MONTANA DEPARTMENT OF HEALTH AND HUMAN SERVICES
FOOD AND CONSUMER SAFETY BUREAU

REQUEST FOR LICENSE EXEMPTION
NON-PROFIT ORGANIZATION TEMPORY FOOD SERVICE ESTABLISMENT

PLEASE COMPLETE THIS FORM AND RETURN IT WITH A COMPLETED TEMPORARY FOOD SERVICE PLAN REVIEW APPLICATION TO YOUR SANITARIAN'S OFFICE AT LEAST ONE (1) WEEK BEFORE YOUR EVENT OR FUNCTION

RAVALLI COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

215 S 4TH STREET SUITE D, HAMILTON, MT 59840
phone (406) 375-6565 email RCEH@RC.MT.GOV

GENERAL INFORMATION

Organization Name _____ Non-Profit # _____
Non-Profit Address _____ email _____
Contact Person_____ Ph # _____ email _____

EVENT _____
LOCATION _____
DATE (S) _____

* I certify that the above named organization nonprofit and is tax-exempt as allowed under 26 USC 501.

Signature _____ Date _____

PROPOSED MENU

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

++++++++++++++++++++ HEALTH DEPARTMENT COMMENTS +++++++++++++++++

_____
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_____
Sanitarian Date

SAFE FOOD HANDING PROCEDURES

All foods must be from an approved source. (i.e. — inspected and licensed facility with appropriate labeling)

Potentially hazardous foods include milk, meats, poultry, dairy products, and fish. It also includes beans, rice and potatoes — when these food items have been cooked. All of these products must be stored at proper temperatures. COLD is below 41 degrees — HOT is 135 degrees or above. There are no exceptions. Regularly check thermometers in refrigerators and use metal stem thermometers to check temperatures of foods.

Do not store raw meat, poultry, or fish above or next to cooked or ready to serve foods in refrigerators. All food should be covered while in storage (unless it is cooling).

Frozen potentially hazardous foods must be thawed in a refrigerator or under cold running water. Some foods may be thawed in a microwave if they are to be cooked immediately afterwards.

Food preparation surfaces and utensils must be cleaned and sanitized after each use.

Wiping cloths should be kept in a sanitizing solution, ready to use. Sanitizer can be chlorine (bleach) base 100 ppm, iodine 12.5 ppm, or quaternary ammonia 200 ppm.

Keep preparation and handling times of potentially hazardous foods to a minimum. The temperature danger zone is between 41 degrees and 135 degrees. This is when disease causing bacteria multiply quickly. Avoid leftovers — prepare food for each day's use.

Cook and reheat foods thoroughly and quickly. Potentially hazardous foods must be reheated rapidly to 165 degrees. Use a thermometer. Don't guess.

Potentially hazardous foods that have been cooked and are to be kept as leftovers, must be cooled to below 41 degrees within 6 hours. They must be gotten to below 70 degrees within the first two hours of this cooling process. This can be accomplished by placing the food in small quantities in shallow containers (3 inches deep) and placing them in the refrigerator immediately. They should be left uncovered until cooled.

Potentially hazardous foods in steam tables must be kept at 135 degrees or above. Foods must first be cooked or reheated to correct temperatures. Steam tables should not be used for either cooking or reheating.

Food handlers must wash their hands after using the restroom, after smoking, after eating, or after touching any raw meats, poultry or fish. Wash hands before preparing foods,

Every attempt must be made not to touch ready to serve foods with bare hands. Use utensils or gloves.

