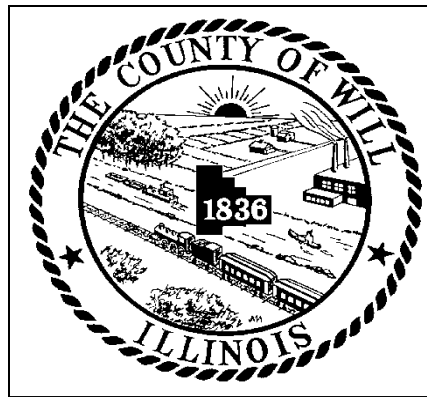


Will County Health Department

TEMPORARY FOOD
AND/OR DRINK SERVICE
ESTABLISHMENTS

Technical Release No. 4.0



WILL COUNTY HEALTH DEPARTMENT

323 Quadrangle Drive
Bolingbrook, IL 60440
(630) 679-7030
Fax (630) 679-7031

501 Ella Ave
Joliet, IL 60433
(815)727-8490
Fax (815)740-8147

44 Town Center
University Park, IL 60484
(708)534-5721
Fax (708) 534-3455

Revised 10/11

Category Guidelines for Temporary Food Service Permits

The Will County Health Department temporary food permit fees and operational requirements are based upon risk, types of food, and extent of food preparation. Please consult with the Will County Health Department prior to submitting fees to assist you in determining your proper category. Below is a brief list of Temporary Permit Categories and Fees.

Permit Category And Description	Examples of Food (not limited to)	Permit Fee per event
<p>LOW RISK - Prepackaged/Non-Potentially Hazardous Food</p>	<ul style="list-style-type: none"> • Prepackaged non-potentially hazardous foods • Popcorn/kettle corn • Cotton candy • Peanuts/nuts • Frozen novelties (non-potentially hazardous) • Prepared non-potentially hazardous drinks (ex: lemon shake-ups, frozen drinks) 	<p>\$45</p>
<p>MEDIUM RISK - Cooking with Limited Preparation</p>	<ul style="list-style-type: none"> • Hamburgers • Hot Dogs • Bratwurst and Sausage • Pizza • Meats/sandwiches • Chicken and other poultry • Fried Foods • Ice Cream • Cut fruit/sliced cheese 	<p>\$65</p>
<p>HIGH RISK - Smoking/Pig Roast (Long term cooking/holding) * HACCP plan required Or cooling/reheating</p>	<ul style="list-style-type: none"> • Pig Roast • Smoked meats • BBQ Beef/Pork/etc. • Smoked Meats • Cooled and Reheated Foods (ex. Spaghetti sauce, roasts, etc) 	<p>\$100</p>

-A \$10 late fee will be charged if vendor has not applied & paid for permit a minimum of 7 days prior to the event.

-Non-profit organizations, schools, churches, and government units will be charged 50% of applicable fees. Late fees are not discounted.

**Will County Health Department
Environmental Health Division
Temporary Food Service Establishment Guidelines**

Introduction

An application and a permit fee must be received by the Will County Health Department no later than 7 days prior to the event. The application includes a menu and vendor booth layout form on the back. Both front and back of the application must be completed for an application to be accepted. All vendors applying for a high risk permit for a pig roast or smoking, must also submit a HACCP plan.

An inspection will be performed by a Will County Health Department representative prior to operating.

You may not sell any food or beverages until the inspection is completed and a permit is issued.

The Will County Health Department temporary permit must be displayed for the public to see.

Organizations such as governmental units, schools, churches and other non-profit groups and organizations will be charged 50% of applicable fees. However, the late fee will not be discounted.

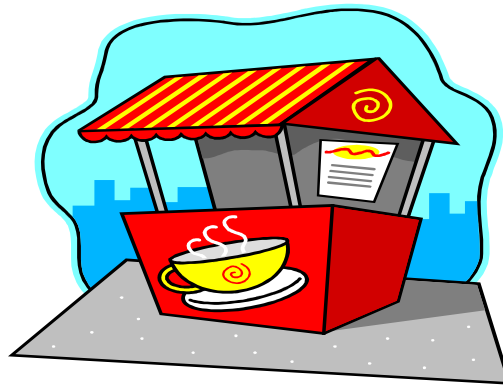
Food Source

All food, water, and ice must come from an approved commercial source. Foods prepared, processed, or stored in residential properties are prohibited. Proof of source shall be provided and may include providing a copy of the necessary permits for pre-packaged items. All pre-packaged items must be labeled with ingredients list, net weight, and manufacturers information. All ground meat intended for use in sandwiches shall be purchased in patty form only. All prepared foods and /or beverages which are not used must be destroyed at the end of the day.

