



Division of Food and Lodging
North Dakota Department of Health
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Food Safety at Temporary Events

Church suppers, street fairs, civic celebrations and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping food safe and sanitary becomes a real challenge. This 14-step guide will help you keep your temporary event free of the risk of food poisoning.

1. **Permits.** Check with your local government agency about permits and Code requirements. Be prepared to report where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination. *In the event of a foodborne illness, it will help if you can show you ran your event □by the book□.*
2. **Booth.** Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the service window and have only one door or flap for entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded. *The more your food is exposed to outsiders, the greater the likelihood of contamination.*
3. **Menu.** Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Cook to order, so as to avoid the potential for bacterial contamination. Use only food from approved sources, avoiding foods that have been prepared at home. *Complete control over your food, from source to service, is the key to safe, sanitary food service.*
4. **Cooking.** Use a food thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hamburgers and other ground beef should be cooked to 155°F or until juices run clear; poultry parts to 165°F; pork and other meats to 145°F. *Most illnesses from temporary events can be traced back to lapses in temperature control.*
5. **Reheating.** Heat foods to above 165°F within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot

holding devices, or over sterno. *Slow cooking mechanisms may activate bacteria and never reach killing temperatures.*

6. **Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 41°F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored on top of each other and lids should be off or ajar until the product is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.*
7. **Transportation.** If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 140°F) and cold foods cold (below 41°F). *Neglecting transportation can undo all the good of your other measures to prevent contamination.*
8. **Handwashing.** Provisions must be made for an adequate handwashing facility. In a pinch, a large urn full of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water may do the trick. *The use of disposable gloves can provide an addition barrier to contamination, but gloves are no substitute for handwashing. Frequent and thorough handwashing remains the first line of defense in preventing foodborne disease.*
9. **Health and Hygiene.** Only health workers should prepare and serve food. Any who show symptoms of a disease cramps, nausea, fever, vomiting, diarrhea, jaundice, etc. or who have open sores or infected cuts on the hand should not be allowed in the food booth. Workers should wear clean outer garments and should not smoke in the booth. *Ill or unclean personnel are the frequent cause of foodborne diseases. Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers' hands.*
10. **Food Handling.** Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins or other tools to handle food. *Touching food with bare hands transfers germs to the food.*
11. **Dish Washing.** Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable ware. Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water, chemical sanitizing; and air drying. *Clean utensils provide protection against the transfer of harmful germs.*
12. **Ice.** Ice used to cool cans and bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice, never the hands. *Ice can become contaminated with bacteria and viruses and cause foodborne illness.*
13. **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the

solution every 2 hours. *Well sanitized work surfaces prevent cross contamination and discourage flies.*

14. **Insect Control and Wastes.** Keep foods covered to protect them from insects. Store pesticides away from food. When you apply them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in a refuse container with a tight fitting lid. Dispose of waste water in a sewer or public toilet. *Flies and other insects are carriers of foodborne diseases. The chemicals used to kill them can be toxic to humans.*

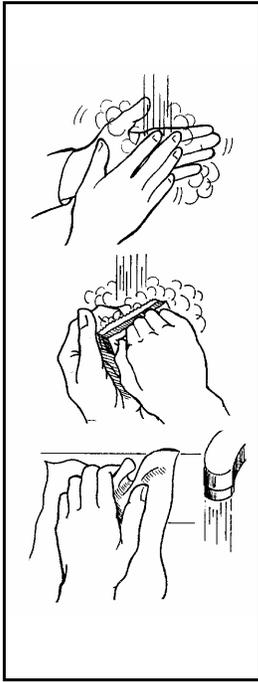
The Top Six Causes of Food Poisoning

From past experience the U.S. Centers for Disease Control and Prevention list these six circumstances as the ones most likely to lead to illnesses. Check through the list to make sure your event has covered these common causes of foodborne disease:

