



*Tipton County*  
*Health Department*

101 E. Jefferson Street  
Tipton, Indiana 46072  
(765) 675-8741

To Temporary Food Establishment Operators:

Temporary food establishments are issued permits within two category types: **Temporary** or **Seasonal**

Provided is a brief description of the Tipton County Health Department's permitting requirements and checklist for operating a temporary food operation. Food permits must be displayed at all times during an event. Non-profit food events, where 100% of all food and proceeds are donated to benefit a non-profit organization, are exempt from food licensing requirements, but may be reviewed for food safety due to the menu items being served.

**Temporary Establishments** are temporary food establishments in which all food is prepared on-site in conjunction with a single event or festival not exceeding fourteen (14) consecutive days. Temporary applications will only be accepted **ten (10) days** or more before the event. Any applications submitted within 10 days of an event will regretfully be rejected (postmarks will not be considered).

*Permit for 1-3 days \$30.00*

*Permit for 4-14 days \$60.00*

**Seasonal Permits** are temporary food establishments that operate routinely in the county throughout the calendar year (over 14 days). An annual seasonal permit will allow the vendor to move between event locations under the same permit in Tipton County and minimize the need for obtaining individual permits for each event. An example of this would be someone who participates in The Tipton County Pork Festival, The 4H Fair and The Atlanta Earth Days. Each event must be listed on the application.

*3 Month Seasonal \$75*

*6 Month Seasonal \$105*

*9 Month Seasonal \$135*

*Per Tipton Food Code, each location utilized for food handling and preparation activities is required to be separately permitted per each business establishment and inspected within Tipton County.*

If preparation, handling, packaging, etc. of food products occurs in another county, proof of permit from that county must be provided prior to being issued a temporary permit. Retail food preparation **MAY NOT** occur in a private residence.

All temporary food vendors **must have food manager certification**, accredited by both the American National Standards Institute and the Conference for Food Protection, unless exempted by food type per IC 16-42-5.2.

Any questions may be directed to Lorie Wessler at the Tipton County Health Department, 765-675-8741, opt. 1.

Sincerely,

Lorie Wessler  
Environmental Health Specialist

Mary Compton, MD  
Tipton County Health Officer



Permit # \_\_\_\_\_

# Tipton County Health Department

## Temporary Food Establishment Permit Application

- Applications **MUST BE** submitted **30 days prior** to the event . . . no exceptions.
- Permit fee **MUST** be paid at time application is submitted.
- Incomplete applications will be returned and will **NOT** be processed.
- Vendors who have not obtained a permit prior to the event will be asked to leave.
- Vendors who have more than one booth at an event **MUST** obtain a permit for each booth.

Business Name \_\_\_\_\_

Menu Items \_\_\_\_\_

Person in Charge \_\_\_\_\_

Certified Food Manager (**MUST provide a copy of certification**) \_\_\_\_\_

Name of Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_

Owner's Phone # \_\_\_\_\_ Owner's Email \_\_\_\_\_

Festival Name/location _____
Date of operation _____
Starting/Ending times _____

*Types of **Temporary** Permits: (check one)*

- \_\_\_\_\_ One (1) to Three (3) Consecutive Days     \$30.00
- \_\_\_\_\_ Four (4) to Fourteen (14) consecutive Days \$60.00
- \_\_\_\_\_ No Fee Permit (Only Not For Profit)     \$0

*Types of **Seasonal** Permits: (check one)*

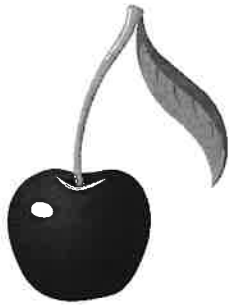
- \_\_\_\_\_ 3 Month Seasonal     \$75.00
- \_\_\_\_\_ 6 Month Seasonal     \$105.00
- \_\_\_\_\_ 9 Month Seasonal     \$135.00

*The undersigned applies for a license to operate a temporary food service establishment pursuant to retail food establishment requirements in 410 IAC 7-24. The undersigned certifies receipt of the guidelines for operation and that the establishment will be operated and maintained in accordance with these conditions.*

Owner's or Operator's Signature \_\_\_\_\_

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# Food Safety at Temporary Events



**Tipton County  
Health  
Department**

**101 E. Jefferson  
Tipton, IN 46072**

**Phone: 765-675-8741  
Fax: 765-675-6952**

## **Guidelines for Temporary Events**

The following is a summary of the Indiana Food Code.

**Permits:** Check with the Local Health Department (LHD) about permits and code requirements. Be prepared to tell where the event will be held, what you plan to serve, where the food will come from, how it will be prepared and transported, and the precautions you will take to prevent contamination.

