City of Saint Paul Department of Safety and Inspections (DSI)

GUIDELINES FOR TEMPORARY FOOD OPERATIONS

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THESE GUIDELINES MUST BE POSTED WITH YOUR LICENSE

The license holder is responsible for informing every employee about these guidelines and insuring that employees follow these guidelines.

- 1. **DO NOT WORK WHEN YOU ARE ILL**. STATE REGULATIONS REQUIRE YOU TO REPORT TO YOUR SUPERVISOR WHEN YOU ARE ILL WITH DIARRHEA, VOMITING, OR AN INFECTION ON YOUR HANDS OR WRISTS. EMPLOYEES MUST BE FREE OF COMMUNICABLE DISEASES, ILLNESS OR INFECTION.
- 2. WASH YOUR HANDS OFTEN AND THOROUGHLY WITH SOAP, WARM WATER, AND A FINGERNAIL BRUSH. DRY YOUR HANDS WITH A PAPER TOWEL. FOOD SUPERVISORS MAKE SURE THAT EMPLOYEES WASH HANDS BEFORE HANDLING FOOD OR AFTER HANDLING RAW MEAT.
- 3. Keep cold potentially hazardous foods* at **41**° **F** or colder. Keep hot potentially hazardous foods* at **140**° **F** or hotter.
- 4. Reheat all foods to 165° F or hotter for 15 seconds and hold at 140° F.
- 5. Chill all potentially hazardous foods* from **140**° **F** to **70**° **F** in less than 2 hours, and from **70**° **F** to **41**° **F** or colder in less than 4 hours.
- 6. **Do not cool or thaw** potentially hazardous foods* at room temperature.
- 7. Check refrigeration temperatures **before and after** each meal period. Keep a written record of the temperatures.
- 8. **Check food temperatures** frequently with an accurate stem **thermometer** or thermocouple.
- 9. Calibrate thermometers in ice water (32° F) and boiling water (212° F). Calibrate them at least once per month.

- 10. <u>Never</u> store fruits, vegetables, cooked foods, or prepared foods <u>under</u> raw meat to prevent cross-contamination. **Store raw meat in containers which prevent spillage or leakage of meat juices.**
- 11. **Wash and sanitize** cutting boards, knives, and other utensils with a sanitizing solution (50-100 parts per million bleach water) after each use to prevent cross-contamination.
- 12. Keep a fresh supply of **sanitizer solution** available and **use it often**. Use **test strips** to check that the sanitizer concentration is 100-200 ppm for chlorine or 200-400 ppm for quaternary ammonium ("quat"). Keep a written record of the concentrations.
- 13. Keep all **chemicals** (including detergents and sanitizers) **away from food and utensils** where they cannot leak, spill, or splash on these items. **Label** all chemical containers as to contents.
- 14. Keep all food and utensils at least 6 inches above the floor to help with cleaning and prevent insect problems.
- 15. All employees (including managers) who work in the food prep or dishwashing areas **must wear a hat, cap or hairnet when on duty**.
- 16. DO NOT SMOKE, EAT, DRINK, OR CHEW GUM IN THE FOOD PREPARATION AREA. Wash your hands after you smoke, eat, drink, or use the toilet room.
- 17. Provide a metal stem thermometer to test food temperatures (thermometer must read from 0° F to 220° F) for short events 4 hours or less use dry ice or ice packs (blue ice) to store potentially hazardous foods like meats, fish, rice, etc., to keep food at 41° F or below, but for any event longer than 4 hours you must provide mechanical refrigeration. MUST OBTAIN APPROVAL TO USE ICE PACKS OR DRY ICE PRIOR TO THE EVENT.
- 18. When you store pop, water, etc., in cubed ice, the melted ice must be drained off to prevent containers from being submerged.
- 19. Transport all prepared foods in insulated, covered containers in clean vehicles, and that potentially hazardous foods must be kept at 40° F or colder or 140° F or hotter.

- 20. All food **must** be cooked onsite or in a licensed kitchen **only**. **No home prepared foods.**
- 21. Employees' hands must be free of cuts, bandages, jewelry, nail polish, or false nails.
- 22. The food stand must have overhead covering for all food operations (e.g., tent, canopy).
- 23. The food stand must not be on dirt or grass, but will have solid flooring such as concrete, asphalt, or plywood.
- 24. You must properly secure carbon dioxide containers by a chain or other means.
- 25. Provide a fire extinguisher while cooking food (contact fire marshal to determine proper type).

*Potentially hazardous foods include meat, fish, seafood, poultry, eggs, milk, other dairy products, cooked rice, raw seed sprouts, garlic & oil mixtures, cut melons, or any food containing any of these items.

FIRE PREVENTION SAFETY REQUIREMENTS

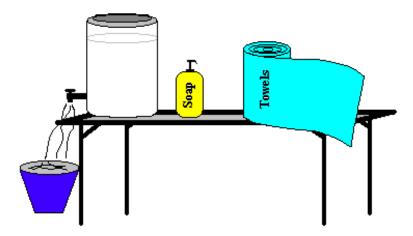
The following are fire safety requirements for food booths/vehicles.

NOTE: Disregard these regulations if no cooking is being conducted in your booth/vehicle.

- 1. Provide a fire extinguisher with at least a 2A10BC rating for each booth/vehicle.
- **2. Propane** must be **installed in accordance with all applicable codes** (i.e. secured, gas shut-off provided, piping must be free of trip hazards, etc.)
- 3. Maintain at least three feet of clearance between cooking equipment and combustibles.
- **4.** All **pressurized cylinders must be secured** in the **upright position** to prevent tipping.
- 5. Electrical cords shall be in good condition without splices, deterioration, or damage.
- **6.** If you have **any further questions**, please contact, City of Saint Paul Fire Department, **Fire Prevention Division at (651) 266-8949.**

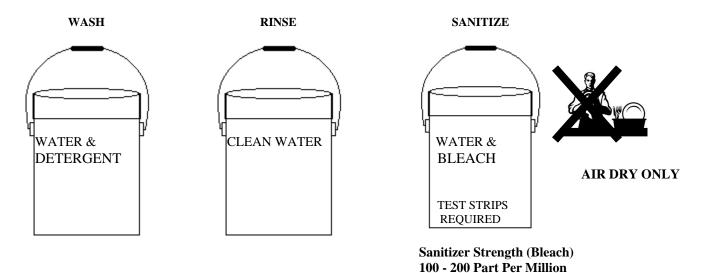
MINIMUM HANDWASHING STATION REQUIREMENTS

The hand washing station below is the **minimum** required for a special event food stand. Based on the design and layout of the stand and the foods being prepared and served, the Environmental Health Director may require a hand washing station that is different than the one indicated.



MINIMUM UTENSIL WASHING STATION REQUIREMENTS

The utensil washing station below is the **minimum** required for a special event food stand. Based on the design and layout of the stand and the foods being prepared and served the Environmental Health Director may require a utensil washing station that is different than the one indicated.



(Capful Bleach Per Gal of Water)

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