



Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104

<http://www.phila.gov/health/Environment/FoodProtection.html>

Special Event Temporary Food Service Guide & Application (TFSA) 2013-2014

To: Temporary Food Service Operators

- Enclosed is a Temporary Special Event Guide which includes a copy of the "Temporary Special Event Food Service Application (TFSA)" form.
- To be eligible for a Temporary Food License, all Health Dept. requirements & application forms must be satisfactorily completed for each participant and/or foodservice location.
- **PARTICIPANTS WILL BE REQUIRED TO REAPPLY FOR EACH EVENT.**
- If you will operate at more than 3 events or for more than 14 days refer to the Permanent Food Operation Application.
- You will only be allowed to handle or prepare the food items that you list on your application and have received approval for - NO other food items will be allowed.
- Deep frying cooking oil operations will NOT be approved without approval from Event Sponsor and a Recycling Plan.
- The sponsor must submit your materials along with all required information and fees to the Health Dept. at least 30 days prior to the date of the event for approval.
- Fees are based on the square footage of the space to be occupied for food service operations during the Special Event.
- The fee must be paid by cashier's check or money order made out to "Phila. Health Dept. - E.H.S." **THE FOLLOWING ARE NOT ACCEPTED:** Cash, business or personal checks. The fee schedule is as follows:

<u>Food Service Operation Size</u>	<u>Fee</u>
200 square feet or less	\$48.00
201-350 square feet	\$90.00
351-500 square feet	\$150.00
Above 500 square feet	\$150.00 plus \$42.00 for each 200 square feet of portion thereof.

- Licensed food establishments that are not in compliance with the *Philadelphia Regulations Governing Food Establishments* may not be approved or may require inspection prior to the event.
- **Incomplete submissions will result in delays in processing or disapproval of your application. Late submissions may not be approved or accepted and may require a \$65 Late Filing Fee.**
- Upon approval the Health Dept will issue a "Food Service Eligibility Certificate" and a "License Eligibility Report (LER)." The "LER" is needed to obtain your temporary food (Retail Food - Non Permanent Location) license. **You are required to obtain the "License Eligibility Report" from the Health Dept. and take it to the Licenses & Inspections (L & I) Office to obtain your food license.** L & I is located at: Municipal Services Building- Concourse Level, 1401 John F. Kennedy Boulevard, Philadelphia, PA 19102

If you need additional information or assistance please contact us at

The Office of Food Protection

321 University Avenue

Philadelphia, PA 19104

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A Summary of Regulations Governing Temporary Food Establishments

1. A PERSON-IN-CHARGE IS REQUIRED & MUST DEMONSTRATE KNOWLEDGE:

- A person-in-charge must be present in the facility at all times. The person-in-charge must have knowledge of "Regulations Governing Food Establishments".
http://www.phila.gov/health/pdfs/Food_Regulations.pdf
- All persons with signs, symptom or diagnosis with any food borne illness must report to the person-in-charge.
- A Food Safety Certified Person is required at operations that exceed 7 days.
- Off site food preparation must be supervised by a Food Safety Certified Person.

2. ALL FOOD MUST BE FROM A SOURCE APPROVED BY THE HEALTH DEPT.:

- All food shall be from approved licensed facilities, in satisfactory compliance with the *Food Regulations* or be prepared on site, subject to Health Department approval for the event. All food must be clean, wholesome, free from spoilage, free from adulteration, and safe for human consumption.
- Purchase records, such as receipts or invoices, for all food products must be kept & available for review.

3. WATER & ICE MUST BE FROM A SOURCE APPROVED BY THE HEALTH DEPT & PROTECTED FROM CONTAMINATION:

- The water supply shall be of a safe, sanitary quality. Water supplied at the site must conform to all applicable regulations of the Department of Public Health and the Water Department.
- All facilities must be provided with warm (100°F) running water and have an adequate supply on hand for cooking, cleaning, and hand washing.
- Connection to fire hydrants and other non-potable water supplies for food preparation, equipment washing, or hand washing purposes are prohibited.
- An approved backflow prevention device is required when a plumbing system shall be installed to preclude backflow of a solid, liquid or gas contaminant into the water supply system at each point of use at the food facility, including on a hose bib if a hose is attached.
- Water brought to the event that is not commercially bottled must be pre-approved by the Health Department.
- Water must be stored in clean, covered containers with dispensing spouts. Water containers shall not leak or drip.
- All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.
- 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, nonporous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice. Styrofoam coolers must have food grade liners.
- 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.
- Ice used as a coolant may not be used in drinks or as ingredients in food.
- Personal drinks may not be stored in potable ice chests.