**Employee Health:** Food workers may not have any open cuts or sores and may not have any diseases transmittable by food. If a food worker has nausea, vomiting, or diarrhea, he/she cannot be allowed to work.

**Good Hygienic Practices:** Designate an area away from the food service and preparation area for workers to eat, drink, and use tobacco. Workers must wash hands before returning to work. They must have clean clothes and hair restraints, and they must wash their hands often.

**Water Supplies:** All water used for food preparation, utensil cleaning, and hand washing shall be from a safe, approved source. An adequate supply of hot and cold water shall be available.

Water must be stored in food grade containers that have tight-fitting covers and are used only for storing safe waters. All water hoses used for carrying water for food preparation and hand washing must be made of food grade materials and be protected by an approved backflow device. Wastewater must be disposed of in an approved municipal sewer or septic system. Dumping wastewaters onto the ground, into waterways, or into storm drains is illegal and could result in fines.

**Serving/Cooking/Grill Areas:** Provide handwashing for all cooking and serving areas. Rope or fence off hot cooking equipment to protect the public from burns and to prevent exposure to food by the public.

**Garbage and Refuse:** Garbage must be kept in insect/rodent-proof containers that do not leak and do not absorb liquids. Garbage must be routinely removed from the immediate area.

**Stand Construction:** Extensive food preparation and utensil washing areas shall have overhangs.

**Poisonous Materials:** Label containers of sanitizers and poisonous or toxic materials with the commonly identified name and keep away from food.

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## Guidelines for Food Safety

**Menu:** Keep your menu simple. All food ingredients must be from an approved source and be prepared at the temporary stand or at a licensed facility. The sale of food prepared at a private residence is not allowed.

**Cold Storage:** Foods that require refrigeration, potentially hazardous foods (PHF), must be kept at 41°F or less.

**Transportation of Food:** Protect food from contamination and use refrigerated trucks or insulated containers to keep hot foods hot (above 135°F) and cold food cold (below 41°F).

**Cooking:** Use a probe thermometer to check temperatures of PHF. Cook ground red meats to over 155°F, all poultry over 165°F, and fish, beef, and pork to over 145°F.

**Hot Holding:** Hot holding units shall keep PHF at 135°F or above.

**Cooling:** To cool foods quickly, use an ice water bath and stir the product frequently, or place the food in shallow pans and refrigerate. Do not put pans on top of each other, and leave covers off or ajar until completely cool. Check temps periodically – must cool from 135°F to 70°F in two hours and from 70°F to 41°F in the next two hours.

**Reheating:** Heat quickly to an internal temperature of 165°F or

over. Crockpots, steam tables, and other warming units may NOT be used to reheat PHF.

**Thawing:** Food must be thawed in a refrigerator, completely submerged under cool, running water (70°F or below), or as part of the cooking process.

**Thermometers:** Each cold storage/hot holding unit for PHF must have a thermometer to measure the air temperature of the unit. An accurate, metal stem thermometer must be provided to measure the internal temperature of both hot and cold food. Thermometers must be sanitized between uses.

**Food Handling:** There shall be no bare hand contact with ready-to-eat food – use utensils, tissues, or gloves. Wash hands frequently when working and when changing gloves.

**Certified Food Manager:** Any vendor selling PHF must be a Certified Food Manager. Visit the ISDH website for a complete list of approved certifications.

**Ice:** Ice intended for human consumption must not be used for any other purposes (food storage for cold holding, soda bottles, etc.) and should be dispensed with a scoop that is stored outside of the ice on a clean surface or in a covered container.

**Food Display:** All food must be protected from contamination

using packaging, food shields, display cases, or other effective means.

**Single-Service Utensils:** All single service cups or utensils should be stored in the original container or effectively protected from dust, insects, and other contamination. Eating utensils should be pre-wrapped or dispensed so only the handles are touched. Store cups and other single-service items upside down and covered.

**Condiment Dispensing:** Condiments (sugar, mustard, etc.) must be served in individual packages or from approved, easily cleanable, multi-service dispensers, unless dispensed by employees.

**Dry Storage:** All food, utensils, and single-service items must be stored at least 6" above the floor on pallets or shelving and protected from contamination.

**Wiping Cloths:** Wet cloths used for wiping surfaces must be stored in a chemical sanitizing solution (ex: 3-4 tsp. bleach per 1-gallon warm water). A spray bottle and disposable towel may also be used for this purpose. Approved sanitizers may be used following label directions.

**Handwashing:** Provide warm water, soap, and disposable towels for handwashing. Warm water may be provided under pressure or in a five gallon or larger container.

# Tipton County Health Department

## Checklist for Temporary and Seasonal Events

Please be sure to check each item to assure a successful inspection

### Facilities

Each vendor must have an overhead covering (except for grills and fryers).