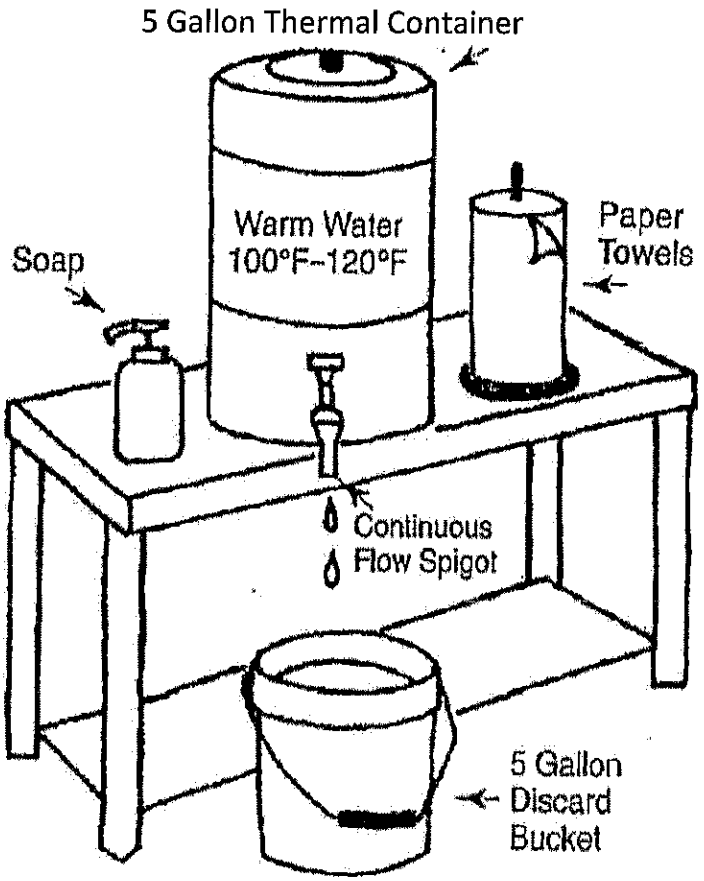
Persons with respiratory illnesses (coughs, sneezing, etc...), infected wounds, boils, diarrhea or other gastrointestinal illness, must not handle food.

Food handlers should have proper hair restraint.

All toxics — including cleaners, medicine, chemicals, insecticides, etc. — should be stored in a way that they could not come in contact with food or food preparation surfaces.

Contact the Environmental Health office at 375-6565 if you have any questions or for further information.

Handwashing Station



The temporary handwash station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of water (100°F — 120 °F) running water, soap, paper towels, garbage can and a 5-gallon bucket to collect the dirty water (with tight-fitting lid for spill-free transport to sanitary sewer disposal site).

Ravalli County Environmental Health
215 South 4th Street – Suite D
Hamilton, MT 59840
(406) 375-6565
FAX (406) 375-6566

The potential for a food-borne illness outbreak from improperly prepared food associated with temporary events is great. Such an outbreak would result in serious liability for event sponsors and would threaten the future of food vending at popular events in the community. The State of Montana and the Ravalli County Health Department have adopted rules to make sure this doesn't happen to you. It is your responsibility to follow these rules. Proper hand washing, thorough cooking and holding food at proper temperatures, and preventing cross-contamination are key elements of food safety at temporary events. Remember: Following these simple guidelines can help prevent food-borne illness from occurring at your event!

Please read through the attached TFS rules and guidelines and complete the plan review checklist at least two weeks before you will be operating. If your TFS is approved, you must complete a license application and submit the required fee payable to the Montana Department of Public Health and Human Services for your TFS license. The license fee may be waived if you are a non-profit organization.**

Your TFS license is valid for temporary events lasting 14 consecutive days or less. The license is good only for the physical location of the business and does not give blanket approval to serve food at other locations or events.

If you have any questions, please contact the Environmental Health Office at 375-6565.

* A public event is one to which the general public has access. When a club or non-profit group sells or gives food exclusively to its membership it is not subject to these requirements.
** An organization with an official IRS 501 C-3 status that serves food to the public for fewer than 14 days in a calendar year is exempt from the state license fee requirement. However, it is required to submit a request for a license exemption and to comply with all state and local rules pertaining to TFS establishments.

PLAN REVIEW GUIDELINES
FOR TEMPORARY FOOD SERVICE OPERATIONS

Please use this guide when filling out the Temporary Food Service Checklist.

Potable Water Source: Water for cooking and hand washing must be obtained from an approved source. Approved sources include a license restaurant, convenience store, or grocery store. Unapproved sources include private residences, most outdoor hydrants, and gas stations or convenience stores that are not inspected by the health department (don't have a food license).

Sanitary Sewer Source: All wastewater generated at the site (cooking, hand washing, etc.) must be disposed of in an approved sanitary sewer source, such as a mop sink in a bathroom facility. Wastewater may not be disposed of on the ground or in a sink designated for hand washing.

Restroom Availability: Restrooms must be available within 200 feet. Restrooms should have hand washing facilities. If they do not, a hand wash station at the food booth will be a requirement regardless of the extent of food preparation.

