



# ASOTIN COUNTY HEALTH DISTRICT

431 ELM STREET

CLARKSTON, WASHINGTON 99403-2694

(509) 758-3344

Dear Event Organizers:

The Asotin County Health District (ACHD) is providing this information/application packet to assist food vendors and event organizers of the requirements regarding Temporary Food Service Establishments (TFSE). Food Vendors that sell food at temporary events open to the public are required to have a permit approved and issued by ACHD before they are able to open for service. Individual vendors will be subject to inspection on the day(s) of the event by ACHD. Some examples of regular annual or semi-annual events which require individual permitting of food vendors include:

- Rockin' on the River
- Sun Fest
- Asotin County Fair
- All other events where food is served to the public. Contact ACHD for details.

Please provide a copy of this letter to your vendors along with the following information attached to assist them in meeting this requirement:

1. **TFSE application for permit (1 page). Please have each vendor complete and submit with payment at least 14 days prior to the start of the event to allow enough time to process the application and issue the permit. Please note: there will be no permits issued on the day of the event and any vendors without a permit will not be allowed to open for service. The cost of the permits depend on the style of menu served and the date submitted. Simple menu is \$45.00 and complex menu is \$60.00. Contact ACHD for assistance in determining your fee after completing the application.**
2. TFSE section of the current Food Code for guidance (2 pages). For a copy of the entire code and other food service information please visit the Washington State Department of Health online at <http://www.doh.wa.gov/ehp/sf/food/food.htm>
3. Item Checklist for Temporary Food Service Establishments (2 pages). **This form does not have to be returned to ACHD** – it should be used as a reminder of necessary items to have onsite prior to setting up at the event.
4. Food worker card information sheet (1 page). Lists general requirements, exam times and fees for obtaining a valid food worker card in Washington.

For further assistance and to avoid unnecessary delays in permitting, please provide a current list with contact information of **all** vendors that will be contracted to serve at these events. You may drop off the list at our office at the address above or fax to (509) 758-8454 – Attn: Environmental Health. ACHD will than contact you prior to the event with all vendors who have been issued a permit and are approved to open for service.

If you have any questions regarding this information, please contact us at (509) 758-3344.

Thank You,

Juan Caballero, R.S.  
Director of Environmental Health

**Temporary Food Establishment Permitting**  
(fees and categories amended by ACHD Resolution #01-2009)

**Temporary Food Establishment - Complex Menu \***

- If application received 14 days or more <u>prior</u> to event	\$60.00
- If application received 7-13 days <u>prior</u> to event	\$75.00
- If application received 3-6 <u>business days prior to event</u>	\$90.00
- If application received 1-2 <u>business days prior to event</u>	\$110.00

**NO TEMPORARY FOOD PERMIT WILL BE ISSUED ON DAY OF EVENT!**

**Temporary Food Establishment - Simple Menu**

- If application received 14 days or more <u>prior</u> to event	\$45.00
- If application received 7-13 days <u>prior</u> to event	\$60.00
- If application received 3-6 <u>business days prior to event</u>	\$80.00
- If application received 1-2 <u>business days prior to event</u>	\$110.00

**Low Risk Menu Items Permit (see ACHD for complete list)** \$20.00

**Multi-Event Annual Permit** (2 or more Temp Food Events in Asotin County per year)

- Low Risk Menu	\$75.00
- Simple Menu	\$150.00
- Complex Menu	\$200.00

\* Note: Current Annual Food Service Establishments receive a 25% Discount on Temp Food Permit Fees

**NO TEMPORARY FOOD PERMIT WILL BE ISSUED ON DAY OF EVENT!**

<b>Temporary Reinspection Complex Menu</b>	\$75.00
<b>Temporary Reinspection Simple Menu</b>	\$50.00

**Other Services**

<b>Food Handler/Food Worker Cards (upon passing exam)</b>	\$10.00
<b>Onsite Foodworker Training</b>	\$60.00 /Hour, 1 Hr. Minimum
<b>Other - per hr.</b>	\$60.00

