



## Oneida County Health Department

100 West Keenan Street  
Rhineland, WI 54501  
Telephone (715)369-6111  
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### Temporary Event Food Vendor Information Packet

The purpose of this packet is to provide the information needed to safely operate a food vendor booth at a temporary event. A booth permit and/or inspection is required by the State of Wisconsin Statutes, Chapter 254, to ensure the public is receiving the safest food possible and to prevent food borne outbreaks. The following information will assist with attaining that permit and/or inspection.

#### Contents

- Oneida County Temporary Event Application
- A Food Safety Booklet – Guidelines for Operating a Temporary Restaurant
- Oneida County Temporary Event Checklist

#### Expected Use of Forms

- The Oneida County Temporary Event Application should be completed and submitted along with inspection fee at least 7-days before the event. Check or money order can be **made payable to: Oneida County Health Department** at the above address.
- A Food Safety Booklet, Guidelines for Operating a Temporary Restaurant, is a guide for establishing a food vendor booth at a temporary event. The booklet provides examples and explanations of safe food handling all vendors must follow. If any of these rules can not be followed exactly as written, you must contact the Health Department prior to the event.
- The Oneida County Temporary Event Checklist will need to be completed and posted in the booth. Please train all workers to follow these rules.

*Oneida County Health Department will promote and protect the health of  
Oneida County by providing leadership, education and services.*

**ONEIDA COUNTY TEMPORARY EVENT APPLICATION**  
**100 W. Keenan St**  
**Rhinelander, WI 54501**  
**715-369-6111**

Please submit the completed application and inspection fee via check or money order **payable to: Oneida County Health Department** to the above address. The application should be submitted to the department at least 7-days before the event.

Type of Food Served	Inspection Fee
Single-event permit for serving or selling potentially hazardous food (most vendors)	\$75
Single-event permit for serving or selling non-potentially hazardous food (retail vendors)	\$35
Multiple temporary events in a calendar year (potentially hazardous food)	\$170
Multiple temporary events in a calendar year (retail vendors)	\$75

**Potentially hazardous food** includes animal food that is raw or heat-treated or a food of plant origin that is heat treated or consists of raw seed sprouts; cut melons; and garlic-in-oil mixtures. Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. **No home-prepared food. All food must be prepared on site, unless prepared in a licensed restaurant.**

Establishment Name	
Establishment Street Address, City, State & Zip Code	Establishment Telephone
Legal Licensee (such as name of sole proprietor or partnership, or LLC, LLP, Inc.)	
Licensee Street Address, City, State & Zip Code	Legal Licensee Telephone/Cell phone
Event Name and Location	Dates of Event

I, the applicant, understand the:

- Field Inspection report will serve as the temporary event permit to operate
- Permit may be suspended or revoked if serious conditions exist
- Health inspector may alter or exclude menu items depending on the nature and location of the event
- Oneida County Health Department, acting as an agent for the state, has the authority to inspect and charge an inspection fee
- Inspection fees are not refundable

**APPLICANT SIGNATURE**

**DATE SIGNED**

Submit the completed application and inspection fee via check or money order payable to:

Oneida County Health Department  
 100 W Keenan St  
 Rhinelander, WI 54501  
 Office: (715) 369-6111  
 Fax: (715) 369-6112

If you would like to receive a copy of our self-inspection check list or "Guidelines for Operating a Temporary Restaurant" or if you have questions, please call (715) 369-6226 or (715) 369-6223

PLEASE COMPLETE REVERSE SIDE OF APPLICATION

1. List each potentially hazardous food item, and indicate which preparation procedure will occur in the space below:

Food Item	Preparation Procedures (Check all that apply)														Location of Where Food is Prepared <i>(If other than booth, provide establishment name and address)</i>	
	Cook	Fry	Grill	Bake	Reheat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assemble	Bread	Other		
<b>No Home Prepared Food !</b>																

2. Identify all equipment; including hand washing, dishwashing, ranges, grills, hot food holding facilities, refrigerators, worktables, food/single-service storage, etc. (see #7 note below)

