers have been calibrated for correct readings.
23. Booth structure: All food booth operations must have overhead protection over food preparation, food storage, and dishwashing areas. If tarps are used for overhead protection, they must be “fire retardant” per Fire Department Code. Fire extinguishers must be provided for each booth cooking food products using flame or deep fryers.

24. No smoking, eating or drinking is allowed inside the booth. "No Smoking" signs must be posted. Unauthorized persons are to be kept outside the booth during hours of operations.
25. Person(s) for each shift must be designated to handle money only. This person or persons will not handle open food, ice, or other food related items.
26. No person shall work when sick. Any person who is infected with a communicable disease, such as a cold, flu or who has infected cuts or sores on his/her hands, arms or face, will not be allowed to work.
27. Hair must be restrained. If hair is long enough to touch the collar or the neckline of the individual's shirt, it must be properly restrained either with a hair net, or pulled back into a style of braid or ponytail. If the style of braid or ponytail is long enough to sweep over the shoulder then the braid or ponytail must also be restrained. The wearing of caps and or hats is an acceptable method for proper hair restraint; however, if long hair continues to exceed the collar or neckline, it must be restrained. All mustache and beards must be kept trimmed to a short length otherwise it must be restrained.
28. Wearing of facial jewelry or jewelry designed to be worn in a pierced tongue is strictly prohibited. This does not apply to jewelry in pierced ears.
29. Sweat Bands: During the hot weather season, the wearing of sweat bands are recommended, and must be changed as needed.
30. Fly Control: Each outdoor food booth must provide electrical fans for the purpose of controlling flies during the festival. Chemical sprays are prohibited.
31. Sufficient Electrical Power: When planning for the event, please consider all electrical appliances that will be used so the booth will have enough electrical power to assure refrigerated units, cooking units, lights, fans, etc., will work properly. Equipment failure may result in being unable to adequately maintain proper temperatures and loss of product.
32. Keeping Area Clean: The area around each booth facility must be kept clean throughout the operating day to prevent unnecessary accumulation of litter.
33. Liquid waste must be properly disposed of in an approved manner. The dumping of waste water onto the street, into a storm drain or directly onto the ground is in violation of City Code.

If you have any questions, please feel free to contact the City of Independence Health Department, Food and Institution Division at 816-325-7803.

Anyone working in a food booth or a concession trailer during a temporary special event, preparing or dispensing food and beverage items, must comply with the following:

- No jewelry shall be worn. This includes bracelets, watches, rings (except for wedding ring), etc. Facial jewelry such as eyebrow rings, nose rings, lip rings, chin rings, cheek rings and tongue studs are expressly prohibited by ordinance.
- No wearing of nail polish.
- No wearing of false fingernails.
- Fingernails must be trimmed short and kept clean.
- Hands and forearms shall be scrubbed with liquid soap and warm water for 10-15 seconds prior to handling food/beverage.
- When wearing disposable gloves for handling ready-to-eat foods, hands and forearms must be properly washed before putting gloves on.
- No bare hand contact with ready-to-eat foods. Per the City's Food Code, proper utensils such as tongs, spoons, spatula, gloves, or deli papers may be used for handling ready-to-eat foods.
- Gloves must be removed when leaving the food booth operation for any reason and disposed into a trash container.
- Gloves must be changed each time when changing from food products to other jobs such as using wiping cloth, cleaning equipment, etc.
- When to wash hands: After visiting the restroom or otherwise contaminating your hands (sneezing, wiping sweat from your brow, smoking, coughing, washing down tables and equipment, picking up trash, handling money, etc.).
- If there is any doubt about a food worker's health (not feeling well, achy, runny nose, etc.,) remove the person(s) in question from the food operation.
- Proper hair restraints must be used by each food service worker to minimize the possibility of hair falling into food and onto food contact surfaces. (Hair spray is not a sufficient hair restraint.)
- During the hot weather season, sweat bands are recommended by the Health Department (change as needed).

