



Public Health
Prevent. Promote. Protect.

TEMPORARY FOOD ESTABLISHMENT CHECKLIST

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***** Use this Checklist to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s). Compliance with all applicable sections of 410 IAC 7-26 is required, but the following has been highlighted for your assistance.*****

ADMINISTRATIVE INFORMATION:

- ☐ **Temporary Food Establishment permit applications and fees must be submitted to the Clark County Health Department at least 7 days prior to any date of operation (and they must be received during normal business hours).**
- ☐ Your Temporary Food Establishment permit, once issued, must be displayed in view of the public at all times during the event for which it was issued.
- ☐ Although not required by food law, the event organizer should submit a site map of the event area detailing vendor locations, toilet facilities, trash facilities, and water hook-ups.
- ☐ **Certified food manager:** If more than one (1) food establishment operated by the same individual is located on the same property or on contiguous properties, only one (1) certified food manager is required for the food establishment. The name and proof of certification must be made available upon request. If the establishment is exempt from IC 16-42-5.2, then all requirements in 410 IAC 7-26 *Section 135* must be met.

FOOD and WATER SOURCES:

- ☐ All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. If well water is utilized, proper paperwork regarding testing must be provided.
- ☐ All food must be safe, unadulterated, honestly presented, and properly labeled as applicable.
- ☐ No homemade or home-canned foods or foods that have been stored in a home are allowed to be used.
- ☐ All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

FOOD PREPARATION and HANDLING:

- ☐ All TCS (Time-Temperature Controlled for Safety) foods requiring refrigeration must be held at 41°F or below at all times. Stored frozen foods shall be maintained frozen.
- ☐ All TCS food requiring hot-holding must be held at 135°F or above at all times.
- ☐ All TCS food requiring cooling must be cooled from 135°F down to 70°F within two (2) hours and from 70°F down to 41°F or below within an additional four (4) hours.
- ☐ All TCS food requiring reheating must be rapidly reheated to 165°F within two (2) hours.
- ☐ All TCS food requiring thawing must be thawed in accordance with *Section 210*.
- ☐ All food products must be cooked to the proper internal food temperatures as detailed in *Section 198*.
- ☐ Proper cooking equipment must be used to reheat foods. Hot-holding equipment cannot be used for this purpose.
- ☐ A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures.

FOOD PROTECTION:

- ☐ Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, etc.) must be used to handle open ready-to-eat food products. Bare hand contact with these foods is not permitted. ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.)
- ☐ Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service.
- ☐ Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and hand washing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied.
- ☐ All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and hand washing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times.
- ☐ Condiments must be protected from contamination by being kept in dispensers that are designed to provide protection, protected food displays provided with proper utensils, original containers designed for dispensing, or individual packages or portions. Proper temperatures must be maintained at all times.

UTENSILS / DISHWARE:

- ☐ Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. Re-use or refilling shall comply with *Section 188*.
- ☐ The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged.
- ☐ Straws and toothpicks must either be individually wrapped or individually dispensed.

ICE USE:

- ☐ Ice, which is to be consumed, must come from an approved source and be properly labeled, kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- ☐ Ice for consumption may not be used for storage of food or beverage products.
- ☐ Storage of open food in contact with ice is prohibited.
- ☐ Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container.
- ☐ If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining (into a proper area; not onto the ground).

HANDWASHING FACILITIES:

- ☐ At least one (1) conveniently located hand washing facility must be available for employee hand washing at all times in/at each unit.
- ☐ The hand washing facility must consist of, at least, warm running water, hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, utilize a large thermos, urn, or container in which warm water is held and dispensed via free-flowing spigot while hand washing.
- ☐ Employees must wash their hands at all necessary times during food preparation and service.

DISHWASHING FACILITIES:

- ☐ Facilities must have provisions available to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service.
- ☐ If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- ☐ Proper sanitizer (*via heat or chemical means*) must be provided AND used in/at each unit.
- ☐ If chemical sanitizer is used, a proper test kit must be provided AND used in/at each unit.
- ☐ Manual dishwashing should be set up to operate in the following sequence: **WASH** (soapy water with 110° water temperature), **RINSE** (warm, clean water), **SANITIZE** (via heat or chemical), and **AIR DRY**.
- ☐ If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (*as detailed in Sections 299 and 461, or in accordance with the Code of Federal Regulations and the manufacturer's directions*): **CHLORINE** (25-200ppm), **QUATERNARY AMMONIA** (200ppm or 150-400ppm), or **IODINE** (12.5-25ppm).
- ☐ All chemical sanitizers must be labeled.

WATER and WASTEWATER FACILITIES:

- ☐ All water lines to each unit must be protected by a proper backflow/back-siphon prevention device (or by proper air gap).
- ☐ If used in continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with the manufacturer's specifications.
- ☐ A sufficient supply of drinking water must be supplied for all necessary purposes (hand washing, dishwashing, sanitizing, food preparation, etc.) at all times in/at each unit.
- ☐ All water hoses must meet the requirements detailed in 410 IAC 7-26 for use with drinking water.
- ☐ All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state and local requirements. Liquid waste cannot be poured onto the ground.

WIPING CLOTHS:

- ☐ In between uses, wet wiping cloths must be properly stored in sanitizer solution that is maintained in accordance with *Section 185*.
- ☐ To prevent cross-contamination, wet or dry wiping cloths shall be kept separate from cloths used for other purposes: (1) wiping cloths used for raw animal food spills/clean-up, (2) wiping cloths used for other food spills/clean-up, and (3) wiping cloths used for general cleaning.

HYGIENE and PERSONAL CLEANLINESS:

- ☐ NO smoking, eating or drinking (except from a covered container that is stored and utilized properly) is permitted in any food preparation or service area.
- ☐ Clothing must be kept clean and not used to wipe hands.
- ☐ Proper and effective hair restraints must be provided and worn by all persons preparing or serving food.
- ☐ Beards must also be restrained with a beard snood or other means.
- ☐ Proper exclusions and restrictions must be placed on ill employees in accordance with *Sections 137-139*.
- ☐ Proper hand washing must be conducted at the following times or after any activity during which the hands may have become contaminated: before beginning work; after handling raw animal foods; after handling money; before putting on and after removing single-use gloves; after sneezing, coughing, touching the face, body parts, or hair; after using the restroom; after taking out the trash, etc.
- ☐ While preparing foods, employees may not wear jewelry on their arms and hands. An exception would be the wearing of a plain ring, such as a wedding band.

INSECT CONTROL, TRASH & REFUSE, LIGHTING, and FACILITY SURFACES :

- ❑ If pests are present, effective air curtains, screening, fans, and/or tight-fitting & self-closing entry doors must be provided and used for insect control in/at each unit.
- ❑ Adequate trash/refuse/garbage facilities must be provided at the event and emptied at an adequate frequency. Grease must be disposed in a manner approved by law.
- ❑ Adequate lighting must be provided and kept properly shielded / protected.

POISONOUS/TOXIC MATERIALS:

- ❑ Containers of poisonous or toxic materials and personal care items shall bear a legible manufacturer's label.
- ❑ Working containers used for storing poisonous or toxic materials, such as cleaners and sanitizers taken from bulk supplies, shall be clearly and individually identified with the common name of the material.
- ❑ Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and single-service and single-use articles.
- ❑ Poisonous or toxic materials shall be used according to the manufacturer's labeling instructions that state that use is allowed in a retail food establishment.
- ❑ A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food.