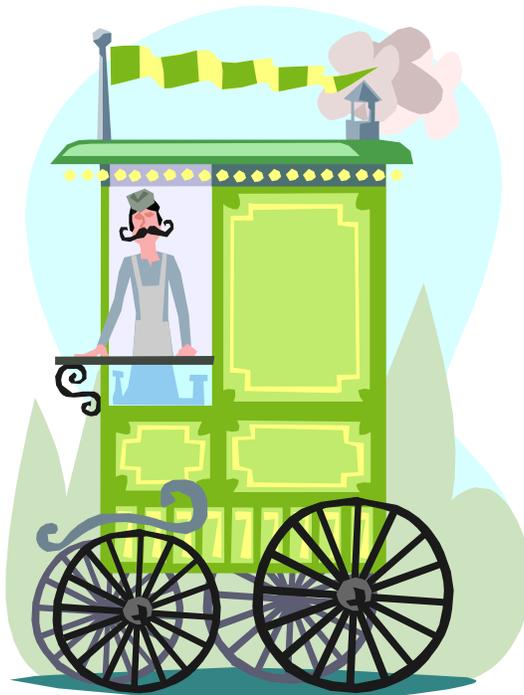


Checklist for
Retail Food Facilities
Operating with
Temporary Licenses
In PA



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This document is not intended to be an all inclusive list of requirements for food facilities operating with *temporary licenses*, but instead is intended to be brief guidance of minimum facility and operating practices for facilities holding temporary licenses in PA.

The integrity of food cannot be in question, nor can sanitation standards be compromised just because a retail food facility will operated on a temporary basis.

Definitions:

Temporary food facility (TFF)--A food facility that operates for a period of **no more than 14 consecutive days** in a fixed location **AND** in conjunction with a single **event or celebration** (such as a fair, festival, carnival or other transitory gathering).

Temporary license (TL)--Either of the following:

- (i) A license that is the following:
 - (A) Issued to the operator of a temporary food facility (TFF).
 - (B) Valid for the duration of a particular event or celebration (such as a fair or carnival) of no more than 14 days duration (whether these days are consecutive or nonconsecutive).

- (ii) A license that is the following:
 - (A) Issued to a food facility operator operating a food facility, whether stationary or mobile.
 - (B) In operation for a total of no more than 14 days within a particular calendar year.
 - (C) Not in conjunction with an event or celebration.

Temporary License Facility—(TLF)- A facility holding a TL

General:

- A. An owner/operator holding a temporary license (TL) must either be in conjunction with an event (TFF), as indicated above, OR only operate for less than 14 days per year, if not in conjunction with an event.
- B. All food must be clean, wholesome, free from spoilage, free from adulteration, and safe for human consumption.
- C. All food shall be from approved sources. Food prepared in a private home can only be used if that facility is licensed/ registered and inspected by the Department. Un-inspected foods MAY NOT be sold from a retail food facility.
- D. Food must be protected from contamination at all times during storage, preparation, cooking, serving and display.**
- E. A person-in-charge (PIC) must be present in the facility at all times.

Employee Health:

- A. All persons with signs, symptoms or diagnosis with any foodborne illness must report to the PIC
- B. The PIC is responsible for reporting diagnosis of illness to the Department and impose any exclusions and restrictions on the ill employee according to The Food Code, as necessary.

Physical Facilities:

A. Walls and Ceilings:

- a. Overhead protection is required at all times in storage, preparation, cooking and serving areas.
- b. Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows.
- c. If a TLF is *not* provided with windows and doors that are closed and tight fitting AND/OR have windows and doors that are kept open for ventilation purposes or service of food to consumers, THEN openings must be protected against the entry of insect and rodents via screens, air curtains, or other effective means.
- d. In situations where **limiting conditions** exist that prevent entrance of insects and rodents, such as excessive smoke production, weather, etc., outer openings need not be protected AND the limiting condition protects ALL exposed foods in the TFF. In this case however, it is recommended that, “drop down” walls (covers, screens, etc.), constructed walls, air curtains or similar, be *readily available, but not necessarily in place*, for use, in case of inclement weather or the limiting condition ceases to protect from insect entry or airborne contaminants.
- e. Outer opening protection is not necessary in situations where ALL foods within the TFF are covered and **protected**, no preparation occurs and/or no foods are exposed except during service to an individual consumers order. In this case however, it is *recommended* that, “drop down” walls (covers, screens, etc.), constructed walls, air curtains or similar, be *readily available, but not necessarily in place*, for use in case of inclement weather, lack of the limiting condition, or lack of food protection to protect from insect entry or contamination of food.