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3. Describe how food preparation and utensil washing areas will be effectively screened to prevent contamination from flies and other insects:

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4. Describe source and storage of water, storage and disposal of wastewater, and storage and disposal of garbage:

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ADDITIONAL COMMENTS:

- 1) All food must be stored on site, unless other arrangements are prior-approved
- 2) All food for the public must be separated from personal food
- 3) No storage of food outside, even if booth will be supervised at all times
- 4) Food not kept hot or cold will be disposed of by the inspector
- 5) Any fire department requirements are separate from these requirements
- 6) Retail vendors with a State of WI DATCP license are subject to Oneida County inspection fees
- 7) Mechanical refrigeration (refrigerators) is required for cold holding. Coolers are not allowed for storing potentially hazardous food.
- 8)

**A FOOD SAFETY BOOKLET**  
**GUIDELINES FOR OPERATING A**  
**TEMPORARY RESTAURANT**



**Department of Health and Family Services**  
**Division of Public Health**  
**Bureau of Environmental and Occupational Health**  
**Food Safety and Recreational Licensing**  
**PPH 7019 (Rev. 3/06)**

## Definition of a temporary restaurant

A temporary restaurant is a food establishment that operates at a fixed location for a period of no more than 14 days in conjunction with a single event or celebration such as a fair, carnival, circus, public exhibition, anniversary sale or occasional sales promotion.

The Wisconsin Department of Health and Family Services (DHFS), the Department of Agriculture, Trade and Consumer Protection (DATCP), or a Local Public Health Department, acting as an Agent to the State, hereby referred to as regulatory authority, may limit or modify the nature of the food service or the food being served to protect the health and safety of the general public. Temporary food stand operators may be limited in terms of type of food served, methods of preparation and storage, the number of persons served or the type of utensils.

## Why is a permit necessary?

The requirement of the permit and/or inspection is to ultimately ensure that the public is receiving the safest food possible and to prevent food borne outbreaks.

Chapter 254 of the Wisconsin State Statutes requires that person(s) operating a food service establishment have a valid permit issued by the Department and/or Agent health department. **No permit is transferable from one location to another. This means that a separate permit is now required for each location.**

A valid permit shall be noticeably posted in every food service concession.

## Where do I get a permit?

This will depend on whether the event is located in an agent health department's jurisdiction or in an area that is under the State's jurisdiction. If you are unsure where to obtain your temporary permit, please contact Food Safety and Recreational Licensing at 608-266-2835 and someone can assist you. **In Oneida County, contact:**

**[Oneida County Health Department, Rhinelander 715-369-6111](#)**

## Who does the inspection? DHFS or DATCP?

A facility that is all retail food is licensed and inspected by DATCP or its agent. A facility that is a restaurant is licensed and inspected by DHFS or its agent.

If the facility is both retail food and restaurant (meals), then either contact the State of Wisconsin or it's agent.

## 12. Toxic or Poisonous Products

*Use:* Poisonous or toxic material may not be used in a way that contaminates food, equipment, or utensils, or in a way that constitutes a hazard to employees or other persons.

*Labeling:* Containers of poisonous/toxic materials shall be prominently and distinctly labeled for easy identification.

## 13. Wastewater Disposal

*Connection to Approved System:* Connection shall be made to an approved sewage system where available.