- 9 **Inadequate Cooling and Cold Holding**
More than half of all food poisonings are due to keeping foods out at room temperature for more than 2-4 hours.
- Preparing Food Too Far Ahead of Service**
Food prepared 12 or more hours before service increases the risk of temperature abuse.
- 9 **Poor Personal Hygiene and Infected Personnel**
Poor handwashing habits and foodhandlers working while ill are implicated in one out of every four food poisonings.
- 9 **Inadequate Reheating**
When leftovers are not reheated to above 165°F, illness often results.
- Inadequate Hot Holding**
Cooked foods not held at above 140°F until served can become highly contaminated.
- 9 **Contaminated Raw Foods & Ingredients**
Serving raw shellfish or raw milk that is contaminated, or using contaminated raw eggs in sauces and dressings, has often led to outbreaks of foodborne disease. It is always safer to use pasteurized products.

Remember: When in doubt, throw it out!

Clean Hands for Clean Foods



Since the staff at temporary food service events may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- 9 Use soap and water.
- 9 Rub your hands vigorously as you wash them.
- 9 Wash ALL surfaces, including:
 - back of hands
 - wrists
 - between fingers
 - under fingernails using a good brush.
- 9 Rinse your hands well.
- 9 Dry hands with a paper towel.
- 9 Turn off the water using paper towel instead of your bare hands.

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of

these activities:

- X Using the toilet
- X Handling raw food
- X Coughing or sneezing
- X Touching hair, face or body
- X Smoking
- X Handling soiled items
- X Scraping tableware
- X Disposing of garbage

DISPENSING FOOD FROM TEMPORARY FACILITIES

Utensils/Equipment

1. The use of single-service utensils is recommended.
2. If multi-use eating and drinking utensils are used, a three compartment sink with hot and cold running water must be provided.
3. If only multi-use kitchen utensils are used, a two compartment sink with hot and cold running water must be provided.
4. Where final rinse water is less than 180°F, approved chemical sanitization must be provided.
5. All food, beverages, equipment and utensils must be protected at all times from unnecessary handling and must be stored, displayed and served so as to be protected from contamination. Sneeze guard protection may be necessary.
6. Condiment containers must be pump type, squeeze containers or have self-closing covers or lids for content protection. Single-service packets are recommended.
7. An adequate number of leakproof and flyproof garbage containers must be provided and serviced as needed. Plastic garbage bags may be used in each location.
8. Water supplied to all sinks must be from an approved source.
9. Waste water and other liquid waste, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leakproof container. Liquid waste must be disposed of into an approved sewage system or holding tank and shall not be discarded onto the ground.

Food

1. All foods must be from an approved source. No food prepared at home shall be sold or given away.
2. Temperature controls must be provided for perishable (potentially hazardous) foods. Provide probe thermometer(s) to check temperatures.
 - a. Cold foods - maintain food temperature at 41°F or below
 - b. Hot foods - maintain food temperature at 140°F or above
 - c. Food in transit must be protected from contamination and must meet the temperature requirements noted above

NOTE: Sufficient equipment is necessary to cook and maintain temperatures of all perishable foods (i.e. steam tables, chafing dishes, refrigerators, coolers, etc.)
3. No uncovered, unwrapped, unpackaged or unprotected foods (including condiments, mustard, catsup, etc.) shall be displayed for self-service or exposed to the public on counter or table tops.
4. All foods must be stored at least six (6) inches off the ground or floor.
5. All foods and utensils must be protected from contamination.
6. Ice intended for consumption must be properly protected and stored separately from ice used for refrigeration purposes. Waste water from ice shall not be drained directly onto the ground and must be disposed of into an approved sewage system or holding tank.

Personnel/Hygiene

1. All food handlers must wash their hands with soap and water prior to the start of food preparation activities and especially after visiting the restroom or after smoking or eating.

2. Toilet and handwashing facilities must be conveniently available for the operators and employees.
3. All food handlers must wear clean outer garments and effective hair restraints.
4. Sanitary food handling techniques must be used at all times. Whenever practical, food handlers must use tongs or disposable gloves when handling food.
5. Potable water must be provided for cleaning purposes. Potable water must be from an approved source.
6. Waste water shall not be drained directly onto the ground and must be disposed of into an approved sewage system or holding tank.
7. Disposable towels must be provided.
8. Smoking shall not be allowed in food preparation and service areas.

