



Temporary Food Event Guide

**This informational guide is for temporary food establishment operators.
It contains rules and guidelines for operating a temporary food establishment.**

What is a temporary food establishment?

A temporary food establishment is a place where food is prepared or handled and operates from the same location at a single event or celebration (i.e., fair, carnival, festival, etc.) for no more than 14 consecutive days.

Is a permit required to operate a temporary food establishment?

Yes! In Saint Louis County, each food stand that serves to the public must be permitted by the Saint Louis County Department of Public Health.

A temporary food permit can only be obtained at the same location once per year.

A Special Event Permit (from Public Works) is required prior to obtaining a Temporary Food Establishment Permit. Contact the Zoning Division (314-615-7866) in the Department of Public Works and the Licensing Division (314-615-5107) in the Department of Revenue for more information.

You will receive a permit prior to the event opening. The permit must be available for review. All events are subject to inspection by this department. A final inspection may be required at the event site prior to opening.

Is there a permit fee?

A \$35.00 fee is required for each temporary event. No refunds will be given to a vendor for failure to participate at each scheduled event.

What about non-profit organizations?

Non-Profit Organizations are exempt from paying fees, as long as they provide a copy of their **State Tax Exempt** Letter along with their application. They are, however, required to comply with all applicable provisions of the Saint Louis County Food Code by obtaining a permit and following the rules and regulations as set forth by the Food Code.

Why is a temporary food permit needed?

A permit acknowledges the vendor has met requirements designed to ensure food is being handled safely and is prepared under sanitary conditions. The Saint Louis County Food Code requires a temporary food permit to operate.

Who do I contact to obtain a temporary food permit?

Contact Saint Louis County Department of Public Health at: www.stlouiscountymo.gov

Location	Address	Phone	Fax
Central Office	6121 N Hanley Rd, Berkeley, MO 63134	(314) 615-0500	(314) 615-8951
North Office	715 Northwest Plaza Dr, St. Ann, MO 63074	(314) 615-7469	(314) 615-7439
West Office	74 Clarkson Wilson Centre, Chesterfield, MO 63017	(314) 615-0929	(314) 615-0925
South Office	4562 Lemay Ferry Rd, St. Louis, MO 63129	(314) 615-4027	(314) 615-4008



How soon should I start planning?

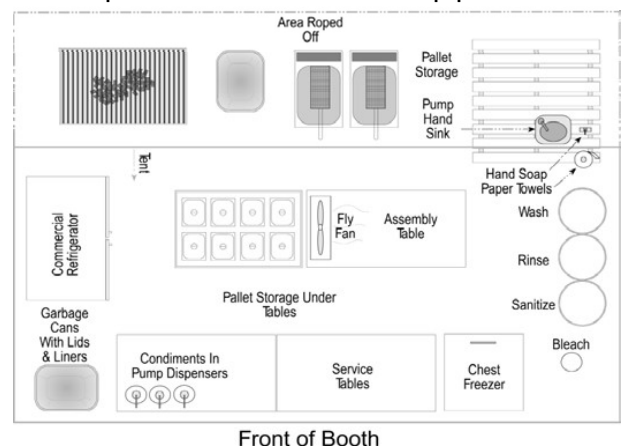
Begin preparations early. The Department of Public Health must receive the application(s) and proper fees at least **10 days prior to the event** to allow for review and processing. Personal checks, money orders, certified cashier's checks or cash are acceptable forms of payment for the permit fee. No payments will be accepted at the event.

Event Essentials

Check with the event organizer in advance for these event essentials:

- Water Supply
- Restroom Facilities
- Electrical
- Pest Control
- Garbage Removal
- Mechanical refrigeration is required. **No coolers are allowed for cold holding of potentially hazardous foods.**
- Hot foods must be held hot by mechanical heating devices such as steam wells. **No sterno's are allowed for outdoor events.**
- Provide rubbish containers in adequate number in and around the food stand. Empty them often to prevent flies, odors, and other nuisances.
- Do not empty grease and liquid wastes on the ground or street, and **not** into the storm sewage system.
- Use an approved backflow prevention device to protect water supplies that are connected to hoses.
- Supply **approved drinking (potable) water** for use in food preparation, utensil washing, and employee handwashing.
- Use **food-grade water containers** to transport water when pressurized water is unavailable. The containers shall be made of smooth, nonabsorbent material with tight fitting covers.

Sample Booth Layout Specific Event Essentials: Have sufficient electrical power available for all electrical equipment.



Construction/Layout

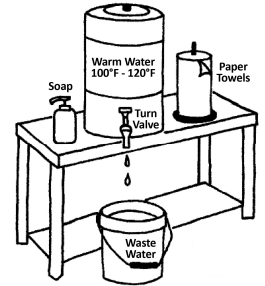
- **Temporary food establishment booth** shall be located on a hard surface such as concrete, asphalt that is not subject to wet conditions. The public shall be kept out of booth space by appropriate means of separation.
- **Temporary food establishment booth** should have overhead covers, such as tents or canopies, to protect food from poor weather conditions.
- **Temporary food establishment booth** shall be located 50 feet or more from livestock, garbage areas, restroom facilities and petting zoos.
- **Grilling** shall take place outside the booth and will need covering in case of inclement weather. Provisions shall be made to protect the public from hot equipment.



Sanitation and Hygiene

Proper Set-Up for Employee Hand Washing:

- Supply approved potable (drinking) water for employee hand washing. Any water hoses should be of food-grade quality and hose connections should be elevated off the ground.
- Hand washing stations must also have hand soap and disposable paper towels. All hand washing devices must be in the booth.
- When a hand sink with water under pressure is not available, a large picnic jug with a tap, a coffee urn or a portable camping sink with a **free-flowing spigot** shall be used. Provide a separate bucket under the water container to catch wastewater.