Procedures for Safe Sampling Methods

Food samplers must meet all food safety requirements. Additionally, the standards listed below must be met.

- No self-service from bulk food containers, including dip containers, allowed for sampling.
- The vendor must distribute samples individually to each patron utilizing a single-use medium.
- Patrons are not allowed self-service sampling, even if utilizing single service items such as toothpicks, sample cups, etc.
- Acceptable single use devices include toothpicks, sample cups, papers or individual crackers, pretzels, etc. Gloves must be worn when touching ready to eat food.
- Samples of potentially hazardous foods must be held at 41 degrees Fahrenheit or below; or at 140 degrees Fahrenheit or above.
- Food shall be protected from hair, coughs, sneezes, insects, and other contamination.
- It is the operator's responsibility to destroy foods which have potentially been contaminated or otherwise compromised.

Food Booth Checklist

The following list is a guide to help you prepare for the event:

- Temporary Food Event application, application fees, and business license submitted one week prior to event
- Hand washing facilities, equipment and materials
- Hair restrained, clean finger nails, no facial piercing, no jewelry
- Replacement workers for ill employees
- Thermometers (metal stem type)
- Ice/Cold food containers hold food at or below 41°F
- Hot food storage containers hold food at or above 140°F
- Food protection during storage, preparation, display and dispensing
- Booth construction: overhead protection over all prep, food storage and dishwashing, smooth cleanable work surfaces, food/drinks stored six inches off the ground,
- Electric fan(s) for outdoor events to circulate air over food preparation areas
- Dishwashing facilities, equipment, and materials
- Wiping cloths, container, and sanitizer
- Sanitizer test strips - provided and used
- Single-service items for customers
- Covered trash container
- Scoops have handles

The information in this document is for basic guidelines purposes. More specific requirements may be necessary for your individual circumstance.

EXAMPLE OF HANDWASH SET-UP

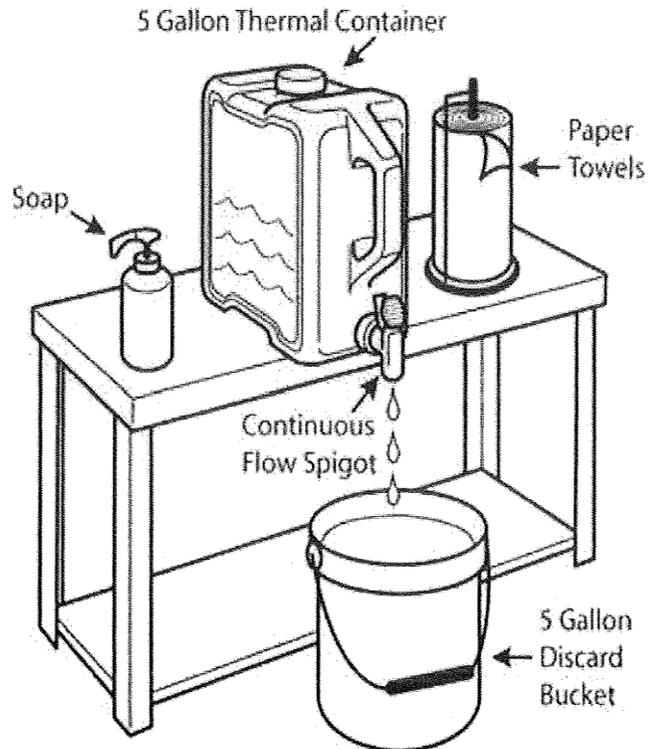
WASH HANDS

Before

- Starting to Work
- Handling Ready to Eat Food

After

- Using Restroom
- Sneezing
- Coughing
- Touching Raw Food
- Touching Face or Hair
- Eating or Drinking
- Emptying Garbage
- Smoking
- Any chance of contamination



EXAMPLE OF UTENSIL WASHING SET-UP

