

# TEMPORARY FOOD STANDS

## GUIDELINES FOR FOOD VENDORS



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

**SHELBY COUNTY HEALTH DEPARTMENT**

**Department of Environmental Health & Food Safety**

**814 JEFFERSON AVENUE, 5<sup>TH</sup> FLOOR**

**MEMPHIS, TENNESSEE 38105**

**(901) 222-9203 OR (901) 222-9200 FAX (901)222-9177**



LEE HARRIS  
MAYOR

# SHELBY COUNTY HEALTH DEPARTMENT

ALISA R. HAUSHALTER, DNP, RN, PHNA-BC  
DIRECTOR

HELEN MORROW, MD, MPA  
HEALTH OFFICER



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

TO: EVENT COORDINATORS, SPONSORS, AND PROMOTERS

FROM: Michael Wesley, Environmentalist Lead

DATE: January 25, 2019

RE: TEMPORARY PERMIT APPLICATIONS

The Shelby County Health Department will strictly enforce the permit application process. Printed information is available to all vendors seeking a permit in Shelby County.

The process, however, starts before the event. Requirements must be met for the permit to be approved. Each vendor selling or distributing food items must apply for the required temporary permit. There are two (2) ways to apply:

- a) Application forms with appropriate fee attached sent to our office with a check or money order for the amount. We do suggest that you place a tracking number on your package (FedEx, UPS, USPS).
- b) Pay in person in our office-hours are 9:00A.M. to 4:30P.M., Monday- Friday

Cash, checks, money orders, credit cards (Visa, Master Card or Discover), or cashier's checks only.

**NOTE: All temporary permit applications must be applied for two business (2) days prior to the event start date. No permits will be issued the day before or of the event. If a vendor is operating without a temporary food permit application, the vendor will have to close immediately. If the vendor continues to sell, an environmental citation will be issued.**

I asked that you read all enclosed documentation. It will be your responsibility to assure that all invited participants are informed of the rules and guidelines as set forth by this department. Enclosed, you will find the necessary written documents and application forms needed.

All previous temporary food stand booklets and applications are no longer valid after January 1, 2019. All temporary food events must abide by new regulations in the new temporary food stand booklet of 2019.

If there are questions, please feel free to contact Michael Wesley @ (901)222-9200.

#### Mission

*To promote, protect and improve the health and environment of all Shelby County residents.*

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814 Jefferson Avenue ♦ Memphis, TN 38105 ♦ 901 222-9000 ♦ [www.shelbytnhealth.com](http://www.shelbytnhealth.com)



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TO: TEMPORARY FOOD PERMIT APPLICANTS

FROM: Michel Wesley, Environmentalist Lead  
Environmental Health and Food Safety

DATE: January 25, 2019

RE: REVISED REQUIREMENTS FOR TEMPORARY FOOD PERMIT

## NOTICE

- **All temporary event permit application(s) for food vendors must be submitted a minimum of two business days prior to the start date of the event. This timeframe also includes mailing of temporary event permit applications.**
- **Any one or more day(s) temporary events for eating and drinking food permit fees will apply.**
- **Any organized event/celebration that has ten or more food vendors participating; the event coordinator will be solely responsible for submitting all temporary food applications on behalf of the vendors to Shelby County Health Department within the same allotted time of two business days. Shelby County will not be held accountable for vendors that did not submit for a temporary food permit. This will reduce illegal food stands at organized events.**

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TO: TEMPORARY FOOD PERMIT APPLICANTS

FROM: Michel Wesley, Environmentalist Lead  
Environmental Health and Food Safety

DATE: January 25, 2019

RE: **TEMPORARY FOOD PERMIT FEE**

## Fee Schedule

Eating/Drinking	\$30.00
Sampling Foods or Drink Products (coffee, teas, lemonades, sauces, meats, dishes etc. )	\$30.00
Alcohol Products (wine, beer, liquor)	\$30.00
Prepackage Goods (cookies, pies, cakes, chips, bottle water)	\$11.25

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# REQUIREMENTS FOR TEMPORARY ESTABLISHMENTS

## 1. GENERAL

Temporary food service establishments shall comply with the requirements of the Tennessee Department of Health (FDA 2009 Food Code) rules, Shelby County Government rules, and regulations. **NOTE:** Before a permit is issued. The vendor cannot have any priority violations.