Vendor Booth Layout

The vendor booth layout form on the back of the application must be completed to show the location of the equipment that is going to be used. The layout consists of the floor construction, canopy construction, physical side barriers, equipment being used, preparation area, hand washing area and dishwashing area. A means of pest control must be provided (screens, fans, food covers, etc.). Floor construction must be a hard surface or canvas. If the booth is on grass or gravel, ground cover must be provided. A canopy or tent must provide overhead cover to protect food. Physical side barriers must separate the food prep area from customers. Grilling should take place outside the booth and also should be protected from public access.

All food service operations shall take place in an approved food stand. The only exceptions to this are: the dispensing of soft drinks, bottled water, beer, and open, non-controlled flame cooking. However, after the food has been cooked, it must be immediately transported into the food stand.



Food Stand Construction

The walls, floors, and ceiling shall be constructed of wood, canvas, or other material which will protect the interior from contamination.

Wood and wood framing shall be freshly painted so it is smooth, easily cleanable, and nonabsorbent.

Floors in the food preparation area shall be well drained concrete or asphalt. If this is not feasible, a temporary floor shall be constructed of wood or canvas.

Light bulbs in the food preparation area shall be shielded or be of “shatter resistant” construction.

Food Storage

All potentially hazardous foods shall be maintained at an internal temperature of 41 °F or below or at an internal temperature of 135 °F or above. Note: “Potentially hazardous food” means any food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

Proper mechanical refrigeration must be provided at booth for storage of all potentially hazardous foods. Insulated coolers and ice are prohibited for use for food storage. Cambro units may be used only for transportation of foods, not for storage.

Wet storage (non-drained ice) of food is prohibited, except for cans of soft drinks, bottled water, and beer may be stored in non-drained ice. The water must contain at least 50 ppm chlorine and changed as needed.

All food shall be covered and stored at least six inches off the ground. All food must be stored (i.e. covered) to prevent contamination from insects.

Refrigeration trucks and remote storage trucks shall be inspected and comply with temporary event regulations. These include providing mechanical refrigeration, maintaining proper temperatures of food, and proper food protection during storage.

Food Preparation and Service

Potentially hazardous food preparation shall be kept to a minimum. Potentially hazardous foods can only be thawed in mechanical refrigeration units or can be cooked frozen. Thawing outside or at room temperatures is prohibited.

If food is being transported to the event, required food temperatures must be maintained. Hot food must arrive at the event at an internal temperature of 135°F or hotter. Cold food must arrive at an internal temperature of 41°F or colder.

All foods are to be cooked or heated to proper internal temperatures as listed on page 7 and according to health codes. All hot foods must be held at an internal temperature of 135 °F or above. Any smoking or long term cooking will require a detailed HACCP plan including the flow of food with all hazards and critical limits identified and detailed record keeping. HACCP forms are available at the Will County Health Department.

Condiments shall be individually packaged or dispensed from a container which protects the condiment from contamination. Condiments that cannot be poured shall be dispensed from a container with a self-closing lid.

Food and ice shall be handled with scoops, tongs or other serving utensils. These utensils shall be stored in the food with handle extended out of the food or clean and dry.

COOKING TEMPERATURES

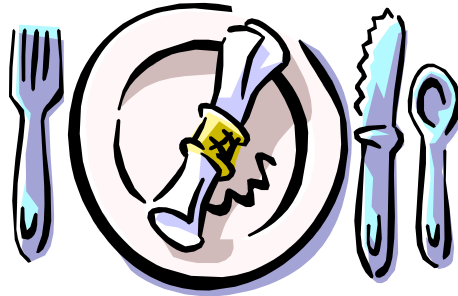
POULTRY	165°F FOR 15 SECONDS
GROUND BEEF AND PORK	155°F FOR 15 SECONDS
HOT DOGS, BRATS, AND HAMBURGERS	155°F FOR 15 SECONDS
FISH AND SEAFOOD	145°F FOR 15 SECONDS
REHEAT FOODS TO	165°F FOR 15 SECONDS
HOLD HOT FOODS	135°F

Equipment and Utensils

Only single service utensils (forks, knives, spoons, plates and cups) shall be provided to the customer. No single service article can be reused.