HELP PREVENT FOODBORNE ILLNESS

Follow these rules to protect food:

Source	X Purchase only food from sources that comply with laws relating to food and food labeling.
Cooking	X Cook raw foods thoroughly. Some foods require a higher cooking temperature - pork, at least 155°F; poultry, at least 165°F.
Hot Holding	X Hold properly cooked hot foods at 140°F or above.
Cooling	X Cool foods rapidly. Foods cool faster in shallow containers or if large amounts are divided into smaller portions. Do not pile the containers.
Cold Holding	X Hold refrigerated foods at 41°F. X Do not keep refrigerated foods outside of refrigerator for more than four hours.
Employee Practices	X Wash hands thoroughly before working with food, especially after handling raw foods, visiting the toilet, eating, drinking, or smoking. X Avoid hand contact with food (use utensils/paper/gloves) and change utensils and gloves after contact with uncooked meat.
Cleaning and Sanitizing	X Thoroughly wash, rinse <i>and sanitize</i> all food contact surfaces and utensils, equipment, and cutting boards.
Food Protection	X Keep raw and cooked foods separate. X Clean raw fruits and vegetables thoroughly, using a produce brush, as necessary, before making salads. X Follow good stock rotation practices - Afirst in - first out≅ X don=t offer product after Asell by≅ date≅.

For more information, contact:
 Division of Food and Lodging
 ND Department of Health
 701.328.6150 or 1.800.482.2927

SHORT EASY REMINDERS FOR HEALTHY FOODSERVICE

Wash Your Hands	Thoroughly wash your hands with warm water and soap before beginning work and after each break
Keep Cold Foods Below 41°F	Check refrigeration temperatures regularly and store all readily perishable foods under refrigeration
Keep Hot Foods Above 140°F	Check temperatures of foods in steam tables and hot display units regularly
Do Not Work If You Are Ill	Report illness to your supervisor and stay away from food handling activities
Avoid Hand/Food Contact	Use utensils or single-service paper for food handling whenever possible
No Smoking	Absolutely no smoking in work areas. After smoking outside work areas, wash your hands before returning to work
Keep Service Openings Screened	Minimize the number of flies by keeping openings screened and doors closed at all times
Wear Clean Clothing	Wear clean uniforms, including aprons and garments. Store coats, etc. away from food areas
Wear Hair Restraints	Confine hair to prevent contamination of food and utensils
Clean All Work Areas	Remember: "If you have time to lean, you have time to clean!"

**Following these guidelines is good for public health
protection and good for business!**

GUIDELINES FOR COLD FOOD STORAGE

Temperature Requirements

Potentially hazardous foods (PHF's) can support the rapid and progressive growth of disease-causing microorganisms. Examples of PHF's include meats, poultry, milk, eggs, fish, cooked vegetables and grains, and most raw doughs. To minimize microbial growth, refrigerated PHF's must be kept at an internal temperature of less than 41°F, with a refrigerator setting of 40°F or lower recommended. Frozen foods must be kept at 0°F or lower.

Refrigeration Practices

- X To avoid contamination, store raw meats, poultry, and fish below or physically separate from cooked and/or ready-to-eat products.
- X Upright units must be provided with a numerically scaled thermometer, conspicuously placed in the warmest part of the unit.
- X Store food off of the floor in walk-in coolers.
- X Place foods into the refrigerator or freezer immediately upon receipt.
- X Rotate stock by FIFO - first in, first out.
- X Don't restrict air flow by lining shelves.
- X Avoid overfilling display cases. Keep foods below limit lines.
- X Keep cold storage units clean and sanitary.