## 2. DEFINITIONS

**TEMPORARY FOOD ESTABLISHMENTS** - A food service establishment that operates at a fixed location for a period of time no more than 14 consecutive days in conjunction with an organized event of celebration.

**COMPETITIVE COOKING EVENTS** - A temporary food service establishments involved in competitive cooking competitions are not required to obtain a permit if all of the following conditions apply:

- All of the food is consumed only by the judges and team members of the event.
- Judges and team members are identified by T-shirts, badges, or by other easily recognizable methods.
- Prior to the event, a letter is submitted to and approved by the Environmental Health & Food Safety.

## 3. FLOORS

Floors shall be constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Dirt or gravel, when graded to drain, may be used as sub flooring when covered with clean, removable platforms or duckboards, or covered with wood chips, shavings, or other suitable material effectively treated to control dust.

## 4. WALLS AND CEILINGS (food prep areas, smokers, and grillers)

- Ceilings shall be made of wood, canvas, or other material that protects the interior of the establishments from the weather.

- Walls and ceilings shall be constructed in a way that prevents the entrance of insects.
- Doors to the food prep areas shall be solid or screened and self-closing.
- Screening material used for walls, doors, or windows shall be in good repair and at least 16 mesh to the inch.
- Counter service openings shall not be larger than necessary and in no event larger than Two (2) feet tall.
- Service openings shall be provided with tight fitting, solid or screened doors or windows, or provided with fans installed and operated to restrict the entrance of flying insects.
- Counter service openings shall be kept closed, except when in actual use.

Establishments serving ONLY non-potentially hazardous food and the following potentially hazardous food: hot dogs, frankfurters and polish or Italian sausages are exempt from the screening requirement.

## 5. **HANDWASHING**

A convenient hand washing facility shall be available for employee(s) hand washing. Hand washing facilities shall provide at least warm, running water, soap and individual paper towels.

Establishments which ONLY serve non-potentially hazardous food may use hand wipes in lieu of a hand washing facility. (prepackage goods)

## 6. **SINGLE SERVICE ARTICLES**

All temporary food service establishments without effective facilities for cleaning and sanitizing tableware shall provide only single service articles for use by the consumer.

## 7. **WARE WASHING**

Three (3) adequately sized bins or buckets are allowable for washing, rinsing and sanitizing of utensil in a permitted temporary food establishment as approved by the environmentalist.

## 8. **WATER SUPPLY**

Enough potable water shall be available in the establishment for food preparation, for cleaning and sanitizing utensils and equipment, and for hand washing. The temporary food establishment shall provide a method of

heating enough hot water for these purposes. Where potable water is obtained from a spigot, a food grade hose shall be used.

**9. WASTE WATER DISPOSAL**

The waste water tank must be emptied into an approved sanitary sewer at the end of each day of operation.

**10. SOLID WASTE**

Solid waste trash shall be contained in durable, easily cleanable, insect proof containers that do not leak or absorb liquids.

**11. LEFT OVER FOOD**

At the end of each day of operation, all potentially hazardous food that is held hot must be rapidly cooled to below 41 degrees Fahrenheit within four (4) hours.

**12. FOOD SUPPLIES**

All food items must be purchased from an approved, permitted food service establishment or supplier.

**13. RESTROOMS**

Restrooms are required to be available, though warm water for hand washing can be provided in the establishment. Portable restrooms are acceptable.

**14. ADMINISTRATION**

A food service establishment inspection shall be completed on each temporary food service establishment.

## FOOD SAMPLING

The Shelby County Health Department mandates the use of barriers when handling ready-to-eat food items for sampling.

Barrier protection eliminates bare-hand contact with ready-to-eat food by introducing a barrier such as gloves, tongs, spatula, wax paper, etc., between the food and the food workers' hands. If the food has to be cooked before service, touching raw foods products with bare-hands is acceptable. However, caution must be exercised when handling food after it has been cooked (ready-to-eat food) to prevent recontamination.

Anyone can become a carrier of disease-causing organisms. Some people become infected without appearing to be ill. If food service workers do not wash their hands properly, germs can be transferred onto the food when handled improperly. Gloves or other barrier protection shall be utilized.

### **FOOD DISPLAY:**

Food on display shall be protected from contamination by being packaged, by a display case, by covered containers for self-service, or by similar protective equipment. All food shall be displayed above the floor in a manner that will protect the food from contamination. Hot or cold food units shall be provided to assure the maintenance of potentially hazardous food at the required temperature during display. Potentially hazardous food shall not be provided for consumer self-service.