Single service articles shall not be stored on the floor or ground and shall be protected from contamination at all times.

Single service cups shall be dispensed from an approved tube dispenser or from the plastic shipping wrap surrounding each stack of cups.



Food contact equipment and surfaces shall be smooth, easily cleanable, non absorbent, of food-grade materials and be in good repair. Chipped or cracked enamelware, wood, or galvanized surfaces are not acceptable food contact surfaces. Wood utensils are prohibited.

Each mechanically refrigerated unit shall be provided with an accurate thermometer.

Each stand which serves potentially hazardous foods shall have, and use an accurate metal stem-type thermometer. Thermometers are to be cleaned and sanitized before and after each use.

Cleaning

After each use, all equipment and food contact surfaces, (except cooking surfaces) shall be thoroughly washed (hot, soapy water), rinsed (clean water), sanitized in a solution of 50 to 100 ppm available chlorine or 200 ppm quaternary ammonia (quat) solution, and air dried. Containers used for ware washing shall be large enough to hold the utensils and equipment being washed. Cooking surfaces shall be cleaned and sanitized as needed.

Wiping cloths used for cleaning food contact surfaces shall be clean and shall be stored in a separate sanitizing solution of at least 100 ppm chlorine or 200 ppm quat between uses. Another separate cloth and solution shall be used for nonfood contact surfaces.

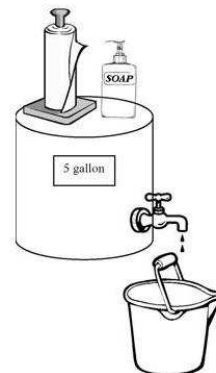
Accuracy of sanitizers must be checked by using the appropriate chlorine or quat test kit depending on which sanitizer is used.



Personal Hygiene

No person with infected cuts, burns, or boils on their hands or arms; with diarrhea; or with a respiratory infection; shall work in a food stand.

A means of hand washing with water, soap, and paper towels shall be provided. This may be done by using a container of water with a spigot and bucket to catch waste if running water is not available. Water must be from a potable source.



Hands and the exposed part of arms must be thoroughly washed before starting work, after using the toilet, when changing tasks, after smoking, eating, or drinking. Single use antibacterial wipes or hand sanitizers can only be used when serving prepackaged non-potentially hazardous food/beverages.

Disposable gloves, deli tissues or utensils shall be provided for use as a barrier between hands and ready to eat foods. Bare hand to food contact is not allowed with ready to eat foods.

Fingernails shall be clean and trimmed. Employees must wear clean clothing and use an effective hair restraint (i.e. hairnet, cap, and visor).

No eating, drinking, or smoking is permitted in food preparation or serving areas.

Water Source

All water must be from a potable source. When utilizing a hose, the hose must be food grade (recreational vehicle/drinking water) and have backflow prevention. Garden hoses are NOT allowed.

Waste Disposal

No drain lines from beverage dispensing equipment, ice machines, etc. shall pass through the ice bin or other storage containers of exposed food.

All liquid wastewater shall be disposed into public sewers in a manner that does not create a public health nuisance or hazard.

All fats, oil and grease shall be disposed into waste grease barrels provided on the grounds for this use.

All garbage shall be discarded into the covered garbage disposal containers provided on the grounds for this use.

The food stand operator shall keep the grounds surrounding their stand free of scraps, paper, and other debris.