4. FOOD HANDLERS MUST HAVE GOOD HYGIENIC PRACTICES:

- Food handlers may NOT eat, drink, or use tobacco while handling food.
- Food handlers experiencing persistent sneezing, coughing or runny nose may not work with exposed food.
- All individuals involved in food handling activities must wear a suitable head covering or hair restraint to protect the food from contamination.
- No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.

5. ALL FOOD MUST BE PROTECTED FROM CONTAMINATION:

- All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
- Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Guards must be designed to intercept a direct line between the customer's mouth and the food on display.
- Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
- The reuse of original food packaging for food storage is not permitted.
- Food, food containers, & food service items must be stored 6 inches above ground surface.
- All equipment must be clean when it arrives at the event.
- Single service articles or extra food handling utensils must be available to be used unless adequate dishwashing facilities are available and used.
- Utensils used in food preparation and service will require replacement after 4 hrs. of use.
- Events that are more than one day may require a pre-approved cleaning depot site located in another area on the grounds of the event or celebration, or other approved off-site facility.
- All fruits & vegetables must be cleaned at an approved facility prior to service.

6. FOOD HANDLERS MUST WASH THEIR HANDS AT THE OPERATING LOCATION:

- Food handlers must clean their hands prior to engaging in food handling activities.
- A minimum of 10 gallons of potable water is required per operation. More water may be required for additional staff.
- Each required hand washing station must include: a dispenser with **stay-on spigot**, warm water (100°F) soap, single use paper towels, a waste water container and a solid waste receptacle. SEE SAMPLES IN DIAGRAM
- Each sink or basin must have a sign indicating, "Employees must wash hands".
- Each facility must provide for the collection of all waste water from hand washing.
- Chemically treated towelettes may **NOT** be used in place of hand washing unless all food is pre-packaged.



7. FOODS MUST BE COOKED TO THE PROPER TEMPERATURE:

- Raw meat & seafood products shall be cooked to heat all parts of the food to the appropriate temperature for the appropriate time that complies with the Regulations.
- A metal stem-type numerically scaled, or other approved indicating thermometer must be provided and used to monitor proper cooking temperatures.

8. FOODS MUST BE PROPERLY REHEATED TO 165° F:

- Food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165° F for 15 seconds.
- All cooking units shall be capable of cooking foods to their appropriate temperature and hot holding units must be capable of holding foods at 135° F or above.
- Chafing dishes with sternos may NOT be used for reheating.

9. FOODS MUST BE PROPERLY COOLED:

- Hot food preparation and cooling of food to be provided at a special event require prior approval and must be clearly identified on the menu description. Hot foods that are cooled must be cooled rapidly from 135° F to 41° F in shallow pans. Hot foods prepared in advance by an approved licensed facility and cooled prior to the event must be cooled in an approved manner. Pans used for cooling hot foods shall be shallow in depth not more than 2 inches. Food must be transported to the event site in the pans, and must be reheated rapidly at the site for hot holding or service.
- Foods that are made with ingredients at ambient air temperature, such as cold sandwiches, must be properly cooled and stored at 41° F or below.

10. FOODS MUST BE KEPT OUT OF TEMPERATURE DANGER ZONE (41° F TO 135° F):

- All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F). All foods requiring temperature control for safety delivered to the special event site must be below 41° F or above 135° F. Such foods must be delivered in insulated containers, or mechanical refrigeration or hot holding equipment design to maintain food temperatures.
- Foods delivered out of temperature are subject to immediate disposal and may prevent eligibility for event participation.
- Stockpiling of hot foods, such as hot dogs & sausages, for stock or display is prohibited, unless all areas of the food (surface & interior) are above 135° F or below 41° F.
- Refrigeration & cold holding units must be capable of maintaining 41F or below when in use & must be supplied with an accurate thermometer. Events that are more than 1 day in duration require mechanical refrigeration for storage of foods.
- 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 effective draining of melting ice is required.
- Cut melons, tomatoes, & leafy greens, must be stored at 41° F or below. These items CANNOT be cut at a special event or temporary facility.