**Penalties**

<b>Monthly Service Fee for Late Permit Renewal Payment</b>	\$40.00
- 2 month <u>maximum</u> ; subject to closure after 2nd month without valid permit	
<b>Operating Without a Valid Permit</b>	\$150.00
- <b>New establishments that begin operation</b>	
- <b>Establishments who have a change in owners</b>	

**\*Complex Establishments have menus that include:**

- A. Preparation of potentially hazardous foods (PHF) 4 hours in advance of serving, or
- B. Serves PHF which require 2 or more of the following steps:
  - i. **Cooking raw meat or other PHF**
  - ii. **Cooling previously cooked phfs;**
  - iii. **Re-heating previously cooked phfs; or**
  - iv. **Hot holding phf for 2 hours or more.**



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## TEMPORARY FOOD SERVICE PERMIT APPLICATION

THIS APPLICATION MUST BE COMPLETED AS THOROUGHLY AS POSSIBLE AND RETURNED IN ADVANCE OF THE OPERATION AND SENT TO THE ASOTIN COUNTY HEALTH DISTRICT, 431 ELM STREET, CLARKSTON, WA 99403.

1. Event: \_\_\_\_\_
2. Name of food operation: \_\_\_\_\_
3. Applicant's name: \_\_\_\_\_ Work phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home phone: \_\_\_\_\_  
 \_\_\_\_\_
4. Person (s) in charge at food service site: \_\_\_\_\_  
 State food handler card expiration date: \_\_\_\_\_  
**(The supervisor on each shift must have a current Washington Food and Service Worker's Permit known as a "Health Card")**
5. Location: \_\_\_\_\_ Dates: \_\_\_\_\_ Hours: \_\_\_\_\_
6. Location & time of advance preparation: \_\_\_\_\_
7. List all foods to be served:

FOOD ITEM	OFF SITE PREPARATION	ON SITE PREPARATION	COOKING PROCEDURES	HOLDING: HOT OR COLD?	SERVING: HOT OR COLD?

8. Describe:  
 Cold holding equipment: \_\_\_\_\_ Cooking equipment: \_\_\_\_\_  
 Hot holding equipment: \_\_\_\_\_ Reheating equipment: \_\_\_\_\_
9. If food is transported to the food service site:  
 What is the length of time of transport? \_\_\_\_\_  
 How is the food to be kept hot or cold? \_\_\_\_\_
10. Is a stem-type (0 to 220 degrees Fahrenheit) thermometer available? \_\_\_\_\_
11. Wastewater disposal: \_\_\_\_\_ Sewer or \_\_\_\_\_ Holding tank.
12. Handwashing facilities: \_\_\_\_\_  
 Utensil washing facilities: \_\_\_\_\_ 3-Compartment sink or \_\_\_\_\_ 3 Tubs
13. Sanitizing solution: \_\_\_\_\_
14. Garbage disposal: \_\_\_\_\_ Garbage cans or \_\_\_\_\_ Dumpsters
15. Location of toilets: \_\_\_\_\_

<b>9-2</b>	<b>TEMPORARY FOOD ESTABLISHMENTS [WAC 246-215-131]</b>	
	<i>Subparts</i>	
	9-201	Requirements and Restrictions
	9-202	Standard Operating Procedures
	9-203	Potentially Hazardous Foods
	9-204	Separation Barrier
	9-205	Handwashing and Wastewater Facilities
	9-206	Toilet Facilities
	9-207	Sink Compartment Requirements

**9-201.11 Requirements and Restrictions. [WAC 246-215-131(1-3)]**

**Requirements**

(A) The PERMIT HOLDER and PERSON IN CHARGE of a TEMPORARY FOOD ESTABLISHMENT must comply with the requirements of this Code, except as otherwise provided in this section.

