

# Guidelines for Operating a Temporary Food Establishment



**Wheeling-Ohio County  
Health Department**



**Public Health**  
Prevent. Promote. Protect.

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## What is a Temporary Food Establishment?

A temporary food establishment is an operation that runs at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration, such as a:

- Fair
- Festival
- Carnival
- Circus
- Regatta
- Similar transitory gathering



## Who Needs to Get a Temporary Permit?

Each food establishment in operation during an event open to the public must obtain a permit from the Local Health Department in that county unless exempt by WV Code 16-6-3. A list of Local Health Departments is provided on page 11.

## Why is it Necessary to Apply for a Permit?

The West Virginia Food Establishment Rule 64CSR17 requires each food establishment to have a valid permit issued by the Local Health Department. A valid permit must be conspicuously posted in every food service establishment. The establishment must also be inspected and approved by the Local Health Department Sanitarian before a permit can be issued. See page 11 for Local Health Department addresses and telephone numbers.

## When Should a Permit Application be Returned?



It is recommended that the application be returned to the Local Health Department (with fee, if required) at least **30 DAYS** before the event. This allows time for the Sanitarian to adequately review the application and to advise you of necessary changes well in advance of the event.

## Where Do You Obtain a Permit Application?

Applications may be obtained from any Local Health Department. A list of Local Health Departments is provided on page 11. A permit fee and food handler's card may also be required.

## Review of a Permit Application

You must apply for a permit in order for the Local Health Department to review the proposed operation. The Sanitarian will work with you to review the following:

- Concession construction
- Types of foods to be prepared
- How the food will be prepared
- Methods to keep foods hot and cold
- Handwashing
- Utensil washing

The Sanitarian may also make suggestions that will enable your booth to operate more efficiently and safely.

## Foodborne Illness

### WHAT IS IT?

Foodborne illness is caused by consuming contaminated foods or beverages. Many different disease causing microbes, or pathogens, as well as poisonous chemicals, can contaminate food. Common symptoms include diarrhea, abdominal cramping, fever, headache, vomiting, severe exhaustion and sometimes blood or pus in the stools.



## Foodborne Illness, cont.

### WHO IS AT RISK?

Everyone is at risk. It is estimated that each year in the United States, 1 in 6 Americans (or 48 million people) get sick, 128,000 are hospitalized and 3,000 die of foodborne diseases. Very young children, pregnant women, the elderly and people with compromised immune systems are at the greatest risk.

### WHERE DOES IT COME FROM?

Raw animal foods such as meat, poultry and eggs are likely to be contaminated. Fresh produce such as lettuce, tomatoes, sprouts and melons may also present a food safety hazard. Even cooked, ready-to-eat foods can become cross-contaminated with bacteria transferred from raw products or from food handlers with poor personal hygiene. Proper cooking temperatures will destroy pathogens, and proper holding temperatures will control their multiplication.

There are **Five Major Risk Factors** related to food worker behaviors and preparation practices that contribute to foodborne illness:

1. Improper Holding Temperature
2. Poor Personal Hygiene
3. Inadequate Cooking
4. Contaminated Equipment
5. Food from an Unsafe/Unapproved Source

## Foodborne Illness Prevention

You can prevent foodborne illness with a trained and knowledgeable staff.

### Reduce the Risks

- Follow proper time/temperature procedures. Keep hot food hot, cold food cold and cool and reheat properly. Improper holding temperatures may promote harmful microbes to grow.

### Reduce the Risks, cont.

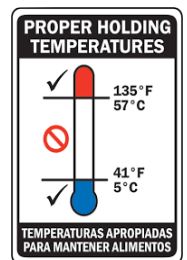
- Wash hands, do not work when sick, avoid bare hand contact with ready to eat food and wear clean clothes.
- Cook food to the proper temperature and time; advise consumer appropriately if raw/undercooked food is served.
- Clean and sanitize equipment. Prevent cross-contamination. Do not use the same equipment for raw food and ready-to-eat food unless properly cleaned and sanitized.
- Food must be from a safe and approved source. No home canned products may be served.

## Establishment Workers

- Do not work if you are sick (symptomatic with vomiting or diarrhea, or a sore throat with a fever, or jaundiced) or have open sores or cuts on your hands or arm.
- Do not touch ready-to-eat foods with bare hands.
- Obtain food handler's card if required by the Local Health Department (page 11).
- Wash hands frequently:
  - ⇒ Before starting work.
  - ⇒ After smoking, eating, drinking, or using the restroom.
  - ⇒ Before putting on gloves.
  - ⇒ After handling raw products.
  - ⇒ When contaminated.
- Wear hair restraints and clean clothes.
- Do not wear jewelry. Plain rings are acceptable.
- Do not smoke or eat while working.
- Designate a Person-In-Charge (PIC).
- A PIC must be present and must know food safety rules.

