



Health Guidelines for:

Food Service at Temporary and Special Events

Temporary food service is any food service provided at a fixed location for a temporary period of time, but not to exceeding 14 days. Temporary food service is typically provided at a temporary or special event.

A Health Permit is typically required for each food vendor operating at a temporary or special event. Please note that the Health Permit is a separate permit, and in addition to, any permit required for the event itself.

Applications for Health Permits for temporary food service are available at the City of Allen Health Division, 305 Century Parkway, Allen TX, 75013. Application should be made at least 3 days prior to the event. Permits must be conspicuously displayed during the event.

Obtaining a Health Permit for Temporary Events

1. Submit an application for a new Health Permit, checking the box for a Temporary Event. Applications are available on the City's website: www.cityofallen.org
2. City inspectors may conduct an inspection during the event to confirm compliance with the requirements below.
3. The Health Permit is only valid for that event. Attendance at any additional events will require a new Health Permit. Qualifying Mobile Food Establishments (Food Trucks) may have the option of obtaining an annual permit instead.
4. Provide a menu (including all food items to be served at the event) with the application.
5. Provide Food Handler Certifications at the time of inspection for all workers handling food.

Requirements

Food

- Only approved foods will be permitted. Foods requiring minimal handling (i.e.: hot dogs, nachos, popcorn, cotton candy and snow cones) may be allowed to be prepared onsite. More extensive food preparation shall be conducted in a permitted commissary unless the temporary facility can be provided with running water and a covered food preparation area.
- If the commissary facility is in another jurisdiction (outside Allen), a copy of the current permit and health inspection report from the regulatory authority (state, county, local or federal) and a notarized commissary letter must be attached to the application.
- All potentially hazardous foods (such as meat, poultry, fish, or dairy products) must be maintained at 41° F or below, or 135° F or above to prevent the incubation of bacteria. Mechanical hot holding and refrigeration is required unless otherwise approved. A metal stem thermometer displaying 0°-220° F is required.
- Open, unprotected displays of food are not allowed. All condiments available for customer self-service, including onions, relish, sauces, peppers, catsup, mustard, etc., must be in single self-service packets unless otherwise pre-approved.
- Ice used for human consumption must be stored separately from ice used to refrigerate drinks. Ice storage units must drain to prevent drinks from contacting melted ice water.
- Handling of food or ice must be minimized. Utensils such as scoops, tongs, forks or spoons must be used



when possible. Disposable plastic gloves are required when direct contact with food is necessary.

- NOTE: Home preparation or storage of food is not allowed. FOOD SOURCE – Items cannot be created or cooked at a residence. Food must be prepared “on-site” or purchased from a licensed food facility.

Water Supply

- All establishments that handle or prepare unpackaged food are required to have convenient hand washing and utensil washing facilities. The number, type and size of sinks required will be determined by the type of operation to be conducted. Bare hand contact with “ready to eat” foods is not allowed.
- A minimum of five (5) gallons of potable water in a sturdy plastic container must be available for hand washing, utensil cleaning and sanitizing. If potable water replenishment is not readily available, additional containers of potable water may be required.

Personnel

- Eating, drinking and the use of tobacco in any form is prohibited in food preparation and service areas.
- Food handling personnel must wash their hands as frequently as necessary to keep them clean. Disposable gloves may not be used in lieu of hand washing.
- Full hair restraints, including hair nets or caps, beard covers, are required in food preparation and serving areas.
- Employees must have access to adequate restroom facilities.
- Employees must be free of any communicable diseases. Personnel must wear clean clothing and maintain a high degree of personal hygiene.

Hand Washing

- A separate container of water, one gallon minimum, with a spigot to provide a flow of water for hand washing, must be available. A small basin must be available to contain wastewater. Liquid bleach (approximately one tablespoon per gallon) may be added for hand washing.
- Disposable paper towels and hand soap or detergent must be available on site.

Utensil Washing and Sanitizing

- Separate plastic containers of at least two-gallon capacities must be available for washing, rinsing and sanitizing.
- An adequate quantity of sanitizer, such as liquid chlorine bleach in a solution of 50 parts per million (ppm) Chlorine (50 parts per million=1 tablespoon per gallon of water) must be available for sanitizing.
- Test strips must be available to verify concentration of sanitizer.
- Single service items should be used when possible to minimize dishwashing.

Wastewater and Solid Waste Disposal

- A sturdy five-gallon plastic container equipped with a funnel to receive and store liquid wastes must be available.
- All wastewater from sinks, steam tables, etc. must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal requirements.
- Covered trash containers must be provided.
- Food, food containers, utensils, napkins, straws and single service articles must be adequately protected from



splash, dust, insects, weather, or other contamination. Storage on the floor or ground is not acceptable.

Miscellaneous

- All temporary food establishments are required to have approved flooring such as concrete, asphalt or tight-fitting plywood.
- All stands must have suitable covering over food preparation, cooking and serving areas. Such cover must meet fire code requirements. A skirt is recommended to protect food and utensils.
- Animals are prohibited in temporary food establishments.
- ELECTRICAL NEEDS & USAGE - If you must use extension cords, use only commercial cords with ground plugs with the largest wire size (#12 or #14) and in the shortest length you can find. Don't use "splitters" to increase the number of electrical outlets in your booth. When you arrive, plug in and turn on all electrical equipment. Check all appliances frequently to make sure that you have continuous power and are not tripping electrical breakers.

Inspections

The City may conduct inspections of food operations during temporary events. These are the primary requirements are what we will be looking for and evaluating:

- MAINTAINING COLD FOODS - Provide freezers, effective refrigerators on their coldest settings and/or a sufficient number of ice chests. If using ice chests, use deep food containers and enough ice to keep food product immersed into the ice creating close contact to keep food as cold as possible. Place refrigerators and ice chests in the shade especially protected from the afternoon sun. Cold items must remain 41° Fahrenheit or below.
- MAINTAINING HOT FOODS - Use grills, electric steam tables, hot food cabinets, electric roasters or crock pots or to keep food at or above 135° degrees Fahrenheit. No Sterno or alcohol burners allowed EXCEPT in enclosed hot food cabinets. Sealed Cambro's without supplemental heat WILL NOT keep foods sufficiently hot for more than a couple of hours. All foods must be thoroughly cooked to at least 165° Fahrenheit before being served. For hamburgers, cook until the juices run clear and there is no pink/red in beef.
- FOOD HANDLING - Ready-to-eat foods MUST be handled with sanitary utensils or by persons using food handling gloves. No bare hand contact with ready-to-eat foods. NO EXCEPTIONS!
- FOOD SOURCE - Except for foods in a refrigerated truck or a freezer, only bring foods to the event site that will be sold in 3-4 hours to maximize freshness and safety.
- UTENSIL & HAND WASHING - Bring three (3) plastic containers to set up ware wash system as well as several buckets for hauling water, liquid dish soap and household bleach. Set up a 3-step handwashing / ware washing system as follows:

- I. WASH
- II. RINSE
- III. SANITIZE