### **DISPENSING UTENSILS:**

To avoid unnecessary manual contact with the food, suitable dispensing utensils and single-service articles shall be used. Consumers who serve themselves food shall be provided suitable dispensing utensils. Dispensing utensils shall be stored in the food with the dispensing utensil handle extended out of the food. The self-service use of a common container for dipping by consumers is prohibited.

### **FOODHANDLERS' GUIDE:**

**Wash hands before preparing or handling food, after using the restroom, smoking or handling garbage.**

- Food handlers must be in good health. If food handler shows signs or symptoms of being sick, he/she cannot handle food. If food handler has any wounds or cuts on hands must be covered. He/she cannot prepare or serve food.



- Utilize sampling containers which are of a pump type, squeeze containers or single service packets.
- Wiping cloths must be stored in sanitizer and water solution between uses.
- Food contact surfaces must be sanitized as often as necessary and a minimum of every two (2) hours.
- Food must be dispensed or given to the consumer in individual servings only-- common bowl shall not be used.
- Proper hair restraints such as hair nets or baseball caps shall be worn by food handlers.

### **FARMER'S MARKETS & FLEA MARKETS:**

Cooking, sampling, and selling at a farmer's markets and flea markets requires an annual food permit. Sampling or selling of non-potentially hazardous food products being offered under the newly revised Changes to the Domestic Kitchen Laws Regulating Tennessee's Cottage Food Industry will also have to apply for an annual food permit under Shelby County Regulation Sec. 9-52-84 C. "A farmer's market permit shall be issued for fruits, vegetables, melon, berries or nuts only. All other types of food sold at farmer's market shall require a separate permit."

## TEMPORARY FOOD PERMIT PACKAGED GOODS

Temporary food permits for bake sales are issued to sponsoring agencies by the Shelby County Health Department with the following requirements:

1. Application and fee payment, if applicable, of \$11.25 must be made at 814 Jefferson Avenue, 5th floor, a minimum of two (2) business days before the scheduled date of the event.
2. The place of the sale must comply with zoning regulations. Water and restroom facilities must be available.
3. All items must be sold whole or previously packaged in the home of the preparer under the revised April 17, 2017 Changes to the Domestic Kitchen Laws Regulations Tennessee's Cottage Food Industry.
4. Home preparation of items is limited to cakes, cookies, pies, pastries, bread or candy, no cream filled pastries, nor custard pies are permitted. All such potentially hazardous foods must be prepared at site (requiring annual food service establishment permit) or at a permitted commercial establishment. No **home canned food** of any type are allowed, except jams, jellies, and preserves.
5. All potentially hazardous foods must be kept below 41 degrees Fahrenheit or above 135 degree Fahrenheit.
6. Ice may be used to keep foods cold, but the food must not be submerged in water.
7. Drainage from ice bins, etc., must be contained to avoid attracting flies or causing other unfavorable conditions.
8. Labeling must list the ingredients, allergen, company name, address and lot number under the revised April 17, 2017 Changes to the Domestic Kitchen Laws Regulations Tennessee's Cottage Food Industry.
9. There can be no more than two (2) permits issued for the same location and to the same person or organization in any six (6) months period. Each temporary permit can be issued for a maximum of 14 consecutive days.

# GUIDE/CHECKLIST FOR TEMPORARY OPERATIONS

## A. PERSONNEL

1. Hand washing as needed by approved method-- fingernails, short and clean, no cuts or sores on hands.
2. In handling food, use of bare hands is prohibited; use utensils or plastic gloves.
3. Personnel free of illness and/or infection.
4. Workers preparing food, not at same time cleaning, disposing of garbage, or handling money, etc.
5. Smoking by workers is prohibited in food preparation area.
6. Eating or drinking by workers is prohibited in food preparation area.
7. Clean outer garments, hair restraints, beards, and mustaches restraints are required.

## B. FOODPREPARATION

1. All food (ice) from an approved source, wholesome, not adulterated--no home food products used, including relish and pickles.
2. Potentially hazardous food (PHF) handled properly-- kept hot, above 135 degrees Fahrenheit or cold, below 41 degrees Fahrenheit, rice and bean dishes considered PHF--metal-stem (probe) thermometer or check temperatures.
3. Adequate refrigeration (cooling) on hand.
4. Prepared hot food sold immediately or kept at required hot holding temp.
5. Limit menu items and prepare food so at "warm" temperatures only short time and to avoid leftover.
6. Handle uncooked (raw) food separately from cooked food to avoid cross contamination.
7. Eggs--if used in food preparation, be sure that the finished product is thoroughly cooked.
8. Raw fruits, vegetables washed thoroughly before use or sale.
9. Keep food preparation and food contact (work) surfaces clean.
10. All food properly covered--protection from dirt, insects, handling by customers, other contamination.

