



Lake County

Health Department and
Community Health Center

Environmental Health Services
2010 Temporary
Food Event Packet



Lake County

Health Department and
Community Health Center
Population Health Services

500 W. Winchester Road, Suite 102
Libertyville, IL 60048
Phone: (847) 377-8040
Fax: (847) 984-5622
www.lakecountyil.gov

CATEGORY GUIDELINES FOR TEMPORARY FOOD SERVICE PERMITS

Fees and inspection requirements for Temporary Food Service Permits are based on the level of risk posed by the type of food being served and the extent of food preparation being done onsite. The following table will assist an applicant in determining risk category of the event. **Since permit fees are based on the risk category of the event, please consult with LCHD/CHC to assist in determining the risk category, prior to submitting any payment.** LCHD/CHC may limit menu items or preparation methods to assure food safety.

CATEGORY	DESCRIPTION	EXAMPLES OF FOOD
I (Low Risk)	Category I- Potentially hazardous foods that require minimal handling or no bare hand contact during preparation and/or service, or any ready-to-eat non-potentially hazardous foods that require handling and/or bare hand contact during preparation and/or service.	<ul style="list-style-type: none"> • prepackaged potentially hazardous foods • ice cream / milk • lemonade shake-ups • popcorn/kettle corn • cooked corn on the cob • cotton candy • frozen drinks • peanuts/nuts
II (Medium Risk)	Category II – Potentially hazardous foods that require limited handling and/or assembly onsite prior to cooking/serving or any ready-to-eat non-potentially hazardous foods that require extensive onsite preparation or bare hand contact.	<ul style="list-style-type: none"> • bratwurst, hot dogs, sausage • hamburgers • commercially packaged Italian beef • pizza • meats/sandwiches - if not prepackaged • chicken breast or fish fillet sandwiches • cut fruit / sliced cheese - if prepared onsite
III (High Risk)	Category III – Potentially hazardous foods that require extensive preparation or assembly onsite prior to cooking/serving. Any event where reheating or hot holding (for more than four hours) of potentially hazardous foods occurs.	<ul style="list-style-type: none"> • chicken – whole / quartered / pieces marinated or requiring other onsite preparation • meat roasts • Italian beef – prepped at facility, reheated at event • ribs • BBQ beef / pork • seafood or meat marinated and/or breaded onsite • tacos / burritos • turkey / turkey legs



TEMPORARY FOOD SERVICE PERMIT FEES

The following table lists the temporary food service permit fees, which are based on risk categories. **Please consult with LCHD/CHC prior to submitting any payment to assure that the appropriate permit fee is determined.** Final determination of categories and fees are made by Food Program staff, so if you pay without consulting LCHD/CHC first, you may be required to pay additional fees.

Risk Category	Without Certified Operator	With Certified Operator	Temporary Season <small>*** Farmers markets & LCHD *** licensed facilities only</small>
Category I	\$20.00	\$20.00	\$75.00
Category II	\$75.00	\$40.00	\$125.00
Category III	\$125.00	\$60.00	N/A

- Applications and fees must be submitted at least **7 days prior to the event** or a \$30.00 late fee will be assessed. With the exception of Temporary Season permits (see below), a Temporary Event Food Service Permit is only valid for **up to 14 consecutive days at the same location.**
- An applicant/vendor is eligible for the reduced “with certified operator” fees when he or she:
 - possesses and provides proof of a valid Illinois Department of Public Health (IDPH) Food Service Sanitation Manager Certificate (FSSMC);
 - provides proof of attendance at an LCHD/CHC or City of Chicago Temporary Food Service class;
 - or successfully completes the LCHD/CHC online training course which can be accessed at: <http://www.lakecountyl.gov/health/want/inspections.htm>

The certified/trained individual must be present at the event at all times that potentially hazardous foods are being handled. If LCHD/CHC staff observes that the certified/trained individual is not present, the “without certified operator” fee will be assessed on-site.