Refrigeration Failure - Emergency Guidelines

- X Dry ice may be used to keep cold foods cold until refrigeration is restored. Because dry ice displaces oxygen from the air, it presents a safety hazard upon exposure. To minimize this hazard, a cooler in which dry ice is placed should stay closed until refrigeration has been restored.
- X Refrigerated PHF's that are at an internal temperature of 41°F or above for more than four hours cannot be sold to the consumer. Processed cheese foods are not considered potentially hazardous and may be stored at room temperature. Many hard cheeses do not require refrigeration except as a quality measure to minimize mold growth.
- X Frozen foods that have been thawed are suspect if they are at an internal temperature of 41°F or above. Defrosted frozen foods below 41°F can be refrozen but may suffer deterioration in quality that may be detected by the consumer. Ice cream cannot be refrozen. Defrosted frozen foods that are 41°F or above for more than four hours cannot be sold to consumers.

REMEMBER: IF IN DOUBT, THROW IT OUT!

FOODSERVICE DISPOSABLES

Most foodborne illnesses are caused by mishandling food. But they can also be caused by mishandling utensils, including cups, plates and cutlery. Bacteria and viruses may survive on utensils if utensils are not cleaned and sanitized properly, or if they are improperly handled by workers. This can cause those who eat from them to become ill.

In addition to making sure workers' hands have been cleaned with soap and water, proper handling of these reusables or disposables is crucial. Manufacturers of foodservice disposables have worked hard to ensure that their products are sanitary. Now it is up to you to keep those products sanitary to protect the health of your customers.

Tips for Storing Foodservice Disposables:

- X Store single-service articles at least six inches above the floor in a clean, dry location, where they will not be exposed to splash, dust or other contamination.
- X Keep disposables away from pesticides, detergents and cleaning compounds.
- X Don't touch the eating surfaces of unwrapped containers, cups or plates.
- X Keep disposables off the floor and away from garbage and restrooms or open areas.
- X Remove only disposables that are needed and keep the rest in the original storage container. Reclose that container to prevent contamination.

Tips to Help Your Customers Help Themselves:

- X Stack disposables, such as plates, bowls, cups and containers bottom up for easy removal so customers don't touch the eating surface of another person's container. If the disposables are stacked rims up, they can easily become contaminated.
- X Reload utensil dispensers with the forks, knives and spoons all facing handles up to protect the eating surfaces of the utensils.
- X Lay out only those disposables needed for that particular meal.
- X Unload cups from their plastic wrapping without touching the drinking surfaces of the cups.
- X Don't overload cup dispensers. To avoid contamination, don't touch the drinking edge or inside of the cups.

Guidelines for Service Meals:

The "rush" -- whether it's breakfast, lunch or dinner -- brings with it greater pressure and consumer demands. One of the most important aspects of providing good service is continuing to maintain a healthy, bacteria-free foodservice area at all times.

Common mistakes when serving meals include:

- X Fingering the eating surface of a container.
- X Touching the eating edge of a fork, knife or spoon.
- X Using a container that has dropped to the floor.

Simple Sanitation Guidelines:

When using disposables, remember to:

- X Handle containers as little as possible. To do this, work off the top of the stack of disposable plates, bowls, cups and containers, and keep the stacks neat!
- X Hold cups and bowls by the side or bottom, keeping fingers away from any food-contact surface.

X Handle forks, knives and spoons by the handles only. Individually wrapped utensils eliminate this problem.

Tips for Cleaning Up:

X Your critical task -- to ensure sanitary conditions -- does not end when the meal is over. Properly disposing of foodservice disposables is the final step in sanitation.

X Remember, these are foodservice *disposables*. Never reuse single-service articles, even if they appear to be clean or cleanable.

X During cleanup, avoid touching soiled surfaces. Promptly remove dirty disposable items and food from eating areas. Collect waste in plastic bags or in containers with a plastic lining. If you have a recycling program, follow the instructions for recycling.

X Secure waste in tightly closed garbage containers. These containers should be removed promptly to an outside container. Make sure that the lid is firmly closed to control pests and prevent litter.

As a foodservice manager or worker, a very important part of your job is protecting the health of your customers. When your aim is sanitation and you take the necessary precautions to keep foodservice disposables sanitary, you know you've achieved your goal!