Important Items to Remember:

- √ **Sanitizer and proper test kit. (pg 9)**
- √ **Proper means of Handwashing.
(pg 9- 10)**
- √ **Mechanical Refrigeration at booth and
for storage. (pg 5-6)**
- √ **Maintaining proper temperatures of
food including storing, cooking and
holding. (pg 6-7)**
- √ **Dial Stem Thermometer with reading of
0-220°F for monitoring temperatures
of food. (pg 8)**
- √ **Hair Restraint such as Hat, Visor, or
Hairnet. (pg 10)**
- √ **Gloves or barrier protection for
handling of ready to eat foods. (pg 10)**
- √ **Provide source and proper labeling on
prepackaged foods. (pg 3)**

Other Items and Notes:

**Will County Health Department
Environmental Health Division
Temporary Food Service Establishments**

Self Inspection Checklist to use during the event:

The following list is to assist you in conducting a self-inspection of your food stand before you open. Carefully read the attached "Temporary Food Service Establishment Guidelines" for more complete information.

SR # _____ Date _____
Name of Event _____
Sponsor _____
Contact's Signature _____

- * Submit completed application, booth layout and fee to the Will County Health Department more than 7 days prior to this event.
- * Potentially hazardous food preparation shall be limited.
- * Walls, floors, and ceilings shall be constructed of wood, canvas, or other material which will protect the interior from contamination. All wood shall be painted. When floors are not concrete or asphalt, a temporary floor of wood or canvas shall be constructed. Ceilings are required in food preparation areas. Walls are to be constructed so that they create a barrier between the establishment and the public. If screens are not used, another approved means of pest control must be used.
Pest Control _____
- * Provide multiple clean utensils to replace the soiled ones as needed and provide 3 buckets to wash, rinse, and sanitize soiled utensils. All equipment, utensils, etc. must be in good condition (No chips, cracks, pitting, etc.) Wood utensils are prohibited. Wash containers should be large enough to hold soiled utensils. Detergent, sanitizers, and a sanitizer test kit must be available in each stand where utensils are cleaned.

- * Provide a bucket of sanitizer containing wiping cloths or spray sanitizer with paper towels for food contact surfaces. An approved sanitizer solution which provides 100 ppm chlorine can be checked for accuracy by using a chlorine test kit.

Sanitizer used _____ **Concentration** _____ ppm

- * Provide a means of washing hands which includes water, hand soap, and disposable towels. Single use wipes or hand sanitizer use is allowed when serving pre-packaged foods/beverages only.
- * Provide sufficient **mechanical refrigeration** at booth which will hold potentially hazardous food temperatures below 41° F at all times. These units, both refrigerators and freezers must have accurate thermometers.

Cooling unit temperatures: _____, _____, _____

- * Provide an accurate metal stemmed thermometer (not glass) which reads from 0-220°F for checking food temperatures.
- Food temperatures:**

Name of food:

Temperature :

- * Provide hot holding equipment that will maintain hot food temperatures of 135°F or above when required.
- * Effective hair restraints must be worn by all employees including caps, visors, or hair nets.
- * Provide means of storing all food and food products off the ground.
- * Storage trucks and/or refrigeration trucks are of temperature and comply with necessary requirements.

APPLICATION FOR TEMPORARY FOOD EVENTS

WILL COUNTY HEALTH DEPARTMENT

323 QUADRANGLE DRIVE
 BOLINGBROOK, IL 60440
 (630) 679-7030
 FAX (630) 679-7031

501 ELLA AVENUE
 JOLIET, IL 60433
 (815)727-8490
 FAX (815) 740-8147

44 TOWN CENTER
 UNIVERSITY PARK, IL 60466
 (708) 534-5721
 FAX (708) 534-3455

Name of Event _____ Foodservice Operator _____

Location of Event _____ Establishment _____

City, State, Zip _____ Street _____

Sponsor _____ City, State, Zip _____

Contact Person _____ Contact Person _____

Contact Ph# _____ Establishment Ph# _____

Contact Email _____

Dates of Event: _____

Date and Time when ready for Inspection: _____

Menu: _____

All food prepared onsite or at remote location (name and address): _____

*I have read the WCHD Technical Release No. 4 regarding Temporary Food Establishments and will comply with the requirements. **Signature of Applicant:** _____ **Date:** _____*

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TEMPORARY EVENT FEE SCHEDULE:

Please consult with WCHD Environmental Health Division to determine your applicable fee

Category	Fee	Fee with Late Fee
Low Risk	\$45	\$55
Medium Risk	\$65	\$75
High Risk	\$100	\$110

Governmental Entities, schools, churches, and non-profit (NFP) groups pay 50% of temporary permit fees however are still subject to the full \$10 late fee. Non-profit organizations will be required to provide proof of their NFP status.