Commissary Location: Foods must be made in a licensed kitchen and pre-wrapped for service at TFS site. An approved kitchen location must be use both for food prep and to clean and sanitize food equipment and utensils. Provide a letter from the commissary granting permission for use of kitchen facilities.

Site plan must show the location of the temporary food booth at the site. Indicate the location of restroom facilities, which must be within 200 feet.

Complete description of the booth must indicate what will be used for overhead cover, smooth, cleanable, nonabsorbent flooring, and walls (if necessary). The floor plan of the booth must include the location of all equipment, the hand wash station, storage for personal items away from food and dry goods and food storage areas.

Menu must include all items you plan to serve, including ice, pre-packaged foods, single-serve foods, canned or bottled products. Note which foods you will actually prepare or handle on the vending site. Indicate where pre-packaged foods are purchased (no foods from home kitchens).

Equipment list must include all equipment which will be at the temporary food service site. Include cutting boards, utensils, cooking and hot holding equipment, coolers and cold holding equipment, tables, etc. Provide equipment make and model numbers for all cooking and cooling equipment.

TEMPORARY FOOD SERVICE CHECKLIST

TO BE COMPLETED WITH LICENSE APPLICATION
DATE OF APPLICATION: ____ /____ /____
NAME OF FUNCTION OR EVENT: _____
DATE(S): _____

APPLICANT INFORMATION:
NAME OF FOOD BUSINESS:_____
NAME OF OWNER/OPERATOR: _____
MAILING ADDRESS: _____
ZIP CODE: _____
PHONE: _____
DATE(S) OF FOOD SERVICE: _____
HOURS OF OPERATION: _____
POTABLE WATER SOURCE: _____
SANITARY SEWER SOURCE: _____
RESTROOM AVAILABILITY (within 200 feet): _____
COMMISSARY LOCATION: _____
ESTIMATED NUMBER OF MEALS/DAY: _____

PLEASE PROVIDE THE FOLLOWING WITH YOUR PACKET:
1. SITE PLAN OF TEMPORARY FOOD SERVICE LOCATION
2. DESCRIPTION OF BOOTH
3. MENU
4. EQUIPMENT LIST
5 . INCLUDE STATEMENT "No changes will be made without health department approval."

***** **FOR OFFICE USE ONLY*****
_____ Completed license application
_____ Information provided as requested
_____ License fee
_____ Prioritization form
_____ Pre-opening inspection completed

OUTDOOR TEMPORARY EVENTS

POTABLE WATER SOURCE

_____

SANITARY SEWER SOURCE

_____

DESCRIPTION OF BOOTH:

1. Overhead cover will be: _____
2. Non-absorbent floor covering will be: _____
3. For events longer than 3 hours, sides will be: _____

HANDWASHING FACILITIES: Must be part of booth set-up. Describe below:

EQUIPMENT LIST: _____

_____
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FOOD PREPARATION PROCESS: _____

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RESTROOM AVAILABILITY: Must be within 200 feet of this concession. (Permission letter required if restrooms are privately owned.) Indicate below:

_____
_____
_____

ADDRESS: _____

We agree to follow Temporary Event Guidelines provided with this packet.

NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL.

Name (PRINT): _____

Signature: _____

TEMPORARY FOOD EVENTS

15 STEPS TO SAFE TEMPORARY EVENTS IN RAVALLI COUNTY

Temporary food service establishments are those which operate at a fixed location for no more than 14 consecutive days in conjunction with a specific function or event. Temporary food service establishments must comply with state food rules, unless specific waivers are granted or additional requirements imposed by the local health department. Following are 15 items to help you have a successful temporary food service.

1. LICENSING Before you do anything else, check with your local health department about code requirements. Temporary food service establishments are required to license for each location or event unless operated by a non-profit organization which is exempt from licensing and has registered with the local health department. All temporary food services are required to comply with all state food regulations. Application for license will require that you list menu items, preparation processes and equipment to be used.

2. BOOTH Design your booth with food safety in mind. The booth must have an overhead covering and the floors must be a cleanable material in good repair. For overnight venues, floors, walls and ceilings must be required to prevent entrance of rodents or pests and be secure when left. Only food workers will be permitted inside the booth. No animals are permitted.