11. AN ENCLOSURE IS REQUIRED:

- Overhead protection, such as a canopy, tarp, or tent is required at all times in storage, preparation, cooking, and serving areas.
- Enclosure must prevent the entry of vermin & contaminants including rain and dust.
- Enclosure materials must meet Fire Code Requirements.
- Floor protection is required to prevent contamination where soil is present which may include pallets, wood sheeting, linoleum, or tile.
- Facilities that have cooking operations that include oil or grease spillage to the floor must have an approved floor surface to prevent soiling of existing floor.

12. ALL EQUIPMENT MUST BE CLEAN, SAFE & IN GOOD REPAIR:

- All equipment must be clean & appropriately maintained when it arrives at the event.
- All equipment shall be installed according to all appropriate federal, state or City code requirements for construction and fire safety. The facility owner is responsible to ensure these requirements are met.
- In situations where outdoor barbecue pits or grills are going to be used, the grill or pit must have approved overhead protection. Prep at the grill may not occur.
- The use of industrial drums is not permitted.
- All cooking, heating, and hot-holding equipment such as chafing pans and hot plates must be located away from the public for safety.

13. WASTE PRODUCTS MUST BE REMOVED OF IN AN APPROVED MANNER:

- All cooking oil waste must be recycled by a company approved by the Health Department.
- Each facility must provide for the collection of all waste water from hand washing, utensil cleaning and food refrigeration units using ice as a refrigerant. All wastewater must be disposed of in a sanitary sewage system outlet (not on the ground or into a storm drain).



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1. Event & Sponsor Information

Name of Event:			Event Location:	
Date(s) of Event:	Set-up Time:	Time food handling begins:	Event start time:	Event end time:
Sponsor Agency Name:				
Sponsor Contact Name:			Space/Booth #:	Booth Dimensions (length & width):
Sponsor Phone #:	Sponsor Cell #:	Sponsor Email:		

2. Operator Information

Trade Name:		Licensee/Owner Name:
Mailing Address (Number & Street, Box or Route):		
City, State, Zip:	Phone#:	Cell#:
Email#:	Fax#:	Circle one, or both, as it applies: -Food is sold- -Food is given out-
Name of Food Establishment Person-In-Charge of Food Handling (A person-in-charge must be present at all times.):		Phone #:

3. REQUIRED HAND WASHING FACILITIES AT FOOD HANDLING LOCATION

- Food handlers must clean their hands prior to engaging in food handling activities utilizing a required hand washing station including a water dispenser w/ stay-on spigot, 10 gallons of warm water (100-115°F), soap, single use paper towels, a waste water container & a solid waste container.
- Additional water must be provided to accommodate additional food handling staff.

A. How will you heat water to 100°F for hand washing?

B. Describe your hand wash station. (Provide a detailed description, photos, or drawing.)

C. How many food & beverage handlers will there be?

D. How much water are you bringing?

4. APPROVED SOURCE & HANDLING FOR WATER / ICE

- The water supply shall be of a safe, sanitary quality. Water supplied at the site must conform to all applicable regulations of the Department of Public Health and the Water Department.
- All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.