**Restrictions**

(B) The REGULATORY AUTHORITY may impose additional requirements to protect against health HAZARDS related to the operation of the TEMPORARY FOOD ESTABLISHMENT and may:

- (1) Limit the FOOD preparation steps;
- (2) Prohibit some menu items; and
- (3) Restrict the mode of operation when facilities or EQUIPMENT are inadequate to protect public health.

**Additional Requirements**

(C) The owner of a TEMPORARY FOOD ESTABLISHMENT must:

- (1) Apply to the REGULATORY AUTHORITY for a PERMIT to operate the TEMPORARY FOOD ESTABLISHMENT at least fourteen calendar days before intending to provide FOOD service, or as otherwise required by the REGULATORY AUTHORITY;
- (2) Allow only EMPLOYEES and other PERSONS authorized by the REGULATORY AUTHORITY to be present in the TEMPORARY FOOD ESTABLISHMENT; and
- (3) Require the PERSON IN CHARGE of the TEMPORARY FOOD ESTABLISHMENT to obtain a valid FOOD WORKER CARD before beginning work.

**Food and Equipment Protection**

**9-202.11 Standard Operating Procedures. [WAC 246-215-131(4)]**

The PERSON IN CHARGE of a TEMPORARY FOOD ESTABLISHMENT must ensure:

- (A) Adequate facilities are provided at the TEMPORARY FOOD ESTABLISHMENT for all necessary FOOD preparation steps;
- (B) All FOODS, including ice, are from an APPROVED source;
- (C) All off site FOOD preparation is done in an APPROVED FOOD ESTABLISHMENT;
- (D) All storage of FOOD and EQUIPMENT is done at APPROVED locations;
- (E) FOOD is transported and stored in properly designed FOOD-grade containers;
- (F) FOOD is protected from potential contamination during transport;
- (G) Only SINGLE-SERVICE ARTICLES are provided for use by CONSUMERS, unless otherwise APPROVED by the REGULATORY AUTHORITY; and
- (H) Condiments not in individual packages are provided in dispenser bottles or in other containers protected from contamination.

**Potentially  
Hazardous  
Foods**

**9-203.11 Temperature Control.** [WAC 246-215-131(5)]

The PERSON IN CHARGE of a TEMPORARY FOOD ESTABLISHMENT must ensure that POTENTIALLY HAZARDOUS FOODS are:

- (A) Not cooled in a TEMPORARY FOOD ESTABLISHMENT;
- (B) Properly temperature-controlled during transport to the temporary event location;
- (C) Temperature-monitored by use of a stem-type thermometer or thermocouple capable of measuring all proper FOOD temperatures;
- (D) Reheated, for hot holding, from 45°F to 165°F or above within one hour when cooked and cooled in an APPROVED FOOD ESTABLISHMENT;
- (E) Reheated, for hot holding, from 45°F to 140°F or above within one hour when produced in a FOOD PROCESSING PLANT;
- (F) Reheated no more than one time; and
- (G) Held in preheated mechanical hot holding EQUIPMENT or prechilled mechanical cold holding EQUIPMENT, or otherwise temperature controlled by an APPROVED method.

**Thawing  
Thickness**

**9-203.12 Thawing Potentially Hazardous Foods.** [WAC 246-215-131(6)]

The PERSON IN CHARGE of a TEMPORARY FOOD ESTABLISHMENT must ensure POTENTIALLY HAZARDOUS FOODS that are thawed as part of a continuous cooking process are not greater than four inches thick.

**Public  
Access**

**9-204.11 Separation Barrier.** [WAC 246-215-131(7)]

The PERSON IN CHARGE of a TEMPORARY FOOD ESTABLISHMENT must ensure a separation barrier or other effective method is used to protect FOOD preparation and cooking areas from public access.