**C. FOOD SERVICE**

1. Use proper utensils (tongs, spoons, etc.) to dispense or place food on plates.
2. Keep serving counters clean.
3. Single-service items handled properly--dispensed in vertical holders so only handle touched by consumer.
4. Single-service items properly stored, off ground--partially used cartons (packages) protected from contamination (dirt).
5. Ice handled properly--no submerged containers--ice used for drinks shall be dispensed by a scoop or tongs and be used only for consumption.
6. Sugar (sweetener) in individual packets or closed (pour) container.
7. Condiments (ketchup, mustard, relish, etc.), when self-served by consumer, in squeeze containers with pumps or in individual packets.

# SANITATION & HYGIENE

## Wiping Cloths

Use separate containers and cloths for wiping food contact surfaces and non-food contact surfaces.

Store in separate sanitizing solutions of 100ppm chlorine (bleach) between uses and change solutions when dirty (1/4 oz. or 1 1/2 tsp. bleach to 1 gal. water = 100ppm or parts per million). If using other sanitizing chemicals follow label instructions.

## Liquid & Solid Waste Disposal

Connect to an approved sewerage collection system when available.

Collect liquid wastewater in a container of sufficient size kept at each food stand when an approved sewerage system is *unavailable*. Have a disposal company pick up the containers, or dispose of in a sink or drain connected to a sanitary sewerage system.

Do not empty wastewater containers on the ground or street and NOT into the storm sewer.

Place paper waste and garbage in a refuse container inside the food stand and empty the container as often as possible.

## Proper Set-Up for Employee Hand Washing

Supply approved potable (drinking) water for employee hand washing. Any water hoses should be of food grade quality and hose connections should be elevated off the ground.

Use a single compartment sink or pre-wash sink when pressurized water is *available*, along with soap and single service towels.

Use warm water from an insulated container with a free flow spigot when pressurized water is *unavailable* for washing and rinsing hands. Collect dirty water in a bucket. See illustration at right.

Wash hands properly using soap, warm water, and single service towels. The use of disposable plastic gloves or a sanitizing solution is not a substitute for hand washing.

## Proper Set-Up When Washing Utensils

Use an approved sink if pressurized water is available and follow these steps:

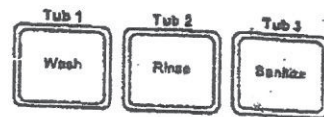
### 5-Step Utensil Washing Procedure

1. Pre-wash
2. Wash in hot soapy water.
3. Rinse in clear water.
4. Sanitize using an approved chemical sanitizer.
5. Air Dry

Use a 4-Basin Set-Up when water under pressure is not available.

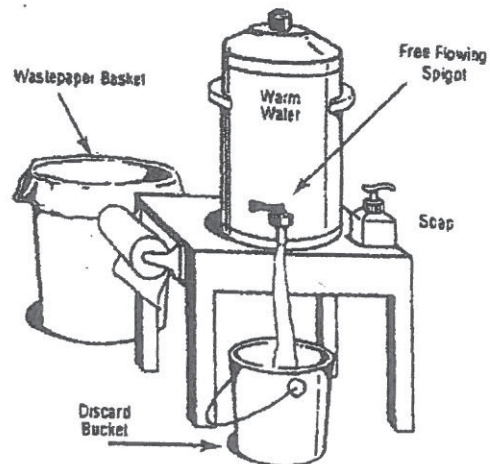
Label the basins:

1. Pre-wash
2. Wash
3. Rinse
4. Sanitize



and follow the 5-step procedure above.