## Time/Temperature Control for Safety Food

Time/Temperature Control for Safety (TCS) food is any food that requires time and temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, such as eggs, meat, poultry, fish and dairy foods. Examples are hamburgers, tacos, hot dogs, chili



*Time/Temperature Control, cont.*

and cream pies. Raw seed sprouts, cooked rice, potatoes and beans are also considered to be TCS food because they will support rapid bacterial growth and/or toxin formation.

## Non-TCS Food

Non-TCS food includes fruit pies, dry goods and cereals, unconstituted dehydrated foods and baked goods with NO cream icings or filling. Other examples are cookies, breads, cakes, potato chips, popcorn, cotton candy and candy bars.

## Food Temperatures

Time/Temperature Control for Safety (TCS) foods must be stored at temperatures below 41°F (under refrigeration) or above 135°F (hot holding) at all times, except when undergoing preparation or cooking. Do not store TCS food at room temperature. TCS food products found in the danger zone are subject to embargo or destruction.

## Thawing

Do not thaw foods at room temperature. Thaw foods as part of a cooking process, under refrigeration at 41°F or below, under cold running water (70°F or less), or in the microwave oven with immediate transfer to conventional cooking.

## Reheating

1. Reheat food within 2 hours: hold for 15 seconds at 165°F.
2. Microwave reheating:
  - ⇒ Cover, rotate, stir: hold 2 minutes after cooking to 165°F.
  - ⇒ Do not use crock pots, steam tables and other hot holding devices for reheating foods; they are to be used only for hot holding.
  - ⇒ Reheating shall be done rapidly and the time the food is between temperature may not exceed 2 hours.

## Cooling

Separate hot foods into small portions. Use shallow pans, ice water baths or cold stirring paddles.

Rapidly cool hot foods:

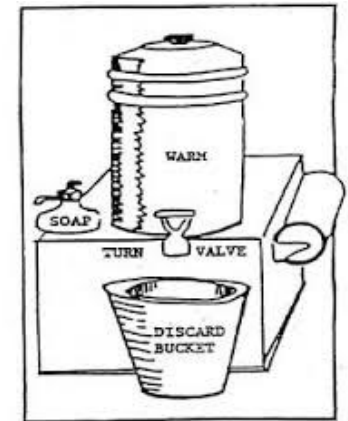
- Cool from 135°F to 70°F within 2 hours.
- Cool from 70°F to 41°F or less within 4 hours.

## Handwashing Facilities

Must be convenient and accessible. At a minimum, the following should be provided:

- Warm water
- Soap
- Individual paper towels
- Apparatus (a bucket) to collect dirty water

For example, an air pump thermos or jug of warm water with a turn spout may be used to dispense warm water.



## Handwashing Procedure

- Rinse under clean, running water.
- Apply an appropriate amount of cleaning compound.
- Rub hands together vigorously for at least 10 to 15 seconds.
- Thoroughly rinse under clean water.
- Dry hands using a proper method. Example: disposable towel.



## Cooking

- Poultry, poultry stuffing, stuffed meats, stuffed pasta and stuffing containing meats: hold for 15 seconds at 165°F.
- Hamburgers, ground meat, eggs: 158°F or hold for 15 seconds at 155°F.
- Pork, fish: hold for 15 seconds at 145°F.
- Whole muscle, intact beef steak: color change externally, surface temperature 145°F.
- Roasts (beef, pork): hold for 3 minutes at 145°F.
- Hot dogs and other commercially processed ready-to-eat foods: 135°F.
- Vegetables, fruits (if not served raw): 135°F.
- Microwave cooking: cover, rotate, stir: hold 2 minutes after cooking to 165°F.



## Food Source

- All food shall be obtained from sources that comply with the law.



## Food Protection

- Cover and protect foods on display. Do not allow customers to help themselves to open, unprotected containers.
- Provide condiments, such as ketchup, mustard, coffee creamer, and sugar in dispensers, individual packets or squeeze or pump containers.
- Store foods at least 6 inches off the floor/ground.
- Protect foods from contamination and maintain at proper temperatures during transportation and storage.
- Do not store packaged food in water or undrained ice.

## Food Protection, cont.

- Protect against insects by use of screens, fans, air curtains or closable service openings.
- Use a scoop with a handle or an automatic dispenser to fill cups with ice. Do not use a cup as an ice scoop.

## Dishwashing Facilities

- Use clean, warm water.
- Use a three compartment sink or three clean containers.
- Wash.
- Rinse.
- Sanitize (the correct concentration for a chlorine or bleach water is 50-100 ppm).
- Follow manufacturer's directions if other type of sanitizer is used.
- Note: sanitizing wipes and scented bleach are not allowed for sanitizing utensils after dishwashing.
- Air dry (do not towel dry).
- Use appropriate test strips.
- Rinse and store wiping cloths in a separate bucket of sanitizer (50-100 ppm chlorine and change as needed).
- Store detergents and sanitizers separately from food and single service articles.