Questions and Answers on the Use of Gloves in Foodservice Establishments

Throughout the food industry, the importance of handwashing is well known. Since 1985, contact by foodservice workers with ready-to-eat foods has been the third most frequently reported cause of foodborne illness. In response to this, the North Dakota Requirements for Food and Beverage Establishments (Food Code) were amended effective July 1, 1997. These regulations state that employees shall avoid bare hand contact with foods that will not be cooked or reheated before serving. Few prevention controls measures are as simple - or as effective - as using gloves. Do you know when to wear them? Even if you think you know the answers, make sure you measure up to the latest requirements by reading on. The following information should assist foodservice personnel to understand the new regulations.

What kinds of foods may not be prepared with bare hands?

Ready-to-eat foods, such as salads and sandwiches; food that is not later cooked to a temperature required by the Food Code; and food that is not later reheated to 165° before serving.

What are acceptable practices to prepare ready-to-eat foods?

The use of utensils, tongs, deli paper or sanitary gloves are acceptable for preparing ready-to-eat foods.

May ready-to-eat foods be touched with bare hands if the hands are washed, or a germicidal soap or hand sanitizer is used?

No. Although handwashing is effective in reducing contamination, people forget to wash their hands. In addition, hands are not always washed thoroughly. Germicidal soaps and hand sanitizers have not been proven effective in destroying viruses.

How often should disposable gloves be changed?

Disposable gloves must be changed when they become contaminated, soiled or torn, or when the foodservice worker leaves the food preparation area. Always wear gloves

over thoroughly washed hands and change gloves as often and under the same circumstances as you would wash your hands.

May I use the same pair of disposable gloves to prepare raw meat or poultry, and then prepare ready-to-eat food?

No - this is called cross-contamination. Disposable gloves worn during preparation of raw foods, such as uncooked meat and poultry, may not be used to prepare ready-to-eat food. Use raw food gloves just for raw foods, and ready-to-eat food gloves just for those foods.

How can ready-to-eat foods be prepared during grill and slicing operations?

A glove can be worn on the hand that is used to prepare ready-to-eat ingredients, leaving the other hand uncovered for placing raw ingredients onto the grill. Wear tight-fitting gloves when operating a slicing machine or cutting foods.

Employees may use several different kinds of gloves - mesh gloves for cutting, rubber gloves for dishwashing, and disposable, plastic gloves for handling. Employees must *always*:

- Wash their hands before putting on gloves and when changing into a fresh pair of gloves.
- Change gloves as soon as they become soiled or torn, and before beginning a different task.
- Change gloves at least every four hours during continual use and more frequently when necessary.
- Plastic or rubber gloves are not safe for use near heat.

HAIR RESTRAINT GUIDELINES

The following guidelines are provided to clarify the Division of Food and Lodging's position relative to the hair control issue:

1. A hairnet covering all portions of the hair shall be the standard against which less restrictive alternatives are judged. Hairnets shall be worn by all personnel unless one of the following items apply:
 - a. A cap or scarf may be worn by personnel with a close cut and neat hair style. Those individuals with longer hair must use a hairnet and may use a hairnet and cap combination to effectively hold hair in place.
 - b. Small decorative caps, etc. **will not** be accepted unless a hairnet is also used so as to effectively contain the hair.
 - c. Pigtails and ponytails are not permitted unless arranged in a bun hair style with the major portion of the hair effectively covered with a scarf, hairnet or other effective hair restraint.
2. Beards may be permitted, however, they must be kept relatively short and neatly trimmed. Beard bags or snoods (bag-like nets) may be required in extreme situations where hair is completely unmanageable.
3. Mustaches are acceptable if trimmed short and kept neat.
4. Wigs and hairpieces will be treated as natural hair and shall comply with the above.
5. **Hairspray will not be accepted as equal to a hairnet.** This does not preclude the use of hairspray in combination with a hairnet, cap or scarf to facilitate a neat and effectively restrained hairstyle.

Please remember the importance of hair control in the prevention of foodborne illness is minimal. There has never been a foodborne illness attributed to lack of hair control. However, it is an important issue to the general public. Generally, agencies do not require hair control for bar-backs, bartenders or cocktail servers. Technically these persons are involved in food preparation. Use good judgment and common sense in enforcing the hair control requirements.