3. MENU Keep your menu simple and keep potentially hazardous foods to a minimum. Use only foods from approved sources which require limited preparation. Only quick cook and serve or season and serve foods allowed. Food preparation must be done in a licensed commissary. (See State Food Service Rules for more specific information.)

4. COOKING Use a thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hot dogs require an internal temperature of 140F or above; hamburgers, 155F or above; chicken, 165F or above; pork, 170F or above; salads, cut melon, refrigerated entrees, 41F or below. IF COOKING CANNOT TAKE PLACE UNDER COVER OF TENT, EQUIPMENT USED FOR COOKING MUST BE COVERED. NO COOKING WILL BE ALLOWED DURING POOR WEATHER IF COOKING OUTSIDE OF TENT.

5. RE-HEATING Heat foods on the grill or propane stove to bring food temperature to 165F within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot holding devices, or over sterno. These slowcooking mechanisms may activate bacteria and never reach killing temperatures. Use approved equipment, no enameled pots or pans.

6. COOLING Foods that require refrigeration after preparation (i.e., potentially hazardous foods such as potato salad, egg salad, chili, taco meats, cut melon, etc.) must be cooled to 40F within 4 hours. Use an ice water bath, stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and store in a refrigerator. Check temperature periodically.

7. TRANSPORTATION If food needs to be transported from one location to another, you must provide adequate temperature controls, such as using refrigerated trucks or insulated containers to keep hot foods hot (140F) and cold foods cold (40F).

8. HANDWASHING Minimally, a large urn of hot water, a soap dispenser, a roll of paper towels and a bucket to collect waste water are required for hand washing in booths where food is prepared. No hand to food contact is allowed for ready to eat foods. Gloves, tongs or other forms of barrier protection are required for handling of ready to eat foods. Paper towels are required for wiping hands.

9. HYGIENE No one who shows symptoms of a communicable disease--cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.--or who has open sores or infected cuts or wounds on the hands will be permitted to work in the food booth. Workers must have hair restraints and clean outer garments. No eating, drinking or smoking is permitted in the food booth.

10. SERVICE FOOD SERVICE WORKERS WILL NOT PERMIT HAND TO FOOD CONTACT FOR FOODS SERVED COLD OR READY TO EAT HOT FOODS. Use of disposable gloves, tongs or other barriers will be required. As much as possible, foods must be packaged in individual servings at the commissary. Foods on display or in storage must be kept covered and shielded from contamination.

11. UTENSILS Customer food service items must be single service. Utensils used in food preparation and service must be washed in hot soapy water, rinsed in hot water, sanitized in solution of proper strength (test strips required) and air dried. If utensils are cleaned in the commissary, enough clean utensils shall be stored in the food booth to provide clean utensils every two hours.

12. ICE Ice is both a coolant and a food, but the two functions must not be confused. Keep ice for drinks separate from ice used to cool foods and beverages. Packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches must not be stored in direct contact with ice. Ice scoops must have handles. **Ice must be from an approved ice manufacturer.**

13. WIPING CLOTHS Store wiping cloths in a bucket of sanitizer (a tbsp of bleach in one gallon of warm water or other approved sanitizer--with test strips). Change solution frequently and check concentration with test strips. Well sanitized countertops, besides preventing cross contamination, have been shown to discourage flies.

14. LIQUID WASTES All sewage, including liquid wastes, must be disposed of by a lawfully constructed and operated public sewage disposal system.

15. SOLID WASTES A garbage container with a plastic liner and tight fitting lid must be available for garbage. Proper management of wastes will reduce insect problems and keep your booth attractive to customers.

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

CHAPTER 110
FOOD AND DRUG STANDARDS
Subchapter 1 reserved
Subchapter 2
Food Service Establishments
37.110.236 TEMPORARY FOOD SERVICE ESTABLISHMENTS

(1) A temporary food service establishment must comply with the requirements of this subchapter, except as otherwise provided in this rule. The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of this subchapter.

(2) Subsections (3) through (14) of this rule are applicable whenever a temporary food service establishment is permitted, under the provisions of (1) of this rule, to operate without complying with all the requirements of this subchapter.