A. What type of commercially approved water source will be used?

B. How much water are you bringing & what are you using it for?

<u>C. Where will you be getting ice from? (Provide address of ice provider.)</u>
<u>D. How much ice are you bringing and what are you using it for?</u>
<u>E. What are you storing the ice in? (Provide a detailed description, catalog cutsheets, or photos.)</u>
5. PROTECTING FOOD FROM CONTAMINATION - All fruits & vegetables must be cleaned at an approved facility prior to service. - Unwrapped displayed food requires approved covers, or sneeze guards, to minimize contamination by customers. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
<u>A. Describe the Sneeze Protection devices that will be used in your temporary food facility. (Provide catalog cutsheets, or photos.)</u>
<u>B. How will unpackaged ready-to-eat foods be distributed and protected from contamination? (Describe how items such as soft pretzels or rolls will be distributed.)</u>
<u>C. How will condiments be dispensed?</u>
<u>D. Are you serving any fruit or vegetables? Where & how will foods be cleaned?</u>
6. FOOD STORAGE TEMPERATURE - Refrigeration & cold holding units must be capable of maintaining 41° F or below & must be supplied w/ an accurate thermometer. Cut melons, tomatoes, & leafy greens must be stored at 41° F or below. - All foods requiring temperature control for safety delivered to the special event site must be below 41° F or above 135° F. Temperatures must be maintained. - Foods delivered out of temperature are subject to immediate disposal and may prevent eligibility for event participation.
<u>H. What temperature are you transporting/storing food at and what equipment will be used to maintain temperature such as insulated containments? (Provide catalog cutsheets, detailed descriptions or photos.)</u>
<u>I. How much time will it take you to transport the food to the event?</u>
7. COOKING, COOLING, & REHEATING FOODS - Hot foods that are cooled must be cooled rapidly from 135° F to 41° F in shallow pans. - Food that is cooked, cooled, & reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165° F. Chafing dishes w/ sternos must not be used for reheating. - All foods requiring temperature control for safety delivered to the special event site must be below 41° F or above 135° F. Temperatures must be maintained. - Foods that are made with ingredients at ambient air temperature, such as <u>cold sandwiches, must be properly cooled and stored at 41° F or below.</u>
<u>A. What raw animal products are you cooking at the event?</u>
<u>B. What temperature are you cooking the raw animal products at? How long are you cooking it for?</u>

<u>C. What type of thermometers will you be using at the event?</u>	
<u>D. Are you cooking, then cooling, any foods prior to the event? Provide detailed description.</u>	
<u>E. What foods are you reheating at the event?</u>	
<u>F. What equipment are you using to reheat food? (Provide a detailed description, catalog cutsheets, or photos.)</u>	
8. FOOD EQUIPMENT DETAILS & MAINTENANCE - All equipment must be clean & in good repair when it arrives at the event. - Single service articles or extra food handling utensils must be available to be used. Utensils used in food preparation and service will require replacement after 4 hrs. of use.	
Provide a description & quantity of any food equipment you are bringing, not previously mentioned.	
Utensils (serving, cooking, preparation)	
Mixing bowls	Single serve food service items
Beverage dispensing units	Condiment dispensing units
Food storage containers	Tables
9. REQUIRED ENCLOSURE	
<u>A. What type of overhead structure will you utilize (such as tent or canopy)? (Provide detailed description, catalog cutsheets and/or photos.</u>	
<u>B. What material are the ceiling, walls & floor made of? (Indicate fire retardant rating.)</u>	
10. WASTE REMOVAL	
<u>A. How will waste water be disposed of?</u>	
<u>B. If frying oil is used, how will it be removed and recycled?</u>	
11. PROPOSED MENU & FOOD HANDLING INFO FOR APPROVAL - You will only be allowed to handle or prepare the food items that you list on your application and have received approval for - NO other food items will be allowed. - You are required to keep and provide purchase records, such as receipts or invoices, for all food products.	
<u>Where are you purchasing food ingredients from? (List addresses of all establishments.)</u>	

11a. Menu & Prep Description - Foods Prepared On-Site at Event

- Cut melons, tomatoes, & leafy greens CANNOT be cut at a special event or temporary facility.
- The Health Dept may not approve complex menus which include complex preparation procedures. Food preparation must be kept simple with minimal cutting or handling of food.

Provide a list of all food items that will be prepared ON site and a preparation description. The detailed description must include prep procedures, reheating procedures, cooking procedures, and temperature control. See example provided.

Food Item	Ingredients	Servin g Size	Total Servings	Preparation & Transportation Description
Chicken Sandwich EXAMPLE ONLY	Boneless breast of chicken Roll	6 oz chicken breast 1 roll	200	Chicken stored in cooler in wet drained ice at 40° F until prepared. Chicken breast is grilled until the internal temperature is 165° F. Cooked chicken breast is placed on roll and then the sandwich is wrapped in foil and served.