- **Not-for-profit temporary food service events with a trained/certified operator are exempt from all permit fees.** Though no fee is required, an application must still be submitted.
- **Temporary season permits are available for category I and II farmers markets and LCHD licensed facilities only!** In order to be eligible for a Category II seasonal permit, the operator must be certified or trained as described above. The application must be made, and the fee must be paid prior to the first event. The fee is not refundable. At that time the applicant must either provide a complete schedule of his/her events for the season, or must submit applications (with no fee) prior to upcoming events as they occur. A seasonal permit is valid for six months from the date of issuance, and allows a vendor to operate at multiple locations. ***PLEASE CONTACT OUR OFFICE TO SEE IF YOU ARE ELIGIBLE FOR A SEASON PERMIT!***



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APPLICATION # _____

APPLICATION FOR TEMPORARY FOOD SERVICE EVENT

*** Please contact one of our offices prior to submitting your application to determine the appropriate fee based on the risk category. ***
If your application is not received at least 7 days prior to your event, you will be assessed a \$30.00 late fee.

EVENT INFORMATION

Event Start Date: ____ / ____ / ____	Event End Date: ____ / ____ / ____	Event Type: 1-14 Days at one Location ____ Farmers Market ____
Date & Time Food Service Will Begin: Date: ____ / ____ / ____		Time: _____ am/pm
Name of Event:	Event Location: # Street City	
Event Coordinator/Organizer: Name		Phone #

VENDOR INFORMATION

Restaurant/Vendor Name:	Restaurant/Vendor Address: # Street	City	State	Zip
Applicant Name:				
Applicant Mailing Address: # Street		City	State	Zip
Applicant Phone #		E-mail address	Fax #	
Will a certified manager be present at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of certificate:		
If Yes – List name of certified manager		<input type="checkbox"/> IDPH <input type="checkbox"/> LCHD <input type="checkbox"/> City of Chicago <input type="checkbox"/> Other _____		
First name Last name		Certification Number _____ Expiration Date ____ / ____ / ____		
Is vendor a not-for-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes - List the tax exempt # _____		

EVENT SITE INFORMATION

Date & time of food setup: Date: ____ / ____ / ____ Time: _____ am/pm	Hot-holding equipment: <input type="checkbox"/> stove <input type="checkbox"/> oven <input type="checkbox"/> steam table <input type="checkbox"/> chafing dish <input type="checkbox"/> grill <input type="checkbox"/> none <input type="checkbox"/> other (specify) _____
Food storage: <input type="checkbox"/> licensed facility <input type="checkbox"/> other (specify) _____	
Cold-holding equipment: <input type="checkbox"/> refrigerator (electric) <input type="checkbox"/> cooler (with ice) <input type="checkbox"/> none	Sanitizing solution: <input type="checkbox"/> Chlorine (bleach) <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Iodine
Hand-washing facilities: <input type="checkbox"/> portable (closed container with spigot) <input type="checkbox"/> hand wash sink	Wastewater disposal: <input type="checkbox"/> city sewer <input type="checkbox"/> septic system
Utensil and equipment washing facilities: <input type="checkbox"/> 3-compartment sink <input type="checkbox"/> 3-buckets <input type="checkbox"/> extra utensils	Describe toilet facilities <input type="checkbox"/> portable <input type="checkbox"/> Indoors
Source of potable water: <input type="checkbox"/> city <input type="checkbox"/> well <input type="checkbox"/> bottled water	Bare hand food contact minimized: <input type="checkbox"/> gloves <input type="checkbox"/> tongs <input type="checkbox"/> spatulas <input type="checkbox"/> paper <input type="checkbox"/> other (specify) _____

MENU ITEMS (these are not complete lists but are examples only)

Category I: (check all that apply)

- All prepackaged foods (sandwiches, salads, fruit cups, cheese, etc.) Cooked corn on the cob Cotton candy Frozen drinks
- Creamers (for coffee), milk, whipped topping Funnel cakes Hot Dogs (with a certified manager) Nacho cheese with dispenser
- Pizza – whole or slices, made at a licensed facility (with a certified manager) Snow cones/Italian ices Ice cream Popcorn/Kettle Corn
- Lemonade shake-ups Peanuts/nuts Shakes/malts Other _____

Category II: (check all that apply)

- All ready-to-eat meats/sandwiches (not pre-packaged) Cut fruit, sliced cheese (prepared on-site) Italian beef-commercially packaged
- Pizza – whole or slices made at a licensed facility (without a certified manager) Chicken breasts or fish fillets for sandwiches
- Bratwurst, hot dogs, polish, sausage (links & patties) pre-cooked or not Hot dogs (without a certified manager) Onion blossoms
- Hamburgers Pre-cooked poultry Other _____

