



TEMPORARY FOOD ESTABLISHMENT APPLICATION

Dear Applicant,

Thank you for your interest in providing food in our District. This application must be completed before we will issue you a permit. We will be happy to help you complete the application either in our office or over the phone (509) 243-3344 during business hours. Once the application is completed, an inspector will review your application to find ways to increase your efficiency and safety, and possibly limit your menu or preparation steps to protect public health.

Additional information is available on our website www.ac-hd.org.

Answers to common questions:

➤ **What is a Temporary Food Establishment?**

A Temporary Food Establishment (TFE) is where a food retailer prepares or sells unpackaged foods at a fixed location affiliated with an event, such as a fair or farmers' market. TFEs have specific food service limitations and requirements.

➤ **Who needs to get a temporary permit?**

All individuals or groups planning to hold events that serve food and are open to the public are required to get a permit. If you advertise (with newspaper, television or radio announcements, flyers, signs, banners or other means) to the public, you are required to get a permit.

➤ **Why is a permit necessary?**

The state law says that all food served to the public must follow current food service regulations (WAC 246-215). The permit is proof to customers that your operation has been reviewed to ensure it meets food safety and sanitation requirements.

➤ **What is the application process?**

- Complete the Temporary Food Service Application (pages 1-2 of this document).
- Submit your application to the Health District at least 14 days before the event (address above).
- An inspector will notify you when your application is received.
- Go over the application with a health district inspector (page 3 is completed by health district staff).
- Pay the appropriate permit fee.

If you have any questions, please call us (509) 243-3344. We are eager to work with you to help you serve the safest food possible.



Apply Now To Avoid An Increase in Fees

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
				Deadline to apply & pay lowest fee (14 days prior to beginning of event)		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					Food Event Begins	
20	21	22	23	24	25	26
27	28	29	30			



Asotin County Health District - Environment Health

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For District Use Only							
Temporary Food Service Permit With Potentially Hazardous Foods				Temporary Food Service Permit With NO Potentially Hazardous Foods			
✓	Trans Code	Permit Fee	Application Received	✓	Trans Code	Permit Fee	Application Received
	56.83	\$ 60.00	14+ Days Prior to Event		56.87	\$ 45.00	14+ Days Prior to Event
	56.84	\$ 75.00	7 – 13 Days Prior to Event		56.88	\$ 60.00	7 – 13 Days Prior to Event
	56.85	\$ 90.00	3 - 6 Days Prior to Event		56.89	\$ 80.00	3 - 6 Days Prior to Event
	56.86	\$110.00	1 – 2 Days Prior to Event		56.95	\$110.00	1 – 2 Days Prior to Event
	56.92	\$200.00	Multi Event		56.91	\$150.00	Multi Event
Community Event Temporary Food Service Permit With NO Potentially Hazardous Foods				Charity Temporary Food Service Permit With NO Potentially Hazardous Foods			
✓	Trans Code	Permit Fee	Application Received	✓	Trans Code	Permit Fee	Application Received
	56.98	\$ 20.00	7+ Days Prior to Event		56.96	\$ 20.00	7+ Days Prior to Event
	56.99	\$ 45.00	1 – 6 Days Prior to Event		56.97	\$ 45.00	1 – 6 Days Prior to Event

TFEs working without a proper permit will be charged double the fees.

IMPORTANT: *Completion of this application does not necessarily indicate compliance with other state, county or city agencies. It is the applicant's responsibility to contact these departments. The application is based on WAC246-215-131 (Rules and Regulations of the State Board of Health for Food Service-Temporary Food Establishments).*

APPLICANT Information <i>Complete All Sections Legibly</i>	Applicant Name		Organization / Business Name		Applicant Phone Number	
	Applicant Mailing Address		City		State	Zip
	Name of Person in Charge of Booth (PIC)		Email		**Does PIC Have Current Food Worker Card? Yes No	
<i>**At least one food handler with a valid Washington State Food Worker Card must be in the booth at all times.</i>						

EVENT Information		<i>Complete All Sections Legibly For ALL Events</i>				<i>NOTE: multiple days have additional fees</i>
1st EVENT	Event Name	Date Begins	Hours of Operation	Event Coordinator		Est. # of Customers Served/Day:
	Address (City, St, Zip)	Date Ends		Contact # on Day of Event		
2nd EVENT	Event Name	Date Begins	Hours of Operation	Event Coordinator		Est. # of Customers Served/Day:
	Address (City, St, Zip)	Date Ends		Contact # on Day of Event		
3rd EVENT	Event Name	Date Begins	Hours of Operation	Event Coordinator		Est. # of Customers Served/Day:
	Address (City, St, Zip)	Date Ends		Contact # on Day of Event		
4th EVENT	Event Name	Date Begins	Hours of Operation	Event Coordinator		Est. # of Customers Served/Day:
	Address (City, St, Zip)	Date Ends		Contact # on Day of Event		
5th EVENT	Event Name	Date Begins	Hours of Operation	Event Coordinator		Est. # of Customers Served/Day:
	Address (City, St, Zip)	Date Ends		Contact # on Day of Event		