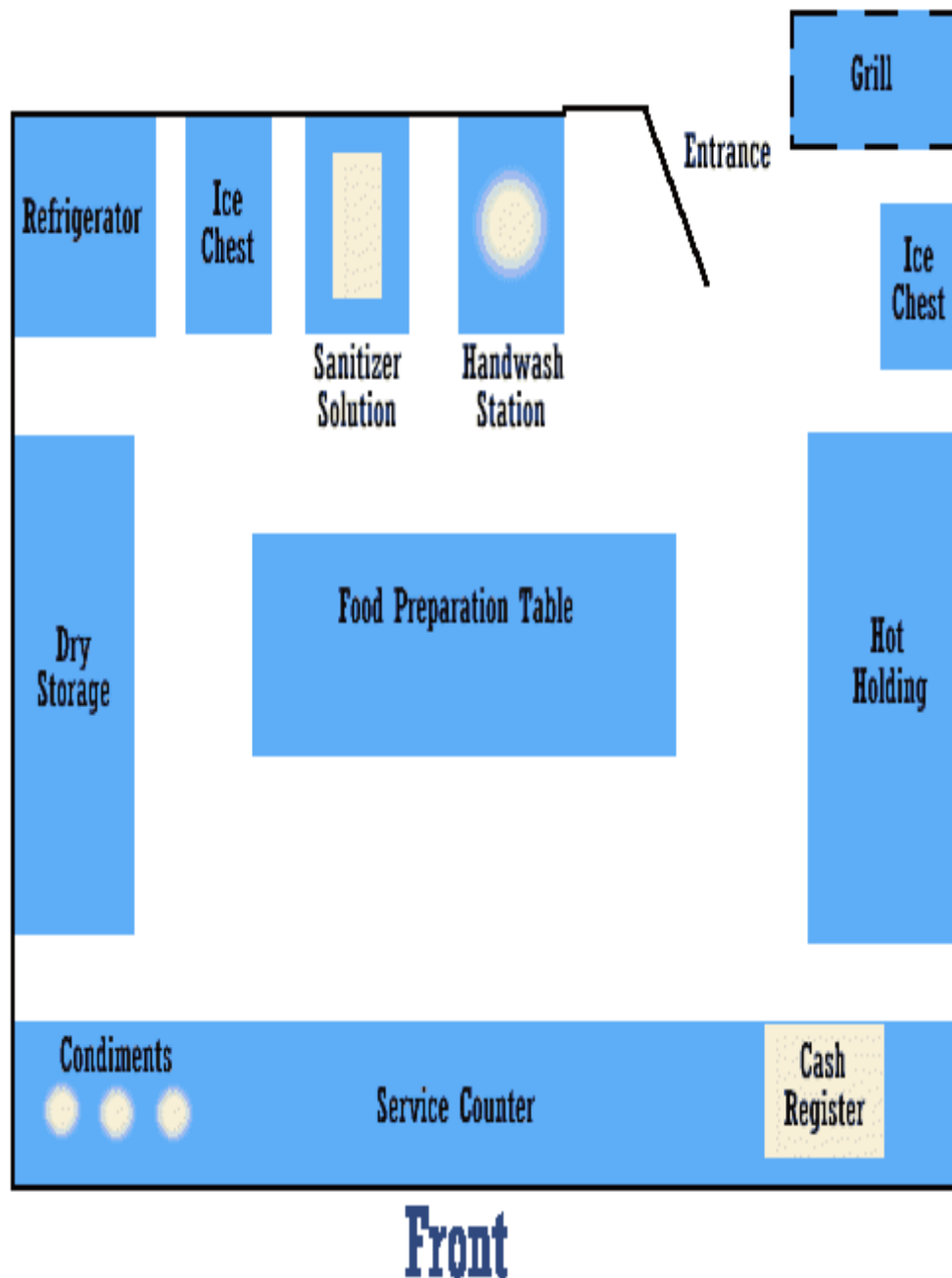
*Wastewater Storage/Disposal:* When an approved system is not available, each food booth shall provide a container of sufficient size for collection of liquid wastewater. Wastewater storage containers shall be emptied when necessary into a sanitary sewer. If a public sewer is not available, wastewater disposal shall be at a location that will not create a fly, odor, and hazard or nuisance problem. Liquid waste containers shall be maintained in a sanitary condition and emptied as needed to prevent a nuisance.

## 14. Garbage and Refuse

*Storage:* Garbage and recyclables shall be kept in durable or disposable insect-proof containers. Containers used in food protection areas and utensil washing areas shall be kept covered.

*Removal:* Garbage and refuse shall be routinely removed from the immediate area around the food booth to prevent the attraction of flies and the creation of odor and nuisance problems.

