



Serving Valley, Elmore, Boise and Ada Counties

Main Office • 707 N. Armstrong Pl. • Boise Id 83704-0825 • (208) 375-5211 • Fax 327-8500

Vendor's Packet

All food vendors, food demonstrators, or food equipment demonstrators, who sell or give food to the public are required to read and complete the forms in this information packet.

THE PACKET INCLUDES:

1. **License Application** for a Temporary Food/Itinerant Establishment. Application **MUST** be received no later than 30 days prior to the event. Payment is due at time of application. A Health Inspector will determine if your food service operation is unregulated or requires licensure. The license will be issued after the application is received, the appropriate fee is paid **AND** the booth is inspected and/or approved to open for business.
2. **Temporary Food Establishments or Operations Sheet** - Post in Your booth.
3. **Self -Inspection Sheet** - To be completed prior to opening.
4. **Dishwashing and Hand washing Set-up** - When conventional hand washing facilities are not convenient, each booth must provide hand-washing facilities.
5. **Food Safety Notice** - Post in your booth.
6. **No Bare Hands Contact** - Post in your booth.

INSPECTIONS:

During the Health Department's inspection, critical violations must be corrected immediately or, depending on the situation, within 2 hours. Non-critical violations must be corrected within 24 hours. Failure to correct items in violation within a specified time could result in suspension of your permit.

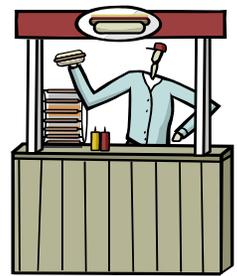
PLAN REVIEW:

If you are planning to construct (or have already started) a new booth or mobile unit, you must contact Central District Health Department. Food Rules* require that the health department review and approve all plans **PRIOR** to construction.

* Idaho Food Code (available on line at: <http://www.healthandwelfare.idaho.gov/site/3381/default.aspx>)



707 N Armstrong Place, Boise Id 83704
Environmental Health Ph. (208)327-7499 FAX (208)327-8553



Licensure of Temporary and Special Event Food Vendor Guidance

This document is being provided to assist Temporary Food License holders due to regulation changes for food vendors beginning July 1, 2009.

License Fee - \$65.00

- ⊕ **One Fee will cover the temporary or intermittent (farmers market) food establishment for an entire calendar year; January 1 through December 31. The following conditions apply.**

The fee is valid throughout the entire state **if the same menu** is served for each event.

If the menu is changed, a new application and fee is required.

The food license must be on display at each event.

- ⊕ **Central District Health Department requires the vendor to submit a separate application 30 days in advance in order to obtain a license. The following information must be submitted with the application:**

Valid proof that a temporary food license fee has been paid in another district

Proof that the same menu is being served at the events planned in the new district

The listing of all events planned to attend in this district

The length/dates/location of the events

If this information cannot be provided at time of application, a new license and fee will be required.

- ⊕ **The license issued for a temporary or intermittent food establishment is valid for multiple events in the issuing district, as long as the same menu is served. A listing of event locations and dates covered by the license will be attached.**

Any restrictions associated with the temporary and/or intermittent food events must be followed.

***Some requirements may differ district to district.**

- ⊕ **The temporary or intermittent food establishment may not be inspected at each event they attend, but, the Health District may still inspect at any time the establishment is operating.**

Some instances include:

Previous violations noted on past inspection

Operating at a multiple day event

Setting up at a booth that is operating in different seasons

If you have any additional questions please contact your local Health Department



Downloads: http://cdhd.idaho.gov/ehs/food_forms.htm

Temporary Food Establishment Application

Notification of Event

Vendors Packet

Common/ehp/enviro/handouts/Temp and Special Event Food Guidance





POST IN BOOTH

REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS OR OPERATIONS

HYGIENE:

- Smoking, eating or drinking while on duty is forbidden. These activities may be done away from the serving and preparation area. You **must wash hands** at the hand wash station nearest your work area before resuming duties.

Employers are held responsible for insuring that no employee who is ill (coughs, colds, diarrhea) will be allowed to work.

ROSTER OF RESPONSIBLE EMPLOYEE ON DUTY

- Must be posted in booth.

HAND WASH SET-UP

- Sink with running water
- Soap
- Paper towel – preferably in a holder
- Plumbed to sewer or wastewater bucket. Not to be discharged into storm drains.

FOOD TEMPERATURES

- Cooking – 165° or hotter
- Hot holding – 135° or hotter
- Cold holding – 41° or colder

TRASH CONTAINERS

- For booth use. Located on public side of booth.

REFRIGERATORS

- Must be constructed with hard, durable liner.
- Must have fan to circulate cold air when door is closed.
- Food temperatures must be 41° or colder at all times. Set at 38° or colder.

ICE

- Prefer small scoops that fit cup.
- Keep Scoop handle out of ice.
- Tolerant use of paper/wax cup **ONLY** if **GLOVED HAND** and most of cup is kept out of ice when scooping.