B. Floors:

- a. Food facilities may not be located in areas having no floor protection.
- b. Floor protection may include, pallets, concrete, asphalt/blacktop, wood sheeting, linoleum, tile or other similar materials to control ground dirt and debris.

C. Restrooms:

- a. Restrooms must be readily available for employee use.

D. Handwashing Facilities

- a. Each TLF must supply a sink or basin for handwashing.
- b. Each sink or basin must have a sign indicating, “Employees must wash hands”.
- c. Each sink or basin must be supplied with clean, potable, warm (100°F) water for employee handwashing.
- d. Each handwashing station must include: soap, single use paper towels, and a waste receptacle.
- e. Each handwashing station must have an acceptable water supply and waste water collection container.
- f. Chemically treated towelettes may NOT be used in place of handwashing UNLESS all food is pre-packaged and handwashing sinks or basins are not available.

E. Water Supply:

- a. All TLF must be provided with hot (110°F) and cold running water piped to the facility OR have an adequate supply on hand for cooking, cleaning, and handwashing.
- b. Water must be stored in clean, covered containers with dispensing spouts.
- c. Water container shall not leak or drip.
- d. The supply must be adequate to accomplish necessary tasks.
- e. In the case where hot water is not piped to the TLF, a source of hot water must be available. The container shall not leak or drip. Hot water must be protected, but can be poured or dispense via a spigot.
- f. The water supply need not be under pressure in a TLF.

F. Sewage and Waste Water:

- a. Each TLF not supplied with built-in waste collection systems must provide a minimum of 15% greater capacity than the fresh water supply container (plastic, galvanized, etc.) with a tight fitting lid for retention of ALL wastewater prior to final disposal.
- b. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).

G. Refuse:

- a. All TLF must be supplied with an easily cleanable and leak-proof waste and refuse container with a tight fitting lid. The lid must be in place when not in immediate use.

H. Dishwashing Facilities:

- a. Single service articles must be used unless adequate dishwashing facilities are available and used.
- b. Adequate facilities include; sinks, containers or buckets (separate from handwashing sinks and basins) set up for accomplishing a three-step method of dishwashing.
- c. A one or two basin set up may be approved by the Sanitarian when only spatulas, tongs or other similar serving utensils are used AND the facility

can accomplish the 3-step method of washing rinsing and sanitizing using the approved number of sinks.

- d. A TLF may use a cleaning depot site located in another area on the grounds of the event or celebration, as long as suitable numbers of utensils and equipment are provided at the TLF in case of accidental contamination.
- e. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately.
- f. Appropriate sanitizer testing devices (strips, titration kits) must be available in the TLF at all time.

I. Equipment:

- a. All equipment must be easily cleanable, durable, free of breaks, cracks & crevices, made of appropriate materials, well constructed, and adequate for the intended use.
- b. All equipment must be appropriately maintained.
- c. All equipment shall be installed according to all appropriate federal, state or local code requirements for construction and fire safety. The TLF owner is responsible to ensure these requirements are met.
- d. Refrigeration and cold holding units
 - i. All cold holding units must be capable of reaching and maintaining 41°F or below when in use.
 - ii. Each unit must be supplied with an accurate thermometer.
- e. Cooking and hot holding equipment:
 - i. All cooking units shall be capable of cooking foods to their appropriate temperatures.
 - ii. Hot holding units must be capable of holding foods at 135°F or above.
- f. In situations where outdoor barbeque pits or grills are going to be used, the grill or pit must have overhead protection such as, grill cover lids, awnings, building structures, etc... that are fire retardant and can be cleaned free of grease residue. Preparation at the grill may not occur. Foods must be removed and placed in protected locations for further preparation, cutting or service.
- g. Ice storage units
 - i. Ice used in the preparation of drink beverages or for other purposes where ice will be consumed **MUST** be stored in a clean, easily cleanable, non-porous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. An ice chest may be used for this purpose. Styrofoam coolers may be used only if the inside of the container and lid are lined with food grade liners.
 - ii. **ALL** ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice **OR** outside the ice on a clean surface protected from contaminants.

- iii. Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non- potable.
- iv. Personal drinks **MAY NOT** be stored in potable ice chests.
- v. Packaged foods, including drinks, whose packaging is **NOT** subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous draining of melting ice reduces the potential for contamination, therefore in these situations; it is recommended that ice bins be effectively drained.

J. Food Safety and Handling:

- A. All foods shall be kept out of the temperature danger zone (41°F to 135°F).
- B. All food shall be protected at all times from environmental and other sources of contamination.
- C. No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.
- D. Stockpiling of hot dogs, sausages etc... for stock or display is prohibited, unless all areas of the food (surface and interior) are above 135°F or below 41°F.
- E. All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged if not made on site.
- F. Cool all foods rapidly from 135°F to 41°F.