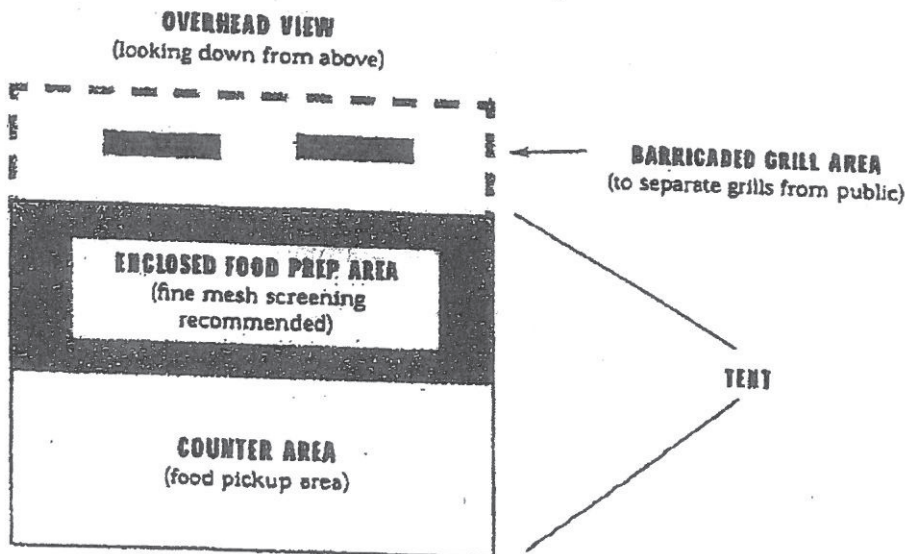
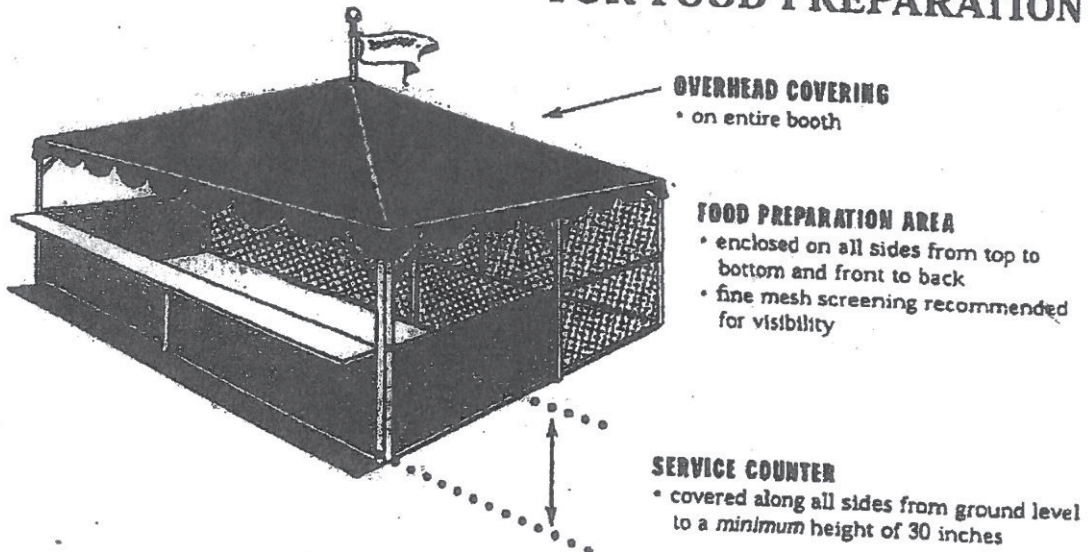
Check the concentration of the sanitizing solution with an approved chemical test kit kept available and appropriate for the type of sanitizer used.