(3) Only those potentially hazardous foods requiring limited preparation, such as hamburgers and frankfurters that only require seasoning and cooking, must be prepared or served. The preparation or service of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat, poultry, eggs or fish is prohibited. This prohibition does not apply to any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of this subchapter, is obtained in individual servings, is stored at a temperature of 41°F (5°C) or below, or as specified in ARM 37.110.203(61), or at a temperature of 135°F (57.2°C) or above in facilities meeting the requirements of this subchapter, and is served directly in the unopened container in which it was packaged.

(4) Ice that is consumed or that contacts food must be made under conditions meeting the requirements of this subchapter. The ice must be obtained only in chipped, crushed, or cubed form and in single-use safe plastic or wet-strength paper bags filled and sealed at the point of manufacture. The ice must be held in these bags until it is dispensed in a way that protects it from contamination.

(5) Equipment must be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment.

(6) Food contact surfaces of equipment must be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment must be provided, as necessary, to prevent contamination.

(7) All temporary food service establishments without effective facilities for cleaning and sanitizing tableware must provide only single-service articles for use by the consumer.

(8) Enough potable water that complies with ARM 37.110.217(3) must be available in the establishment for food preparation, for cleaning and sanitizing utensils and equipment, and for hand washing. A heating facility capable of producing enough hot water for these purposes shall be provided on the premises.

(9) Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches may not be stored in direct contact with ice.
(10) All sewage, including liquid waste, must be disposed of by a lawfully constructed and operated public sewage disposal system, by approved portable toilet units with acceptable final waste disposal, or by properly constructed pit privies.
(11) A convenient hand washing facility must be available for food employee hand washing. This facility must consist of, at least, warm running water, soap, and individual paper towels.
(12) Floors shall be constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Dirt or gravel, when graded to drain, may be used as sub flooring when covered with clean, removable platforms or duckboards, or covered with wood chips, shavings or other suitable materials effectively treated to control dust.
(13) Ceilings must be made of wood, canvas, or other material that protects the interior of the establishment from the weather. Walls and ceilings of food preparation areas must be constructed in a way that prevents the entrance of insects. Doors to food preparation areas must be solid or screened and must be self-closing. Screening material used for walls, doors, or windows must be at least 16 mesh to the inch.
(14) Counter service openings must not be larger than necessary for the particular operation conducted. These openings must be provided with tight-fitting solid or screened doors or windows or must be provided with fans installed and operated to restrict the entrance of flying insects. Counter service openings must be kept closed, except when in actual use. (History: Sec. 50-50-103, MCA; IMP, Sec. 50-50-103, MCA; NEW, 1979 MAR p. 677, Eff. 7/13/79; AMD, 1986 MAR p. 1076, Eff. 6/27/86; TRANS & AMD, 2000 MAR p. 3201, Eff. 11/23/00.)

TEMPORARY FOOD SERVICE SELF-INSPECTION FORM

This form must be completed and turned in to the sanitarian, prior to opening.

Event_____
Dates of Event_____ Hours of operation_____
Organization_____
Commissary_____ License #_____
Person in Charge_____
Event Coordinator_____ Contact Phone#_____

1. Are all thermometers calibrated? Yes / No
2. Is cooling ice and consumption ice separated? Yes / No
3. Are chemical test strips available? Yes / No
4. Have all employees signed hand washing and health form? Yes / No
5. Are employees using good hand washing procedures? Yes / No
6. Are you using single service items? Yes / No
7. Where are you getting water? _____
_____
8. How are you transporting it? _____
_____
9. Where are you getting ice?_____
_____
10. Where are you disposing of solid waste? _____
_____
11. Where are you disposing of wastewater? _____
_____
12. Describe how you clean and sanitize dishes, utensils, and surfaces.
_____
_____
_____
13. Type of sanitizer _____
Strength _____Test Strips available? _____

14. Describe your hand washing system and location. _____
_____
_____
15. Describe how you are limiting direct hand to food contact. _____
_____
_____
16. How will you control pests (insects, rodents)? _____
_____
_____

List Menu Items: _____

_____

_____

_____

_____

_____

Where do your foods come from? _____

_____

How are you transporting the food? _____

_____

_____

_____

EQUIPMENT LIST: _____

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FOOD PREPARATION PROCESS: _____

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We agree to follow Temporary Event Guidelines provided with this packet.
NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL.
Signature of person in charge: _____
Date: _____
Sanitarian: _____
Date: _____