## Food Stand Set up-Example



## 8. Personnel

*Health:* Employees with the below stated symptoms shall be restricted from the preparation or serving of food, however the employee may complete other job tasks that do not involve the direct handling of food, single-service utensils, clean equipment, or linens.

- ◆ jaundice
- ◆ sore throat with fever
- ◆ a lesion containing pus that is open or draining

An employee diagnosed with one of the following illness listed below must be excluded and not permitted to work at all.

- ◆ E. coli
- ◆ Hepatitis A
- ◆ Shigella species
- ◆ Salmonella spp.
- ◆ Sudden onset of vomiting or diarrhea
- ◆ Any other illness transmissible through food

*Hygiene:* Food preparation employees shall have clean outer garments, effectively restrained hair, maintain a high degree of personal cleanliness and conform to good hygienic practices.

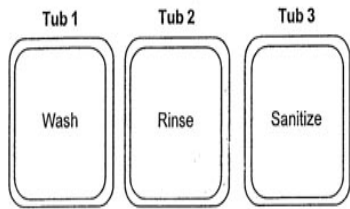
*Eating, drinking and tobacco use:* Areas designated for employees to eat, drink, and use tobacco shall be located so that food, equipment, utensils, etc., are protected from contamination. (i.e., outside the food preparation area)

## 9. Cleaning and Sanitizing

*Sinks Required:* When multi-use utensils are being used, hot and cold water under pressure and a three-compartment sink are required, unless the mobile unit will be returning to its base within 24 hours. Sink compartments must be sized to accommodate 50% of the largest utensil to be cleaned and sanitized in the sink. When utensils are limited to tongs, spatulas, and cutting boards, three dishpans of adequate size may be used for washing, rinsing, and sanitizing.

*Cleaning Procedure:* Utensils and equipment must be washed after each use in the following manner: 1) pre-scrape into a garbage receptacle, 2) wash in an effective detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at required strength, and 5) an approved air-dry method.

See example setup for dishwashing procedures on next page.



**Wiping Cloths:** Cloths that are used for wiping food spills shall be used for no other purpose. Wet cloths must be stored in a chemical sanitizer at concentrations specified by the manufacturer. Dry cloths must be free of food debris and soil.

**Approved Test Kit:** An approved test kit for the type of sanitizer used must be available and used for checking the concentration of sanitizer solutions.

### 10. Single-Service Utensils

**Storage:** All single-service utensils shall be stored in the original closed container in a clean, dry location protected from dust, rain, insects, and other contamination and be stored off the floor/ground.

**Dispensing:** Single-service items such as straws, knives, forks, spoons, toothpicks, etc., unless dispensed by an employee, shall be displayed and dispensed in a manner that prevents contamination.



### 11. Ice Handling/Storage

**Drink Ice:** All ice intended for human consumption shall not be used for any other purpose and shall be from an approved source.

**Dispensing:** Ice for human consumption shall be stored in a self-draining approved container. Containers of drink ice shall be covered when ice is not immediately dispensed. Melted water shall be disposed in a location that does not create a nuisance or hazard.

## Temporary Food Stand Requirements

### 1. Food Stand Construction

**Cooking/Serving Areas:** All cooking and serving areas shall be protected from contamination. Cooking/grill areas shall be effectively segregated from the public, by roping or taping off the area, or otherwise restricting the access.

**Roof and Sidewalls:** No food stand may operate without a roof and sidewalls unless otherwise approved by regulatory authority. The roof and sidewalls serve to provide protection from splash, dust, and inclement weather.

Examples of approved materials include wood, canvas, plastic, etc.



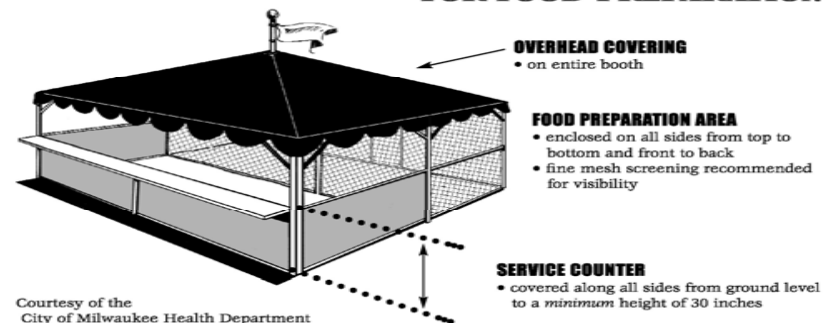
**Screening:** All food preparation and utensil washing areas must be fully enclosed with fine mesh fly screening, unless approval to operate without screening has been granted by regulatory authority. Effective air curtains are also allowed.