**Handwashing  
and  
Wastewater**

**9-205.11 Handwashing and Wastewater Facilities.** [WAC 246-215-131(8)]

The PERMIT HOLDER of a TEMPORARY FOOD ESTABLISHMENT must ensure APPROVED handwashing facilities are conveniently located for EMPLOYEES in all FOOD preparation areas, which include:

- (A) Potable, warm, running water;
- (B) Soap and paper towels;
- (C) A five-gallon or larger insulated container kept supplied with warm water for handwashing delivered through a continuous-flow spigot, if permanent plumbing is not available; and
- (D) A wastewater retention tank sufficient in size to hold all wastewater generated by the TEMPORARY FOOD ESTABLISHMENT until emptied in an APPROVED manner, if a public SEWAGE system hookup is not available.

**Employee  
Restrooms**

**9-206.11 Toilet Facilities.** [WAC 246-215-131(9)]

The PERMIT HOLDER of a TEMPORARY FOOD ESTABLISHMENT must ensure APPROVED toilet facilities are available for EMPLOYEES:

- (A) Readily accessible during all times of operation; and
- (B) Provided with handwashing facilities with potable, warm, running water.

**Sink  
Compartment  
Requirements**

**9-207.11 Warewashing Facilities.** [WAC 246-215-131(10)]

The PERMIT HOLDER of a TEMPORARY FOOD ESTABLISHMENT must ensure access within two hundred feet to a three-compartment sink with APPROVED drain boards and an adequate supply of hot and cold running water to wash, rinse, and SANITIZE UTENSILS when:

- (A) EQUIPMENT or UTENSILS are reused on-site; or
- (B) The TEMPORARY FOOD ESTABLISHMENT operates for two or more consecutive days; except
- (C) The REGULATORY AUTHORITY may approve an alternative UTENSIL cleaning method when three-compartment sinks with drain boards are not available and no health HAZARD will result.

**9-207.12 Food Preparation Sink.** [WAC 246-215-131(11)]

The PERMIT HOLDER and PERSON IN CHARGE must ensure a separate FOOD preparation sink is available at the TEMPORARY FOOD ESTABLISHMENT that is supplied with potable running water, drained to an APPROVED wastewater system through an indirect connection, if produce needs to be washed on-site. Alternative produce washing facilities may be used if APPROVED.



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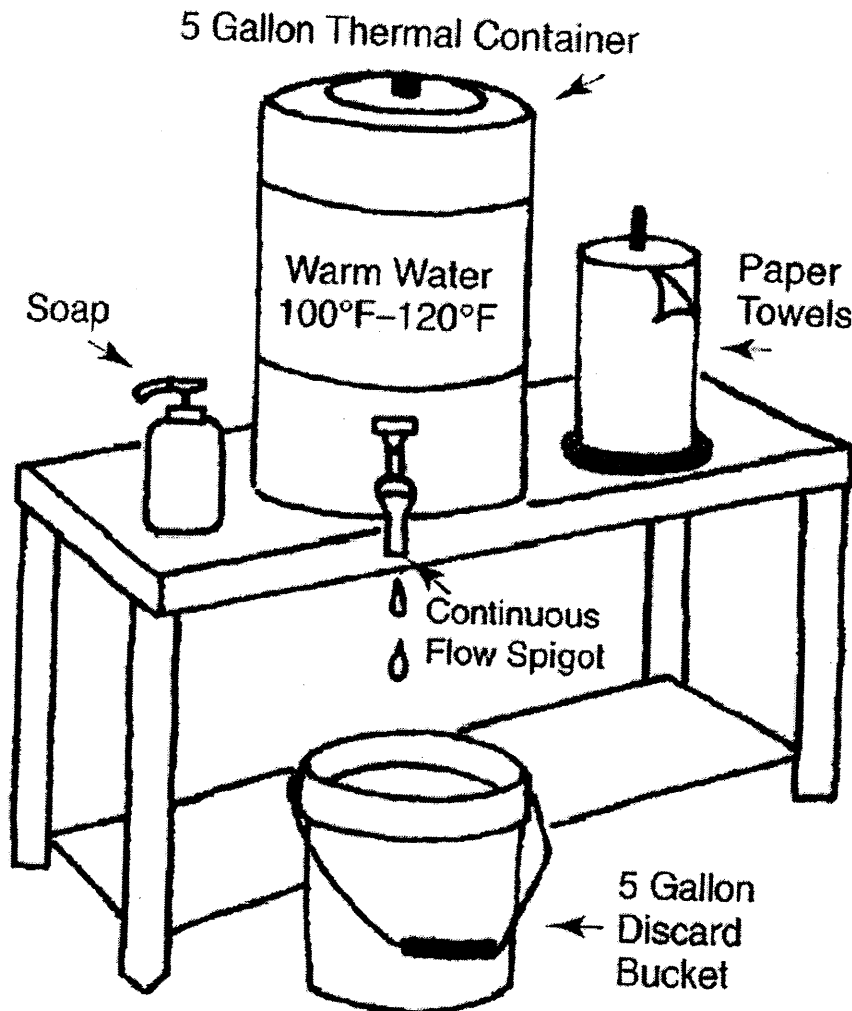
(509) 758-3344