## Equipment, Utensils

- Equipment and utensils should be smooth, easily cleanable and in good repair.
- Equipment and utensils should be kept clean and sanitized.
- For customer self-service, single service articles should be individually wrapped or in an approved dispenser.
- Do not re-use aluminum foil pans, tin cans, bread wrappers or single service items.



### Equipment, Utensils, cont.

- Store in-use serving utensils:
  - ⇒ In the food with the handle above top of food and container.
  - ⇒ On a clean portion of table, equipment. (Clean and sanitize utensils every 4 hours.)
  - ⇒ In a running water dipper well for ice cream utensils.

## Thermometers

All refrigerators and cold holding units must have an accurate, visible thermometer. A product thermometer is also needed to check food temperatures. Clean and sanitize before each use.

Thermometers may be purchased from restaurant supply companies or from large department stores. Non-digital thermometers should be marked off in 2 degree increments. For thin foods like hamburger patties, insert thermometer sideways or use tip-sensitive device.



## Waste Handling

- Provide adequate number of durable, lined garbage containers large enough for your needs.
- Dispose of solid waste appropriately.
- Discharge liquid waste into a sanitary sewer or collect in a portable container and dispose of at approved location.



### Waste Handling, cont.

- Do not dump liquid waste into streets, storm drains, creeks or onto the ground.
- Do not put discarded grease in the sanitary sewer; allow to harden and place in garbage and discard according to law.

## Concession Construction

- Locate concession away from sources of contamination such as animals, barns and petting zoos.
- Use a covered structure to protect from windblown dust and debris, weather, insects and animals.
- Use cleanable floors like concrete or machine-laid asphalt. Dirt, plastic or canvas floors are not acceptable.
- Protect against insects by use of screens, fans, air curtains or closable service openings.
- Provide adequate lighting and properly shielded bulbs.
- Supply potable water through water lines bearing the National Sanitation Foundation (NSF) seal or equivalent (garden hoses are prohibited).