**Floors:** Floors shall be maintained in sanitary condition. Dirt floors shall be covered with approved material to provide protection from contamination. Approved materials include concrete, asphalt, wood racks or duct boards, plywood, etc. The use of saw dust or similar dust producing material is prohibited.

**Location:** No food stand may be located within 100 feet of an area where animals are housed. It is important to remember to keep animals and food separated. Animal waste should not run off or drain towards food areas. The slope and accessibility from the potential contamination source is as important as the separation distance.

See page 4 for an example of proper food stand setup. Also see below for an example of proper tent setup for food preparation areas.

### **PROPER TENT SETUP FOR FOOD PREPARATION**



Courtesy of the City of Milwaukee Health Department

*Date Marking:* Ready-to-eat potentially hazardous food stored for more than 24 hours must be labeled with the date of preparation and used or discarded within 7 days. Discard undated ready-to-eat, potentially hazardous refrigerated food when held for more than 24 hours after opening or preparing.

*Consumer Advisory:* When any animal product is served raw, undercooked or otherwise not prepared to eliminate pathogens in a ready-to-eat form, the operator shall inform the consumer. A notice can be posted at a visible location on the food stand or with the menu.

*Wet Storage:* Unpackaged food may not be stored in direct contact with ice. Packaged food may be stored in ice or water if the food is enclosed to prevent permeation of the ice or water. Wet storage of canned or bottled non-hazardous beverages is acceptable when the water is clean and contains at least 50 ppm of available chlorine.

*Thawing:* Foods must be thawed in refrigeration units, completely submerged under running water, or in the microwave as part of the cooking process.

*Food Display:* All foods and condiments shall be protected from contamination by the use of packaging, food shields, display cases, or other effective means.

*Condiment Dispensing:* Condiments (i.e. sugar, cream, relish, onions, pickles, mustard, ketchup, etc.) shall be served from individual packages or approved, easily cleanable dispensers, unless served by employees.

*Preparation of Fruits and Vegetables:* Carefully and thoroughly wash surfaces of raw fruits and vegetables.

### 3. Person in Charge

*Demonstration of Knowledge:* The person in charge shall demonstrate to the inspector, upon request, knowledge of foodborne disease prevention as it relates to their specific food processes and general food code requirements. There shall be a designated person in charge at all times the food stand is operating.

### 4. Water Supplies

*Approved source:* Water shall be from an approved potable source. Hot and cold (or tempered) water for utensil washing and handwashing must be provided.

*Water Under Pressure:* Food stands preparing potentially hazardous foods shall have water under pressure unless otherwise approved by regulatory authority. Food stands shall have an ample supply of water available.

*Food Source Limitation:* When water under pressure is not available, regulatory authority shall limit foods served to those which require little preparation (i.e., hotdogs, bratwurst, frozen hamburger patties, prepackaged sandwiches).

*Containers:* Food stands without water under pressure shall store the water in food grade containers, which are easily cleanable and have tight-fitting covers. These containers are to be used for water storage only.

*Hot Water:* An adequate supply of hot water shall be available.

*Water Hoses:* All water hoses shall be constructed of food grade material, and elevated off the ground to prevent contamination.

*Backflow/Backsiphonage Protection:* An approved backflow/backsiphonage prevention device shall protect water supplies connected to hoses. Chicago Faucet Co., LDR Industries, and Merrill Manufacturing are a few companies that produce approved backflow devices.