## Item Checklist For Temporary Food Service Establishments (TFSE)

This checklist is provided to assist TFSEs with some of the minimum requirements that are necessary to safely prepare and serve food at temporary events in compliance with WAC 246-215. Additional requirements may be necessary depending on the menu and methods of food preparation. Contact ACHD if you have questions regarding these items. Please note: A new WA food code will be in effect after May 2, 2005.

- \_\_\_\_\_ A TFSE Permit issued by the Asotin County Health District **prior** to opening for food service to the public.
- \_\_\_\_\_ A 5-gallon thermal container or handwash sink to provide warm (100°F - 120°F) running water delivered through a continuous-flow spigot/faucet for a hand washing. **See attached photo.**
- \_\_\_\_\_ Soap (pump type liquid is highly recommended).
- \_\_\_\_\_ Extra buckets for waste water from hand-washing (5 gallon minimum) and holding sanitizing solution (1/2 to 1 gallon recommended). Change out as needed.
- \_\_\_\_\_ Paper towels (for drying hands and wiping up spills).
- \_\_\_\_\_ Cloth wiping towels (for storing in sanitizer and using to wipe down surfaces only)
- \_\_\_\_\_ Hair restraints (pony tail holders, hats, hairnets, beard restraints, etc.).
- \_\_\_\_\_ Ice, as needed, from an approved source.
- \_\_\_\_\_ Refrigerators and/or durable ice chests (store inside of booth and ensure that seals are intact).
- \_\_\_\_\_ Gloves, serving spoons, spatulas, knives, tongs, ice scoop, etc. (to minimize direct hand contact with ready-to-eat foods).
- \_\_\_\_\_ Smooth, durable and easily cleanable cutting boards (if cutting foods prior to cooking or serving).
- \_\_\_\_\_ Food-grade plastic wrap or aluminum foil for covering food.
- \_\_\_\_\_ Durable food-grade containers for food storage.
- \_\_\_\_\_ Platforms (i.e., pallets, boxes, etc.) for elevating food and paper goods off the ground.
- \_\_\_\_\_ Garbage cans with lids, and plastic garbage bags.
- \_\_\_\_\_ Sneeze guards (if food is displayed to the public prior to serving).
- \_\_\_\_\_ An operational metal stem or digital thermometer that reads 0°F – 220°F.
- \_\_\_\_\_ Thermometer for refrigerators or ice chests.
- \_\_\_\_\_ Confirmed and approved source for fresh water, waste water disposal and restrooms.
- \_\_\_\_\_ Confirmed available dish washing facilities. (3 compartment setup to wash, rinse and sanitize utensils, as necessary).
- \_\_\_\_\_ Valid Washington state Food Worker cards/copies (**posted in booth**). **It is required, at a minimum, that the Person in Charge (PIC) remain in the TFSE at all times that has a valid Washington State Food Worker Card.**

# ACHD Approved Temporary Handwashing Station



The temporary handwashing station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F – 120°F) running water, soap, paper towels and a 5-gallon bucket to collect the dirty water.