## Local Health Departments

Barbour Co. Health Dept.	23 Walbash Ave., Philippi, WV 26416	(304) 457-1670
Berkeley Co. Health Dept.	122 Waverly Court, Martinsburg, WV 25401	(304) 267-7130
Boone Co. Health Dept.	213 Kenmore Dr. Danville, WV 25053	(304) 369-7967
Braxton Co. Health Dept.	617 Old Turnpike Rd., Sutton, WV 26601	(304) 765-2851
Brooke Co. Health Dept.	632 Main St., Courthouse, Wellsburg, WV 26070	(304) 737-3665
Cabell-Huntington Health Dept.	703 7 <sup>th</sup> Ave., Huntington, WV 25701	(304) 523-6483
Calhoun Co. Service Center	P O Box 33, Grantsville, WV 26147	(304) 354-6101
Clay Co. Health Dept.	P O Box 36, Clay, WV 25043	(304) 587-4269
Doddridge Co. Health Dept.	Rt. 2, Box 54, West Union, WV 26456	(304) 873-1531
Fayette Co. Health Dept.	202 Church St., Fayetteville, WV 25840	(304) 574-1617
Gilmer Co. Health Dept.	809 Mineral Road, Glenville, WV 26351	(304) 462-7351
Grant Co. Health Dept.	P O Box 608, Petersburg, WV 26847	(304) 257-4922
Greenbrier Co. Health Dept.	9207 Seneca Trail S., Ronceverte, WV 24970	(304) 645-1539
Hampshire Co. Health Dept.	HC 71 Box 9, Augusta, WV. 26704	(304) 496-9641
Hancock Co. Health Dept.	P O Box 578, New Cumberland, WV 26047	(304) 564-3343
Hardy Co. Health Dept.	411 Spring Ave., Suite 101, Moorefield, WV 26836	(304) 530-6355
Harrison Co. Health Dept.	330 West Main St., Clarksburg, WV 26301	(304) 623-9308
Jackson Co. Health Dept.	504 So. Church St., Ripley, WV 25271	(304) 372-1093
Jefferson Co. Health Dept.	1948 Wiltshire Rd., Suite 1, Kearneysville, WV 25430	(304) 728-8415
Kanawha-Charleston Health Dept.	108 Lee St. E, PO Box 927 Charleston, WV 25323	(304) 348-8050
Lewis Co. Health Dept.	125 Court St., P O Box 1750, Weston, WV 26452	(304) 269-8218
Lincoln Co. Health Dept.	P O Box 527, Hamlin, WV 25523	(304) 824-3330
Logan Co. Health Dept.	300 Stratton St. Suite 203, Logan, WV 25601	(304) 792-8630
Marion Co. Health Dept.	300 2nd St., Fairmont, WV 26554	(304) 367-1746
Marshall Co. Health Dept.	P O Box 429, Moundsville, WV 26041	(304) 845-7844
Mason Co. Health Dept.	216 Fifth St., Point Pleasant, WV 25550	(304) 675-3050
McDowell Co. Health Dept.	P O Box 218, Wilcoe, WV 24895	(304) 448-2174
Mercer Co. Health Dept.	978 Blue Prince Rd., Bluefield, WV 24701	(304) 324-8836
Mineral Co. Health Dept.	Rt. 3, Box 3045, Keyser, WV 26726	(304) 788-1321
Mingo Co. Health Dept.	Box 1096, Memorial Bldg., Williamson, WV 25661	(304) 235-3570
Monongalia Co. Health Dept.	453 Van Voorhis Rd., Morgantown, WV 26505	(304) 598-5131
Monroe Co. Health Dept.	P O Box 590, Union, WV 24983	(304) 772-3064
Morgan Co. Health Dept.	187 S. Green St., Berkeley Springs, WV 25411	(304) 258-1513
Nicholas Co. Health Dept.	One Stevens Rd., Summersville, WV 26651	(304) 872-5329
Wheeling-Ohio Health Dept.	1500 Chapline St Rm. 106, Wheeling, WV 26003	(304) 234-3682
Pendleton Co. Health Dept.	P O Box 520, Franklin, WV 26807	(304) 358-7565
Pleasants Co. Service Center	605 Cherry St. #3, St. Marys, WV 26170	(304) 684-2461
Pocahontas Co. Health Dept.	Courthouse 900-10th Ave., Marlinton, WV 24954	(304) 799-4154
Preston Co. Health Dept.	106 W. Main St., Suite 203, Kingwood, WV 26537	(304) 329-0096
Putnam Co. Health Dept.	108 Lee St., E., P O Box 927, Charleston, WV 25323	(304) 348-8050
Beckley-Raleigh Health Dept.	1602 Harper Rd., Beckley, WV 25801	(304) 252-8532
Randolph Co. Health Dept.	32 Randolph Ave., Suite 101, Elkins, WV 26241	(304) 636-0396
Ritchie Co. Service Center	125 W. Main St., Harrisville, WV 26362	(304) 643-2917
Roane Co. Service Center	P O Box 909, Spencer, WV 25276	(304) 927-1480
Summers Co. Health Dept.	P O Box 898, Hinton, WV 25951	(304) 466-3388
Taylor Co. Health Dept.	718 West Main St., Grafton, WV 26354	(304) 265-1288
Tucker Co. Health Dept.	219 Sunnyside Ln., Parsons, WV 26287	(304) 478-3572
Tyler Co. Health Dept.	425 So. 4th Ave., P O Box 273, Paden City WV 26159	(304) 337-2001
Upshur Co. Health Dept.	15 N. Locust St., Buckhannon, WV 26201	(304) 472-2810
Wayne Co. Health Dept.	P O Box 368, Wayne, WV 25570	(304) 272-6761
Webster Co. Health Dept.	112 Bell St., Suite C., Webster Springs, WV 26288	(304) 847-5483
Wetzel Co. Health Dept.	425 So. 4th Ave., P O Box 273, Paden City WV 26159	(304) 337-2001
Wirt Co. Service Center	P O Box 670, Elizabeth, WV 26143	(304) 275-3131
Wood Co. Service Center	211 - 6th St., Parkersburg, WV 26101	(304) 485-1416
Wyoming Co. Health Dept.	P O Box 1679, Pineville, WV 24874	(304) 732-7941

## Ohio County Festival Food Vendors

- A regular or temporary food service permit must be obtained from the Wheeling-Ohio County Health Department prior to serving any food or beverage.
- An onsite inspection must also be completed by staff from the Wheeling-Ohio County Health Department prior to serving any food or beverage.
- Permit applications and fee are to be returned to the Wheeling-Ohio County Health Department located in the City County Building, 1500 Chapline Street, Wheeling, WV 26003.
- **Mechanical refrigeration is required for cold holding and food storage.** Approved facilities must be provided for maintaining potentially hazardous food at the required temperatures.
- Food in the food service establishment must be from approved sources.
- Home-canned or home-processed food is prohibited.
- Food must be protected from contamination while being stored, prepared, displayed, served or sold.
- Concession Workers must use effective hair restraints to prevent the contamination of food or food contact surfaces.
- Concession Workers must not use tobacco in any form while engaged in food preparation and service or while in any area where food is prepared or utensils are washed and sanitized.
- Concession Workers must wash hands frequently, before starting work, after smoking, eating or drinking and after using the restroom.
- Concession Workers must maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all work periods.
- Hand Sanitizers cannot be used as a hand washing station substitute.



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