Category III: (check all that apply)

- BBQ beef/pork Gyros Poultry – whole/quartered/pieces, raw, marinated or required other on-site preparation Chili Ribs
- Italian beef–prepped at a licensed facility and reheated at event Egg rolls, tempura vegetables Meat roasts of all types
- Tacos/burritos Other _____

MENU PROCEDURE REVIEW

Will any food be reheated at the event? Yes No

List food to be prepared	If prepared off site – specify where	Check if prepared at event	Cooking procedure	Hot/Cold-holding
Example: hamburgers		X	Grilled	Hot hold

Potentially hazardous foods transported to event shall be delivered at 41°F/or below or 135°F/or above, or you may be required to discard the product. Food must be prepared on site or prepared at a Lake County licensed food service establishment. Establishments outside of Lake County must provide a current dated health department inspection report.

NO HOME PREPARED FOOD IS ALLOWED!

*** Free on-line temporary food service event training available at ***
www.lakecountyil.gov/Health/want/Inspections.htm

EH OFFICE USE ONLY

WE ACCEPT     (See reverse side to pay by credit card)

Permit Fee: _____ **Late Fee:** _____ **Total Paid:** _____

Check #: _____ **Cash:** _____

Credit Card: **Visa** **MasterCard** **American Express** **Discover** **Exp Date** _____/_____/_____



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TEMPORARY FOOD SERVICE PERMIT CREDIT CARD PAYMENT INFORMATION

Make sure to include this payment information with your application.

Amount to be charged: \$ _____ Contact Telephone: _____ - _____ - _____

Billing Address: _____

Street #

Street Name

City

State

Zip

Please check one: MASTERCARD VISA DISCOVER AMERICAN EXPRESS

Credit Card #: _____

Cardholder Name: _____ Expiration Date: ____/____

(Print name exactly as it appears on the card)

Security Code #: _____

(Back of Card)



CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENTS

- A closed container with a running water spigot dispensing clean, potable water and bucket to catch the wastewater for handwashing
- Four labeled containers for:
 - 1. Wash
 - 2. Rinse
 - 3. Sanitize
 - 4. Wiping Cloth Storage
- Sufficient potable water (hoses used to obtain municipal water must be food grade)
- Water, handsoap and paper towels (for handwashing - 20 seconds)
- Dishwashing soap and sanitizer (bleach, iodine, or quaternary ammonia)
- Appropriate chemical test strips to test sanitizer concentrations
- Metal stem thermometer accurate to $\pm 2^{\circ}\text{F}$ and reads 0 to 220°F
- Equipment and utensils which are in good condition (no chips, pits, etc.)
- Equipment and utensils that have been cleaned AND sanitized
- Sufficient refrigeration to hold **cold, potentially hazardous foods at 41°F or below** (refrigeration shall be plugged in early enough so that units reach 41°F or below before storing food in them)
- Hot holding devices must be provided to maintain **hot, potentially hazardous foods at 135°F or above**
- Food shall be from an approved source (labeled and stored in food grade containers) and prepared in a licensed food service facility or at the event—home prepared not allowed
- Sufficient (durable and easily cleanable) garbage containers (including dumpsters with lids) to hold all garbage and refuse that accumulates - must be covered when not in use or filled
- Single service articles (plastic forks, plates, etc.) provided for customers
- Food, utensils and food equipment stored 6" above the ground
- Provide facilities to dump wastewater and/or used grease)
- Provide enough utensils to avoid bare hand contact with ready-to-eat foods (e.g. gloves, deli tissues, tongs, etc.)
- Food stand constructed to prevent contamination of food and facilitate cleaning of the food preparation area
- All toxic chemicals stored in a separate area away from food and food prep surfaces
- Effective hair restraints provided for all employees handling food



TEMPORARY FOOD SERVICE EVENT GUIDELINES

THE BASICS

The following guidelines have been developed to provide an educational approach on how to reduce the risk of foodborne illness incidents at temporary food service events in Lake County. These guidelines comply with the standards set by the Illinois Department of Public Health and the Lake County Board of Health food ordinance.

