



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 are *not* currently licensed by the Health Department, 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 15 days prior to event. A Health Inspector will determine if your food service operation is unregulated or requires licensure.

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. **Food Rules**- A summary of the food regulations and what will be expected of all food operations.
3. **Temporary Food Establishments or Operations Sheet** - Post in Your booth.
4. **Self -Inspection Sheet** - To be completed prior to opening.
5. **Dishwashing and Hand washing Set-up** - When conventional hand washing facilities are not available, each booth must provide hand-washing facilities.
6. **Food Safety Notice** - Post in your booth.
7. **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:*



**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.

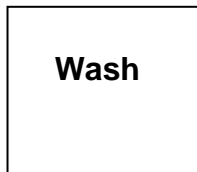
# DISHWASHING SET-UP

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.**



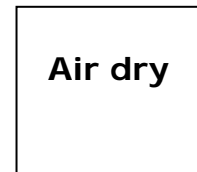
**DETERGENT AND  
WATER**



**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.**

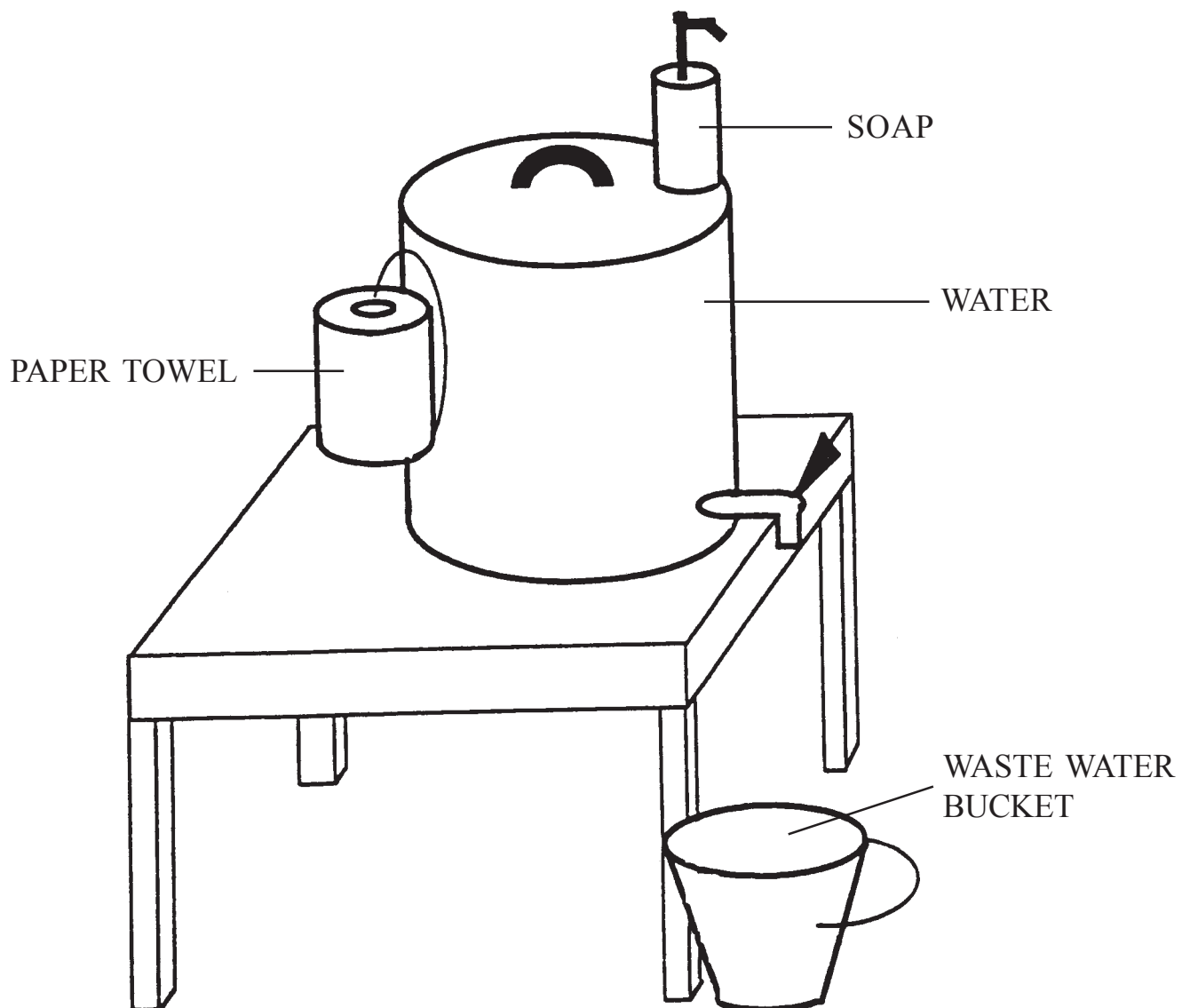
**Method of wastewater disposal must be approved by  
Central District Health Department.**

# HANDWASHING SET-UP

- Use a water container with a turn valve. Place a bucket under the spicket to catch wastewater.
- Have soap dispenser near by.
- 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 wastewater disposal must be approved by Central District Health Department.



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



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## SELF INSPECTION SHEET

Complete this form before opening your facility. Keep it available for Health Department's inspection.

Establishment Name: \_\_\_\_\_

Location of booth: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Self-Inspection: \_\_\_\_\_

- |  | Check One                |                          |
|--|--------------------------|--------------------------|
|  | Yes                      | No                       |
| 1. Are your foods, water, ice, syrups, etc. obtained from a health department approved source?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are your foods covered to protect them from dust, flies, children's fingers and tongues?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are your foods and ice stored off the ground a minimum of six (6) inches and paper goods a minimum of four (4) inches?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have tongs, paper, etc. to comply with <u>No Bare Hand Contact</u> of ready-to-eat foods?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are your workers wearing clean clothes and have clean hands and fingernails?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you checked to makes sure none of your sales people have a bad cold or are sick?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you have water, soap, paper towels, or other approved hand washing facilities in your booth?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do you have adequate wash sinks with bleach available? Bleach loses strength with age. Use a new bottle.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the Health Department inspected and approved any perishable products that require refrigeration?<br>Examples: Fish, poultry, meat products, milk products.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you made sure that the people who might handle money wash their hands and put on gloves before handling wrapped foods.                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are your refrigerators equipped with a thermometer and holding foods at 41° or less? Do you have a metal stemmed thermometer for checking hot food temperatures? | <input type="checkbox"/> | <input type="checkbox"/> |

**You must be able to answer YES to all questions before opening your facility**

**Please be sure these items are in compliance BEFORE your first inspection.  
Consult with Central District Health Department about Item 9 prior to event.**

Print your name \_\_\_\_\_

Signature \_\_\_\_\_