ICE PICK

- Sanitized pick or other tool.

CUPS

- Open tube to expose bottom of cup. Use the package as a dispenser.

THERMOMETERS

- Required with perishables. Not needed with still-frozen foods.

UTENSIL WASHING SET-UP

- Requires three (3) tubs or containers for utensils, to be set-up ready for use.

Procedure: 1. Detergent, 2. Rinse, 3. Sanitize, 4. Air Dry

SANITIZER

- Bleach or other chemical approved by the Health Department.
- **Bleach solution = 1 Tablespoon per gallon of warm water**

UTENSILS

- **SINGLE SERVICE DISPOSABLE** (plates, cups, plastic forks, etc.)
- Store a minimum of four (4) inches off the ground.

FOOD PROTECTION

- Keep foods covered as much as possible to protect from dust and contamination.

In situations not covered, use professional judgment considering time of day, air temperature, food, protection needed, etc.

DISHWASHING SET-UP

The following procedures are recommended in Temporary Food Establishments for washing multi-use eating and drinking utensils by hand.

Use three (3) vats such as small washtubs or a three-compartment sink.

1. The first vat is used for washing items with hot water and a suitable soap or detergent.
2. The second is used for rinsing in hot water.
3. The third is filled with chlorine solution made of 1 teaspoon per gallon of water. (Liquid unscented bleach, Clorox, Purex, or their equivalents are acceptable compounds.)

Air-dry all sanitized items. DO NOT dry with a towel.



DETERGENT AND
WATER



FRESH WATER



50 PPM CHLORINE
1 TEASPOON/GAL
WATER



DRYING RACK OR
TABLE

NOTE: Dumping wastewater on the ground or in a storm drain is prohibited.

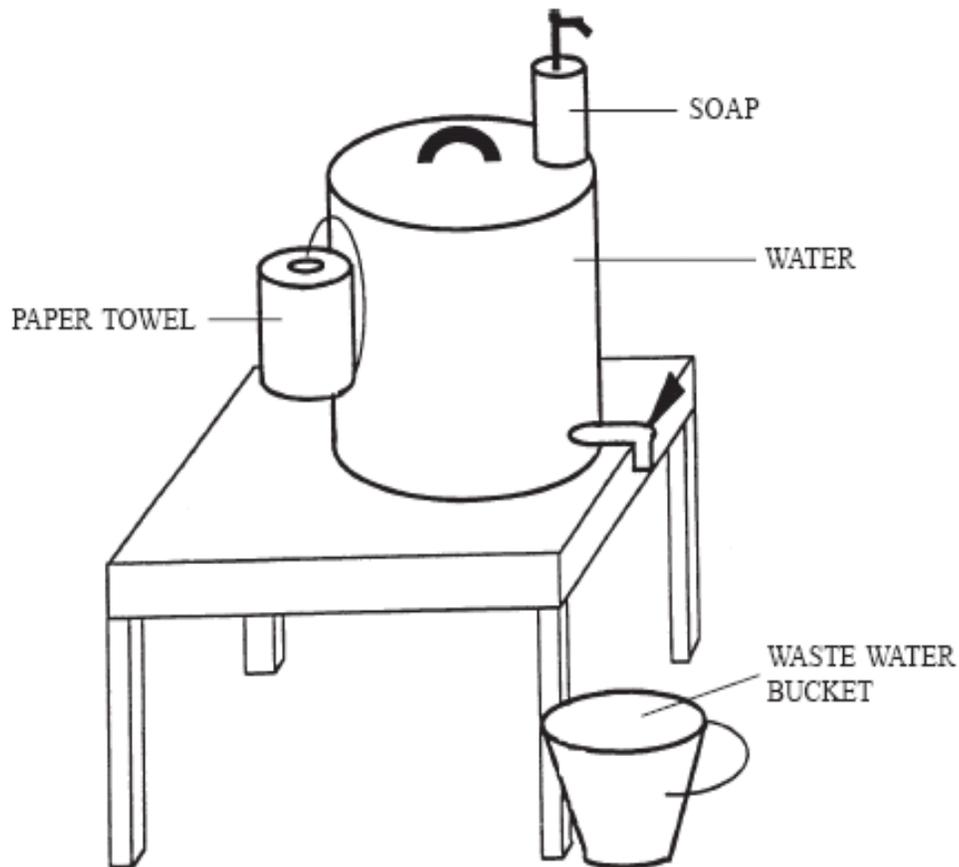
**Method of wastewater disposal must be approved by
Central District Health Department.**

HANDWASHING SET-UP

- Use a water container with a turn valve. Place a bucket under the spigot to catch wastewater.
- Have soap dispenser nearby.
- Place paper towels on a spindle or hang from string or wire.

(Note: Dumping wastewater on the ground or in a storm drain is prohibited)

Method of waste water disposal must be approved by Central District Health Department.



Also acceptable as water container: Collapsible water jugs, plastic jug, each with TURN valve.