11b. Menu for Foods & Beverages Prepared Off-Site at Approved Facility

- Food preparation & handling at your home or any other unlicensed facility will not be approved.

-If food is prepared offsite you must submit copies of the following: **a recent food inspection report showing compliance, a food license or Health Dept approval, and a Food Safety Certificate.**

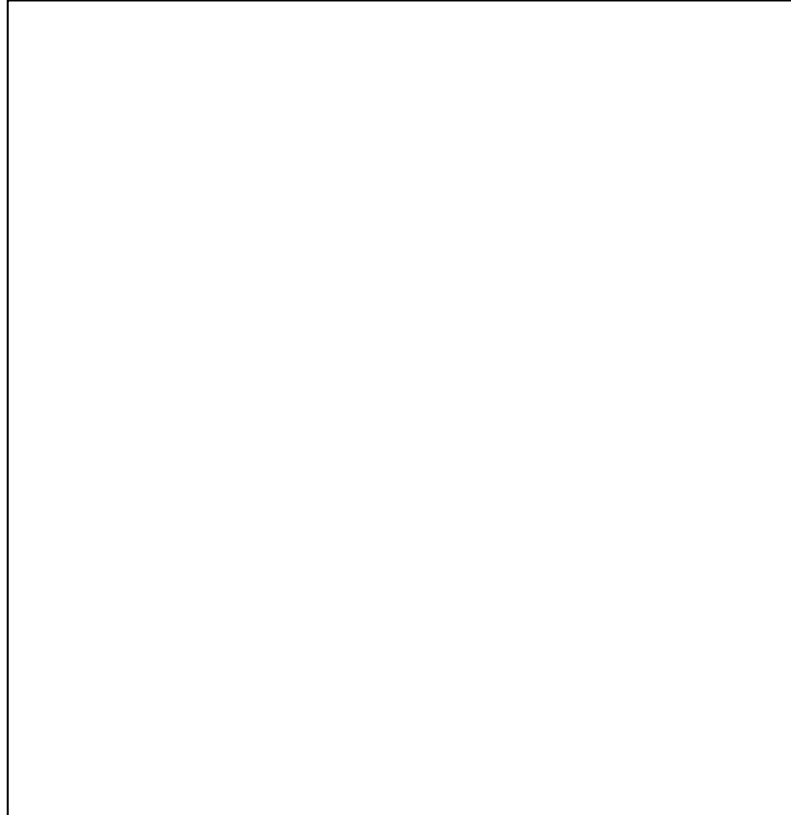
-Provide a list for approval of all food items that will be prepared OFF site and a transportation description.

-List all foods & beverages served at event. Use additional paper if necessary.

Food Items (include prepackaged items)	Serving Size	Total Servings	Facility Contact Info (Name, Address, Phone #)	Preparation and Transportation Description (include cooking, cooling, reheating & temp. control)
Jambalaya EXAMPLE ONLY	8 oz	150	ABC Restaurant, 123 Restaurant St. Philadelphia, Pa 19100 (215) 555-5555 Philadelphia Food License # 1234567	Transported to the site at 40 ⁰ F in 2 inch deep pans in a cooler using ice packs. Rapidly reheated to internal temperature of 165 ⁰ F and stored in chafing dish for serving.

12. Provide a drawing of the overhead view of the vending space.

Use the space below or a separate sheet of paper to draw an **overhead view** of your food operation space and label the equipment that you will be using. Make sure to identify and describe all equipment you listed on the previous page, including: cooking and cold holding equipment, hand washing facilities, work tables, food and single services storage, garbage containers, equipment for customer self-service and dispensing condiments.



FRONT

- **Cooking is not allowed at front of vending space.**
- **Photos of set-up including all equipment may be provided in lieu of drawing.**

I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Health Dept may nullify final approval. I understand that incomplete or illegible application will be returned unprocessed.

Vendor Name (Print) _____ Title: _____

Vendor Signature: _____ Date: _____

Sponsor Name (Print) _____ Title: _____

Sponsor Signature: _____ Date: _____

Approval of these plans and specifications by the Health Dept does **not** constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Philadelphia Food Regulations.