These guidelines do not cover every situation; therefore, it may be necessary to impose requirements beyond those stated in order to protect public health.

POTENTIALLY HAZARDOUS FOODS

“any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include foods which have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.”

The following are examples of potentially hazardous foods:

Meat: Beef/Pork/Lamb	Mayonnaise (not commercial)	Lasagna/Ravioli/Pizza
Hot Dogs	Cooked Onions, Mushrooms, Corn, Squash	French Toast
Bratwurst	Cooked Rice/Potatoes/Beans/Pasta	Refried Beans
Cheese	Cut Melons	Egg Rolls
Corn Dogs	Crab Cakes	Whipped Butter
Chicken/Egg/Tuna Salad	Ice Cream	BBQ Ribs/Pulled Pork
Fish/Shellfish/Crustacea	Tofu/Soy-Protein Foods	Sprouts and Raw Seeds

MANAGEMENT SANITATION TRAINING AND CERTIFICATION

It is recommended that at least one temporary food service worker be certified in food service sanitation by the State of Illinois Food Service Sanitation Course or the Lake County Health Department Training Course. Proof of Certification must be provided when applying.

FOOD PROTECTION

Be sure foods are maintained at the proper temperature.

All hot potentially hazardous cooked foods must be held at: **135°F (60°C) or above** at all times

All cold potentially hazardous foods must be held at: **41°F (5°C) or below** at all times

THERMOMETERS

Provide a metal stem thermometer, accurate to +/-2°F to verify internal temperatures of potentially hazardous foods. It should read from 0-220°F (-18 – 104°C). To check the accuracy of your thermometer, place the metal stem in a glass of ice water, if accurate it should read 32°F. If the temperature is above or below 32°F, turn the nut below the display with a wrench to adjust the dial to read 32°F. Then, put the thermometer in a pot of boiling water and adjust the nut below the display making sure that the dial holds at 212°F.

COOKING POTENTIALLY HAZARDOUS FOODS

All raw potentially hazardous foods must be cooked to the required minimum internal temperatures.

- Shell eggs (for immediate service), fish, and meat:
 - **145°F (63°C) for 15 seconds**
- Pork, game animals, comminuted fish and meats, and shell eggs (not for immediate service):
 - **155°F (68°C) for 15 seconds**
- Field-dressed wild game animals; poultry; stuffed fish, meat, pasta, poultry; or stuffing containing fish, meat or poultry:
 - **165°F (74°C) for 15 seconds**
- Roast beef and corned beef:
 - **130°F (54°C) for 121 minutes**

HANDWASHING STATION

Good hygiene practices help prevent foodborne illness. Provide a handsink or a closed container with a running water spigot dispensing clean, potable water with soap, water and disposable paper towels. A handwashing station should be easily accessible for all food service handlers.

BARE HAND CONTACT

In an effort to prevent the transmission of pathogenic organisms from humans, food shall be prepared with the least possible manual contact, with suitable utensils and on surfaces that prior to use have been cleaned, rinsed and sanitized to prevent cross-contamination.

Food employees shall avoid direct contact (i.e. using bare hands) with ready-to-eat foods whenever possible and use deli tissues, spatulas, tongs, or single-use gloves. This does not substitute for proper handwashing. If gloves are used to handle ready-to-eat food, they shall be used for one task and shall be discarded when damaged or soiled or when interruptions occur in operations.

PERSONAL HEALTH

Food handlers cannot handle food if they are ill with a disease that is communicable through food, such as:

- any disease with diarrhea
- cold or flu like diseases
- hepatitis or jaundice
- infected cuts, burns, or lesions on hands

PERSONAL HYGIENE

Unwashed hands can be a conduit for bacteria that cause foodborne illness. Wash hands thoroughly with soap and water; dry with paper towels. Wash hands:

- after using the bathroom
- after handling **raw** foods
- after coughing or sneezing
- after eating, drinking, or smoking
- before starting any food prep activities
- after using any cleaners or chemical

Employees should eat, drink or smoke away from the food operation facility and wash their hands prior to returning to work.

SANITIZING SURFACES

Sanitize tabletops, cutting boards, and in-place equipment with a chemical sanitizer (chlorine-100 ppm, iodine-25 ppm, quat-200 ppm).