(a \$10 late fee will be charged if vendor has not applied & paid for permit a minimum of 7 days prior to the event)

(All fees paid are not refundable. Make checks payable to the **Will County Health Department**. Credit Card payments make at www.govpaynow.com and use PLC7078)

FOR OFFICE USE ONLY

DOCUMENT : **SR#** _____ TODAY'S DATE _____

PERMIT FEE PAID _____ DATE PAID _____ CHECK # _____

RECEIVED BY _____ RECEIPT # **RP** _____ Credit Card Trans # _____

Temporary Food Establishment
Booth Construction



Above, please provide a sketch of the basic set-up of your temporary food booth. Please include all equipment (tables, holding units, etc.), serving area, food preparation area, ware washing area, and hand washing station. Also, provide the extra information below.

Floor Construction: _____

Canopy Construction: _____

Barriers to Public: _____

Pest Control Measures: _____

Means of Hand Washing: _____

Mechanical Refrigeration/Freezer Units (# and type): _____

Source of Water Supply: _____

Wastewater Disposal: _____

WILL COUNTY HEALTH DEPARTMENT

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Bolingbrook, IL 60440
(630) 679-7030
(815) 740-4419
Fax (630) 679-7031

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Joliet, IL 60433
(815) 727-8490
Fax (815) 740-8147

44 Town Center
University Park, IL 60484
(708) 534-5721
(815) 727-8803
Fax (708) 534-3455

Temporary Food Service Establishments Self Inspection

The following list is to assist you in conducting a self-inspection of your food stand before you open. Carefully read the Temporary Food Service Establishment Guidelines for more complete information.

SR # _____ Name of Event _____ Sponsor _____

Date _____ Contact's Signature _____

Only potentially hazardous foods requiring limited preparation shall be prepared or served. Preparation or service of other potentially hazardous foods is prohibited.

Walls, floors, and ceilings shall be constructed of wood, canvas, or other material which will protect the interior from contamination. All wood shall be painted. When floors are not concrete or asphalt, a temporary floor of wood or canvas shall be constructed. Ceilings are required in food preparation areas. Walls are to be constructed so that they create a barrier between the establishment and the public. If screens are not used, another approved means of pest control must be used. Pest Control _____

Provide multiple clean utensils to replace the soiled ones as needed or provide 3 buckets to wash, rinse, and sanitize soiled utensils. All equipment, utensils, etc. must be in good condition (No chips, cracks, pitting, etc.) Wood utensils are prohibited. Wash containers should be large enough to hold soiled utensils. Detergent, sanitizers, and a sanitizer test kit must be available in each stand where utensils are cleaned.

Provide a bucket of sanitizer containing wiping cloths or spray sanitizer with paper towels for food contact surfaces. An approved sanitizer solution which provides 100 ppm chlorine can be checked for accuracy by using a chlorine test kit and an approved quaternary ammonia sanitizer (quats) which provides 200ppm can be checked for accuracy by using a quats test kit.

Sanitizer used _____ Concentration _____ ppm

Provide a means of washing hands such as single use wipes or hand sanitizer. When facilities are available, hand soap and paper hand towels shall be provided.

Provide sufficient **mechanical refrigeration** which will hold potentially hazardous food temperatures below 41°F at all times. These units, both refrigerators and freezers must have accurate thermometers. **Cooling unit temperatures:** _____, _____, _____, _____, _____

Provide an accurate metal stemmed thermometer (not glass) with reading from 0-220 ° F for checking food temperatures. **Food temperatures:**

Name of food:					
Temperature :					

Provide hot holding equipment that will maintain food temperatures of 135°F or above when required.

Effective hair restraints must be worn by all employees including caps, visors, or hairnets.

Provide means of storing all food and food products off the ground.

Storage truck and/or refrigeration trucks are of temperature and comply with temp event regulations.

Fax or mail completed form to local Will County Health Department office within 5 days after the event.