Proper Set-Up When Washing Utensils:

- Use an approved sink if pressurized water is available and follow these steps:
- 5-Step Utensil Washing Procedure: 1. Pre-clean; 2. Wash in hot soapy water; 3. Rinse in clear water; 4. Sanitize using an approved chemical sanitizer; 5. Air Dry.

Wash → Rinse → Sanitize

Note: You must check the concentration of the sanitizing solution with a chemical test kit designed for the type of sanitizer being used. The correct concentration for chlorine or bleach water is 50-100 ppm.

Liquid and Solid Waste Disposal

- Connect to an approved sewage collection system when available.
- **Do not** empty wastewater containers on the ground, street or into the storm sewer.
- Garbage must be kept in covered, lined, washable containers. Trash should be removed from containers frequently.
- Please refer to Non-Sewered Sanitation System Ordinance Section 609.100 (Waste Removal and Disposal) for requirements for temporary restroom facilities.

Proper Hygienic Practices

- Always wash hands **after** handling raw foods, using restroom, touching your face or hair, coughing or sneezing, smoking, disposing of garbage, or after any activity that may contaminate your hands.
- **Bare hand contact is prohibited** when handling ready-to-eat foods. Use utensils, tissue, or single-use gloves.
- Only food handlers are allowed in food service areas. Smoking and eating are not allowed inside the booth. Food handlers with cuts, wounds or burns shall wear both bandages and disposable gloves. Work clothes and aprons must be clean. Caps, chef hats, bandanas or other methods of hair restraint must be used. **Drinking is allowed provided the cup has a lid and straw that will not result in contamination of food or equipment.**



Food Handlers' Health

Food handlers shall:

- be **excluded** from the establishment if experiencing a foodborne illness such as Salmonella, Typhi, Shigella, E. coli, or Hepatitis A virus.
- be **excluded** from the establishment if experiencing diarrhea or intestinal illness. Call the Saint Louis County Health Department if you have questions.
- keep hands free of **open cuts or sores** of any kind. **Exclude** these employees from food preparation unless lesions are covered with an impermeable finger cot or stall, **and** a single-use glove.

Proper Storage of Cleaning Aids

Store cleaning aids away from food, equipment, utensils, and single-service articles. All chemicals must be used according to label directions. Properly label containers of poisonous or toxic materials for easy identification of content.

Approved Food Source

- All foods must be obtained from commercial sources such as local stores, distributors, or restaurants. Home-canned and home-prepared foods are **prohibited**.
- Any items canned in a permitted kitchen must have an approved HACCP plan and special processing certificate except for jams and jellies.
- Food establishment operators shall maintain on-site documentation of purchase place (receipts) and/or preparation place.

Equipment and Storage

- Commercial equipment and utensils that are in good condition/repair must be used when preparing food.
- Clean, covered, labeled food-grade containers must be provided for food storage.
- Use disposable plates, bowls, and utensils when serving to the customer.
- Condiments can be pre-packaged, dispensed from pumps or food-grade squeeze bottles, or served from containers with self-closing lids.

Food Safety

Avoid Cross-Contamination of Foods:

- Do not mix or use the same bowls and utensils when preparing raw foods and foods that will not be cooked before serving.
- Store raw food, especially meats, below or away from foods that will not be cooked before serving. If using chest type coolers for transportation, store raw and ready-to-eat foods in separate coolers.
- Use separate cutting boards for meat, poultry, and raw fruits and vegetables, or wash, rinse, and sanitize between uses.



Proper Cooking

Cook throughout and without interruption:

- Poultry, poultry stuffing, stuffed meat, and stuffing containing meat to 165°F for 15 seconds
- Ground beef/hamburger to 155°F for 15 seconds
- Uncooked brats or polish sausage to 155°F for 15 seconds
- Whole pork, beef roasts, and ham to 145°F for 4 minutes
- Pork chops/ribs to 145°F for 15 seconds
- Fish to 145°F for 15 seconds
- Raw shell eggs prepared for immediate service to 145°F for 15 seconds
- Fruits and vegetables cooked for hot holding to 135°F

Always check the final cooking temperature by using a food thermometer.

Cooking Tip: If food is being prepared in advance, it shall be prepared at a food establishment that is currently licensed and inspected by the Department of Public Health. Leftovers should be discarded at the end of the day. On-site food preparation processes shall be kept to a minimum.

If **Time as a Public Health Control** is used, prior approval shall be obtained from the Department of Public Health before procedures are demonstrated at the event.

Proper Temperature Control

- Use an approved thermometer which reads 0–220°F. Check temperatures while cooking and holding hot and cold foods.
- Keep cold-held foods at 41°F or below and hot-held foods at 135°F or above.
- Hot-holding options: steam tables, grills, ovens, heated cabinets, and hot boxes. **No sternos may be used for outdoor events.**
- Cold-holding units must be mechanical. **No ice may be used as a coolant for potentially hazardous foods.**

Ice Used for Consumption

- Ice must come from an approved (commercial) source. Maintain information on the source of the ice.
- Ice to be placed inside of cups for cooling drinks must be kept in a separate cooler, which shall be used only for that purpose. An ice scoop shall be used for transferring ice to drinking cup and shall be kept clean and stored so that the food handler's hands do not contact the ice.
- Non-potentially hazardous beverages can be stored in a separate container of ice provided the container can be drained.