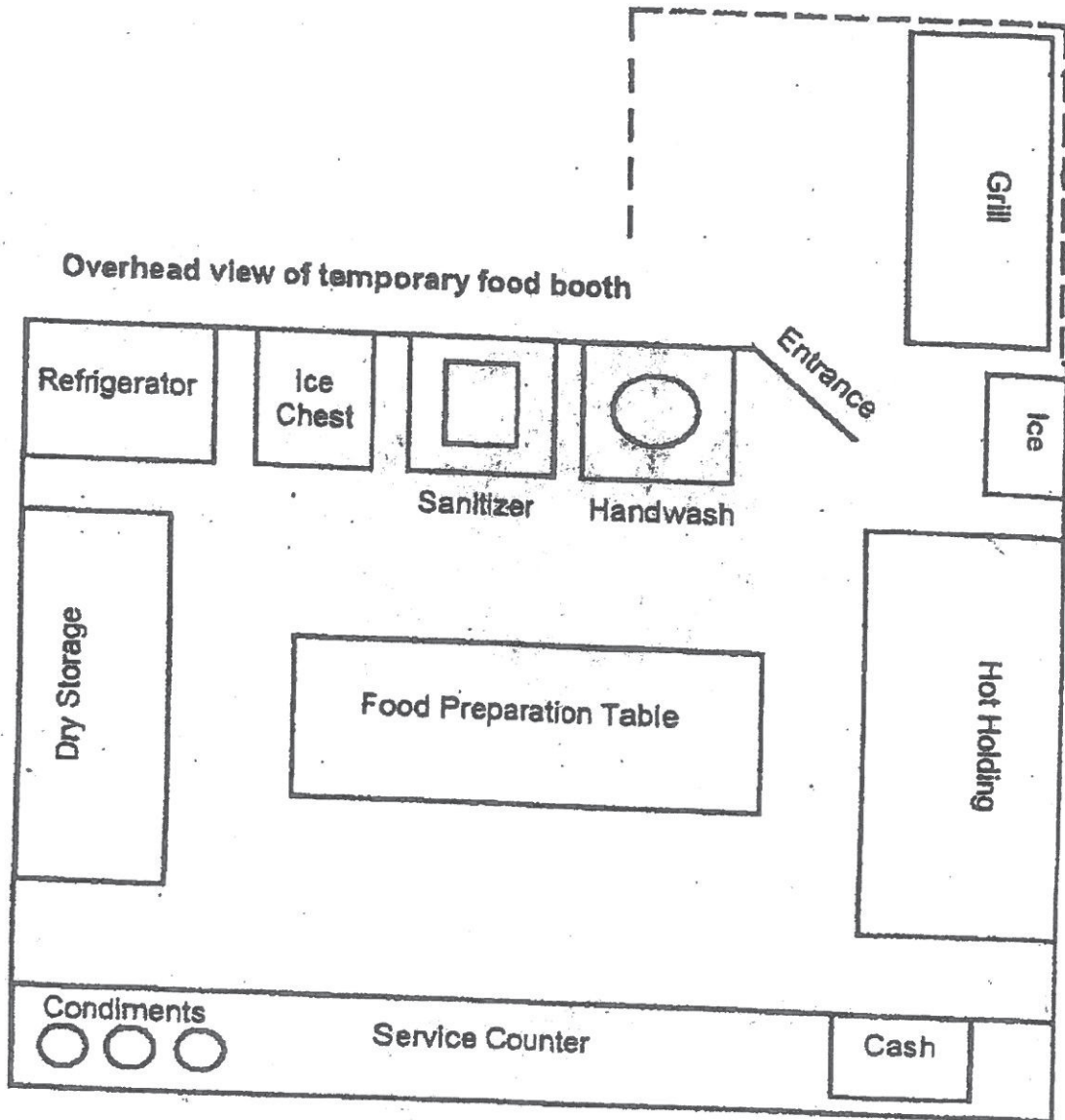
# TEMPORARY FOOD STANDS

These guidelines have been developed to help temporary food vendors set up and operate food stands in a safe and sanitary manner at a temporary event site. These guidelines are also designed to help reduce the common factors known to cause food borne illnesses.

## PROPER TENT SETUP FOR FOOD PREPARATION



# FOOD BOOTH SET UP





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MAYOR

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## TEMPORARY EVENT APPLICATION FORM

APPLICATION MUST BE SUBMITTED A MINIMAL OF TWO BUSINESS DAYS  
BEFORE THE START DATE OF THE EVENT

### SPECIAL EVENT INFORMATION:

Title: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Start Time: \_\_\_\_\_

### FOOD EXHIBITOR, PLEASE ENTER THE FOLLING INFORMATION:

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State and Zip: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### WHAT WILL YOU BE SAMPLING/SELLING?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SELECT ONE OF THE FOLLOWING:

**PACKAGED GOODS \$11.25 \_\_\_\_\_ OR EATING/DRINKING \$30.00 \_\_\_\_\_**

**CASH (ACCEPTED IN OFFICE ONLY)** CHECKS, MONEY ORDERS, CREDIT/DEBIT CARDS (VISA, MASTER CARD OR DISCOVER) OR CASHIER'S CHECKS ARE THE ONLY METHODS OF PAYMENT ACCEPTED. PLEASE MAKE PAYABLE TO THE SHELBY COUNTY HEALTH DEPARTMENT.

Mail from with payment to: SHELBY COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH AND FOOD SAFETY  
c/o PERMIT OFFICE  
814 JEFFERSON AVE ROOM 503  
MEMPHIS, TN 38105

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