Store wiping cloths, when not in use, in a labeled bucket of sanitizer

OR

Provide a labeled spray bottle of sanitizer and disposable paper towels

EQUIPMENT WASHING/SANITIZING PROCEDURES

There is a safe way to ensure clean equipment...bring equipment to the site that has been cleaned and sanitized. During foodservice preparation, soiled equipment should be cleaned and sanitized throughout the day, unless a sufficient number of utensils are provided and stored protected from contamination.

Use the following set up to wash, rinse, and sanitize equipment.

A bucket of soapy water (labeled **WASH**)

A bucket with clean rinse water (labeled **RINSE**)

A bucket with bleach water or equivalent sanitizer (labeled **SANITIZE**)

Sanitizing solution: Use a concentration of 50 ppm chlorine, 12.5 ppm iodine, or 200 ppm quaternary ammonia (quat). Appropriate test strips should be used to check the concentration. (~Two (2) tablespoon of bleach per five (5) gallons of water should meet the 50 ppm chlorine requirement.)

TEST STRIPS

Provide and use appropriate test strips to check the chemical concentration of available sanitizer.

FOOD SAFETY

- All food and drink must come from an approved food source; be clean, wholesome and free from tampering.
- NO food or drink cooked or prepared at home, including canned food will be allowed to be sold, served or given away to patrons.
- Bulk food preparation should be completed in a licensed food service facility and maintained at the proper temperatures. This includes cutting and slicing food products.
- Thoroughly wash all fruits and vegetables at a licensed food service facility or at the event prior to food service.
- Protect foods from contamination (pests, dust, rain, patrons) by covering. Condiments such as catsup, relish, and mustard should be prepackaged from an approved source or in a protective dispenser.
- Store all food supplies, single service items and utensils protected from contamination; at least 6 inches off the ground to allow proper cleaning.
- Thaw foods under refrigeration, under cold running water, or as a part of the cooking process.
- Ice that comes in contact with food should not be used for human consumption.
- Provide self-draining coolers to store food products and/or ice to allow for easy draining of water.
- Serve ice with a scoop to minimize hand contact with ice, do not use hands, cups, or glasses.

WATER SUPPLY

An approved water source is essential. Make sure a safe, potable water supply is available for use in cooking and cleaning. Water obtained from a water well should receive prior approval from the Lake County Health Department. Use a food grade hose to transport water.

WASTE DISPOSAL

Provide a sufficient number of leak proof, pest proof covered receptacles to dispose of all garbage and refuse. All liquid wastes should be disposed of into public sewers, wastewater drums or a method approved by the local village to prevent a public health hazard. Cooking oils and charcoal ash waste should be separately disposed of in labeled receptacles provided at the event, by the operator or by the local village.

TOILET FACILITIES

A sufficient number of toilet facilities should be provided and be easily accessible for all food service workers. Handsinks must also be available and provided with soap and disposable towels for convenience handwashing.



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2010
TEMPORARY FOOD SERVICE EVENT
TRAINING CLASS SCHEDULE

<u>DAY</u>	<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
Tuesday	March 23rd	Wauconda Satellite Office (118 S. Main Street, Wauconda)	3:00-5:00 pm
Tuesday	April 27th	Lake Villa Township (37908 N. Fairfield Rd, Lake Villa)	8:00-10:00 am
Thursday	May 20th	The Center - Libertyville	3:00-5:00 pm
Wednesday	June 16th	The Center – Libertyville	3:00-5:00 pm
Tuesday	July 13th	The Center - Libertyville	3:00-5:00 pm
Thursday	August 19th	The Center - Libertyville	3:00-5:00 pm
Wednesday	September 8th	The Center - Libertyville	3:00-5:00 pm

IF YOU NEED A SPANISH SPEAKING CLASS, PLEASE CALL TO SCHEDULE!

The Center for Planning, Development and Environmental Services
(New Location – as of April 19, 2010)
500 W. Winchester Road
Libertyville, IL 60048
Food Program Phone: (847) 377-8026
Fax: (847) 782-8425

FREE Online Temporary Food Service Event Training Available at:
<http://www.lakecountyil.gov/Health/want/Inspections.htm>

Please call (847) 377-8026 to make a reservation.