Potable water from an acceptable source must be accessible for the entire event.

If water is obtained from a hose, it must be food grade quality.

Hand washing stations must be set up and properly functioning prior to food prep. Soap and paper towels must be provided at handwashing station as well as a bucket to catch the wastewater. Hand sanitizers and gloves are not a substitute for hand washing.

A 3 compartment sink or equivalent must be provided to properly wash, rinse and sanitize utensils and equipment.

Light bulbs must be properly shielded using plastic sleeves and end caps or rubber coated bulbs.

Non chemical fly strips are allowed if properly located away from storage, serving, and food prep areas.

Tobacco use and eating are not allowed inside the stand. Drinks must have a lid and straw.

Covered trash receptacles must be provided.

Grease, wastewater, and food must be disposed of according to all applicable laws. Wastewater may be disposed of in sanitary sewers but NEVER in storm sewers.

### FOOD HANDLING

There is to be no bare hand contact with ready to eat food items. Gloves and utensils must be worn.

Only foods requiring limited preparation are allowed.

Food, utensils, and single service items must be stored at least 6" off of the floor or ground.

A thermometer (0°-220°F) must be provided to monitor food temperatures.

All hot foods must be maintained above 135°F.

All cold foods must be maintained below 41°F.

Do not store food or any other items in ice that will be used for consumption.

**Foods must be protected from consumer contamination at all times.**

**Food transported from the licensed establishment to the event site shall be maintained above 135°F (hot) and below 41°F (cold) and protected during transport.**

**All employees must wear hair restraints that include hats, nets, visors or scarves.**

**Employees must wash hands at regular intervals and between changing gloves.**

## **Sanitizing**

**Sanitizer buckets or spray bottles must be available**

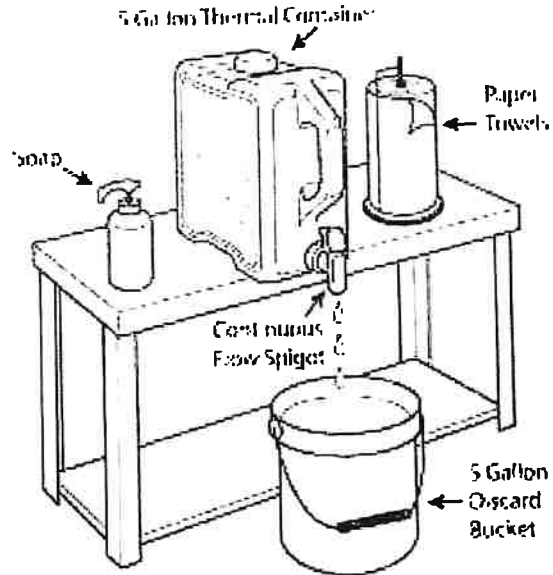
**2 teaspoons of chlorine bleach to 1 gallon of water = 100 ppm or quaternary per directions on container.**

**Chemical strips must be provided to monitor sanitizer strength.**

## Handwashing Station

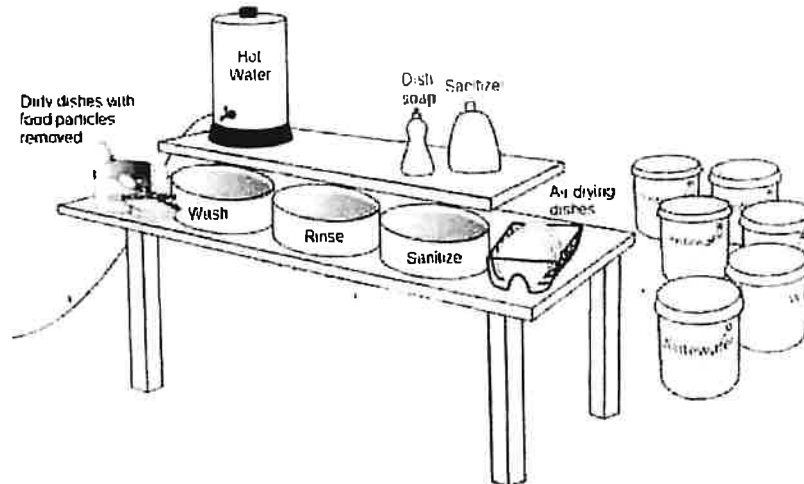
At least one convenient handwashing facility must be available on site at all times. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-20, such as:

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing their nose, eating, drinking, smoking, or touching part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items.
- After taking out the trash or following any activity during which hands may have become contaminated



## Dishwashing Station

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware, and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.



### Proper Sanitizer Concentrations

**Chlorine**  
25-200 ppm

**Quaternary Ammonia**  
200-400 ppm

**Iodine**  
12.5-25 ppm