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FOOD Information	#	Food / Beverage Item	Location Purchased	Off-Site Prep**		Hot Holding?		Cold Holding?	
				Yes	No	Yes	No	Yes	No
List all foods you will serve at the event. <i>Only items listed will be approved for service.</i> <i>Any changes must be approved prior to the event.</i>				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No
				Yes	No	Yes	No	Yes	No

****If off-site preparation is selected, you must use an approved (permitted) kitchen facility. Home-prepared foods CANNOT BE SERVED at events open to the public.**

Name of Permitted Kitchen

Address of Kitchen

Phone

Booth Description:

Walls and ceiling must be made of wood, canvas, or other material that protects the interior of the booth from dirt and weather. Foods cannot be prepared, cooked, or displayed on the front counter unless they are protected from contamination. Flooring must minimize dust and mud. Booth must be large enough to accommodate all activity and food storage.

Food preparation at home (or other unapproved/permitted facility) is NOT allowed.	Describe the following about your booth:	
<p>A sketch of your floor plan is required.</p> <p>Note food prep, cooking, cleaning and hand washing areas.</p>	1) Floors	
	2) Walls	
	3) Ceiling	
	4) Hand Washing Facilities (in the booth)*	<input type="checkbox"/> Plumbed Sink <input type="checkbox"/> Temporary Hand Wash
	*At minimum, you must provide 5 gallons warm water in an insulated container with a spigot, a bucket for waste water, pump-type liquid soap, and paper towels.	
	5) Dish Washing Facilities	<input type="checkbox"/> 3-Compartment Sink <input type="checkbox"/> 3-Wash Basins
	6) Water Source	<input type="checkbox"/> Municipal <input type="checkbox"/> Other (specify)
	7) Wastewater Disposal	<input type="checkbox"/> Sewer <input type="checkbox"/> Holding Tank (size) <input type="checkbox"/> Other (specify)
	8) Garbage Disposal	<input type="checkbox"/> Municipal <input type="checkbox"/> Other (specify)
9) Power Needs	Have you confirmed availability of power at this event? ___ Yes ___ No With whom? _____ <input type="checkbox"/> Electricity <input type="checkbox"/> Generator <input type="checkbox"/> Propane	



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Temperature Control:

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). A calibrated thermometer is required to monitor temperatures often.

Will you use a clean, calibrated thermometer during the temporary event? Yes No N/A

Do you know how to calibrate your thermometer? Yes No N/A

Check all temperature control methods you will use to keep potentially hazardous foods either below 41°F or above 135°F.

COLD HOLDING	COOKING	HOT HOLDING
<input type="checkbox"/> Refrigerator <input type="checkbox"/> Refrigerated Truck <input type="checkbox"/> Freezer <input type="checkbox"/> Ice Chest <input type="checkbox"/> Drained Ice <input type="checkbox"/> Other (specify) _____ <i>Mechanical refrigeration required for events over 8 hours.</i>	<input type="checkbox"/> Oven <input type="checkbox"/> Barbecue <input type="checkbox"/> Wok <input type="checkbox"/> Fryer <input type="checkbox"/> Roaster Oven <input type="checkbox"/> Stove <input type="checkbox"/> Gas Grill <input type="checkbox"/> Other (specify) _____	Oven Barbecue Steam Table Stove Gas Grill Roaster Oven Chafing Dish* Other (specify) _____ <i>* Canned heat will only be permitted for indoor events <3 hours.</i>