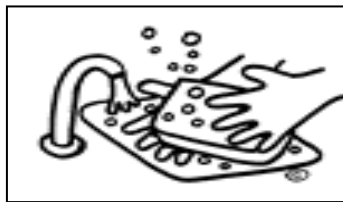
## 5. Utensils and Equipment

*Utensil Use:* Use separate utensils for raw foods and for ready to eat foods. Use separate cutting boards for meat, poultry, raw fruits and vegetables, or wash, rinse and sanitize between uses.

*Construction:* All equipment and utensils, including plasticware, shall be sturdy and durable. Equipment and utensils shall be durable and easily cleanable.

*Cooking Devices:* Barrels and other containers that have been used for the storage of toxic products shall not be used as a cooking device.

## 6. Handwashing



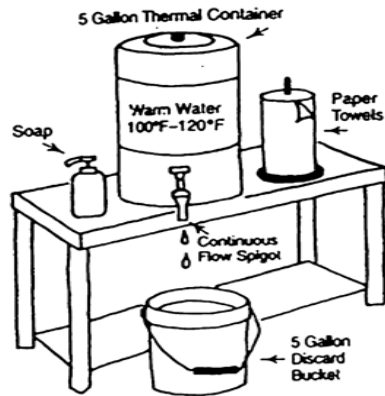
*Soap and Towels:* All employee handwashing facilities shall have hand soap and a supply of single service paper towels **at all times**.

*Frequency:* Hands and exposed portions of arms must be washed:

- ◆ before starting work
- ◆ before engaging in food preparation
- ◆ after eating, using tobacco or any other activity that may dirty hands
- ◆ after handling raw meat
- ◆ after coughing, sneezing or using a tissue



**Required Facilities:** When water under pressure is not available, handwashing facilities shall consist of a covered insulated container of at least a five gallon capacity with a valve that allows a continuous flow of water over the hands. There must be a large enough container to catch the hand washing wastewater so as not to create a hazard. Waste water shall be properly disposed of in a municipal sewer system or approved septic system.



**No Bare Hand Contact With Ready-to-Eat Foods:** Food employees may not contact ready-to-eat food with their bare hands. Food employees shall use utensils, deli tissue, spatulas, tongs, single-use gloves, etc. when handling ready-to-eat food.

**Hand Sanitizers:** Hand sanitizers shall only be applied to hands that have been thoroughly washed. Hand sanitizers are not an acceptable substitution for thorough handwashing.



## 7. Thermometers

**Refrigerators:** Each cold storage unit for potentially hazardous food shall have a thermometer to accurately measure the air temperature of the unit. Refrigerators must be able to hold potentially hazardous foods at 41°F

or below.

**Metal Stem Thermometer:** A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate and have a range of 0°-220°F.

## 2. Food

**Source:** All foods must be from an approved source. Documentation as to where food is purchased shall be available upon request. Food must be prepared at the temporary food stand or at an approved facility. **Food prepared at home is not allowed.**

**Potentially Hazardous Food:** An animal food that is raw or heat treated; a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, or garlic-in-oil mixtures capable of supporting growth of infections or toxigenic micro-organisms. Examples included are hamburgers, hotdogs, chicken, custard, cooked rice, cut melons, etc.

**Cooking:** All parts of potentially hazardous foods must reach the required internal temperature found in the Wisconsin Food Code (WFC). For example, poultry and stuffed meats must reach 165°F, ground meats like hamburgers and brats, 155°F; and other potentially hazardous foods, 135°F - 145°F.

**Game Animals:** Wild game animals shall not be served to the general public. Examples of wild game animals are venison, emu, ostrich, etc.

**Dry Storage:** All food, equipment, utensils, and single service items shall be stored in a clean, dry location above the floor/ground on pallets or shelving, and protected from contamination.



**Cold Storage:** Mechanical refrigeration units shall be provided to keep **potentially hazardous foods at 41°F or below**. Regulatory authority must approve ice storage of potentially hazardous foods in an effectively insulated container. Store all potentially hazardous raw foods below ready-to-eat foods. If using an ice chest, store raw product in a separate cooler from ready- to-eat foods.