Read and INITIAL Yes, No or N/A

Yes	No	N/A	Requirement
			1. You will enforce an illness and hand washing policy in your booth. You will provide a hand washing facility (with clean, warm, running water; pump soap and paper towels) that will be available before food preparation begins and will remain operable at all times that workers are in the booth. FAILURE TO COMPLY WILL RESULT IN CLOSURE.
			2. You will provide sanitizer for wiping cloths or spray containers in your booth. All food-contact surfaces will be sanitized prior to, and during, food preparation. Solution consists of 1 teaspoon bleach in a gallon of water (or other approved sanitizer).
			3. You will store potentially hazardous foods (PHF) out of the Danger Zone (41°F-135°F) and will monitor the temperature of PHF with an accurate thermometer. For PHF that have been heated through the Danger Zone, you will discard them at the end of the day. Cooling of leftovers is not allowed.
			4. You will keep raw meats and their juices away from all other foods.
			5. You will provide water, ice and food from approved sources. Home storage is not allowed. All wastewater will be disposed in a sanitary sewer (not storm drains).
			6. You will make sure your employees have accessible restrooms (within 200 feet of your booth). Restrooms must have sinks with warm, running water. All employees must wash their hands after using the restroom.
			7. You will provide an adequate number of utensils or a 3 basin dishwashing facility. All utensils will be washed in hot, soapy water (basin 1), rinsed in clean, warm water (basin 2), sanitized (basin 3) and air dried before use.
			8. You will store all food, ice and single-service utensils, napkins, etc. off the ground. You will only use food-grade containers for food storage and transport.
			9. You will use approved barriers including utensils, paper wraps and gloves (which must be changed when contaminated, ripped, or after changing tasks) to prevent Bare Hand Contact with all Ready-to-Eat Foods.
			10. You will educate your employees on the guidelines on this application.

After receiving your application, an inspector will review your plan with you. Your menu may be restricted in order to be approved. Once the application is approved, NO changes may be made without approval from this District.

Signing indicates acceptance of the guidelines stated on this application.

Signature of Applicant _____
Date



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The reviewing inspector and applicant will discuss the preparation of all menu items. Details will be listed on this page, and additional pages as needed.



How To Make A Handwash Station

1. Insulated Container with at least 5 gallons warm water.
2. Pump Soap
3. Paper Towels
4. Catch Bucket
5. Garbage Can



Wash & Assemble

All produce must be washed in clean, running water.

Approved Source

All foods must come from a commercial source (grocery store) and MAY NOT be stored at home.

Water and ice must also be from an approved source--water must be from city supply and ice must be store-bought.



Thaw

3 approved methods:

1. In refrigerator
2. Under cold, running water
3. During cooking process (only for small amounts)

Cold Holding

Must maintain PHF at 41°F or colder.



1. In refrigerator
2. In container pushed down into ice (make sure the ice is up to the top level of the food)

Food Preparation at Site: (All foods must be prepared on-site)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Handwashing | <input type="checkbox"/> No Cooling |
| <input type="checkbox"/> Receipts | <input type="checkbox"/> BHC |
| <input type="checkbox"/> Cross Contamination | <input type="checkbox"/> Sanitizer |
| <input type="checkbox"/> FWC | <input type="checkbox"/> Thermometer |
| <input type="checkbox"/> Warewashing | <input type="checkbox"/> Menu Change |

Signature

I certify by signature that I am the owner of the establishment or his/her designee. I further certify that I grant permission to allow the Health Officer and/or his/her representative(s) to enter said establishment at their discretion for the purposes of application, evaluation, pre-operational inspection, and routine inspection or any subsequent inspections or investigations.

I understand if food is suspected of being contaminated and a threat to public health and/or in violation of WAC 246-215 (a copy of which is available to me at my request), said food will be voluntarily removed from human food channels by myself and/or my designee in the presence of the Health Officer.

I understand that any food service operating permit may be immediately suspended or revoked for failure to comply with Asotin County Health District Board of Health Regulations or the WAC 246-215. In the event of suspension or revocation of my food service permit, I will be required to immediately cease and desist all food service operations until such time as a new permit, or continued operation, is authorized by the Health Officer.

Applicant Signature

Date

Cook

To appropriate temperatures:

- 135°F--Hot dogs, canned foods, cooked vegetables
- 145°F--Fish, shellfish, lamb, beef
- 155°F--Hamburger, raw sausage
- 165°F--Chicken, poultry

ALL cooked foods will be discarded at the end of the day. Cooling is NOT APPROVED at temporary events.

Hot Holding

Equipment must maintain food temperature at 135°F or higher.



Condiments

Condiments and straws must be individually-wrapped or protected from contamination--covered with a lid or handled only by the food booth staff.



Service

Foods that are ready to be served are considered ready-to-eat (RTE). RTE foods must not be handled with bare hands.

- Appropriate barriers:
1. Gloves (change often--when dirty, ripped, changing tasks. Wash hands after changing gloves)
 2. Utensils (keep clean; in-use utensils should be stored in the product or ice water--the handle must always stay out of the product). Ice scoops must be stored outside of the ice bin on a clean, dry surface or in a clean container.



For District Use Only

Reviewed By _____

Date _____

- ____ Approved
- ____ Rejected
- ____ Approved with Restrictions
- ____ Exempt