**Hot Holding:** **Potentially hazardous foods shall be kept at 135°F or above.** Only approved hot holding equipment shall be used. Nesco roasters, pizza ovens, steam tables, or other NSF-approved hot holding equipment, for example.

**Reheating:** Previously cooked and refrigerated potentially hazardous food must be rapidly heated to a temperature of 165°F within two hours before serving. Steam tables and crock-pots are not authorized to reheat potentially hazardous food.

# Oneida County Temporary Event Checklist

## Operator Must Keep This Completed Checklist at the Booth

- Application:** Temporary restaurant application must be received by the department seven (7) days before event
- Hand washing Station-To be set up prior to prepping food:**
  - Provide at least one, **5-gallon container with dispensing valve**, which is capable of supplying a constant water flow when opened, without the need to use hands to keep the valve open while washing. Fill container with warm water for hand washing
  - Catch bucket** to collect hand wash waste water. Waste water shall be disposed of properly.
  - One **open-top** garbage container for disposal of hand washing paper towels and gloves.
- Dishwashing Station-To be set up prior to prepping food**
  - Provide 3-compartment sink or **3 tubs or buckets for cleaning food utensils**. This needs to be done on site, prior to prepping food. Everyone has at least one utensil that needs to be washed, rinsed, and sanitized. **Wash** food utensils in soapy hot water in first tub or sink compartment. **Rinse** food utensils in clear water in second tub or sink compartment. **Sanitize** food utensils by immersing utensils in bleach sanitizing solution. **Add one tablespoon or capful of bleach to one (1) gallon of water** to obtain about 100 parts per million of chlorine in the water. Again, be able to demonstrate use of test strips. **Air dry** food utensils, or use single use paper towels.
- Wiping Cloth Station-To be set up prior to prepping food:**
  - At least one **bucket with bleach and water** for storing cloth towels used for wiping food contact surfaces. One gallon ice cream containers are a perfect size. Cloth towels must be stored in the solution in between wiping food contact surfaces. **Add one capful of bleach to one (1) gallon of water for 100 parts per million chlorine**. Must have test strips available. Be able to demonstrate 100 ppm on the test strips.
- Liquid Soap and Paper Towels:** Soap can be dish soap, but needs to be an easily dispensable container.
- Food Handling Gloves:** All workers handling food that is Ready-To-Eat (R-T-E) must wear gloves. Workers must wash hands before putting on gloves. R-T-E food may include buns, chips, uncooked veggies, bakery items, or anything that is not cooked.
- Food Thermometer:** Use a food thermometer for checking food temperatures. Thermometer must have a range of 0 to 220 degrees Fahrenheit.  
**Poultry, Ground beef, and Pork should be cooked to at least 165 F**
- Hot Holding Equipment:** Use items such as steam tables, heat lamps and grills to keep hot food at **135 F or more**  
**Reheat leftovers to 165 F or more prior to hot holding**
- Cold Holding Equipment:** Use refrigerators to keep cold food at **41 F or less**. Plastic coolers generally are not acceptable for keeping food cold. Mechanical refrigeration will be required in almost all situations.
  - Provide a **thermometer** for each cold storage unit
- Food Protection:**
  - Store food and food-related products at least six (6) inches off ground
  - Store food and food-related products away from chemicals, medications and personal items
  - Protect food from coughs and sneezes by using glass or plastic sneeze guards
  - Store food in food-grade containers, not garbage bags, new/unused trash cans, or non-food grade totes
- Booth Construction:** Hard or soft covered roof and three-walled structure, such as a canopy or tent, with cleanable flooring. A grass or dirt floor is not acceptable.
- Water Source and Waste Disposal:** Ensure there is an adequate amount of potable water for food preparation and hand washing, a designated container for disposal of wastewater, and trash receptacles with lids. Use food-grade hoses only, not garden hoses. Food grade hoses are typically clear or white, like RV water hoses.

***Remember: When in doubt, throw the food out. Keep the hot food hot, the cold food cold!***

***Citations of \$280.50 will be assessed for repeat violations, pursuant to Chapter 11.16 of the Oneida County Code.***