



Permit Requirements at Special Events

Special Events Program

Environmental Health Division

Maricopa County Environmental Services Department



Maricopa County Environmental Services Department

**Working with our community
to ensure a safe and healthy environment**

VISION STATEMENT:

As the recognized regional environmental leader, we will develop and foster innovative environmental health protection programs for the safety of our residents and their environment.

MISSION STATEMENT:

The mission of the Environmental Services Department is to provide safe food, water, waste disposal and vector borne disease reduction controls to the people of Maricopa County so that they may enjoy living in a healthy and safe community.



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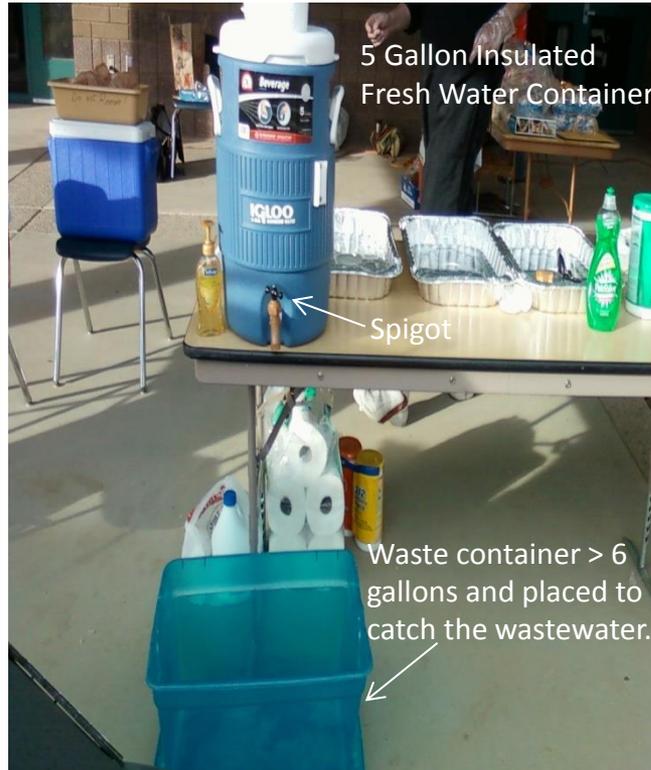
Special Events Booth Placement

- All food/beverage booths must be located at least 100 feet away from all animal pens, riding areas, arenas, petting zoos, etc.
- Restrooms must be available and located 50-200 feet away from the booth.
- Areas of flooding should be avoided.
- The permit placard shall be posted in a visible location.
- Adequate power must be supplied at all times.

PERMIT TO OPERATE	
Environmental Services Dept. 1001 N Central Ave, Suite 100 Phoenix, AZ 85004	PERMIT NO. FD-24390 EXPIRATION DATE: 03/30/2012
TYPE OF PERMIT: TEMPORARY FOOD SERVICE	3/30/12 Agave on the Rocks
SANTA BARBARA CATERING PAT CHRISTOFALO 1090 W 5TH ST TEMPE, AZ 85281	PREMISES: SANTA BARBARA CATERING 1201 N GALVIN PKWY PHOENIX, AZ
THIS PERMIT IS NOT TRANSFERABLE AND MUST BE PLACED IN A CONSPICUOUS PLACE DURING USE BY THE LICENSEE	

Handwash Station

Self Contained Handwash Station



Temporary Handwash Station

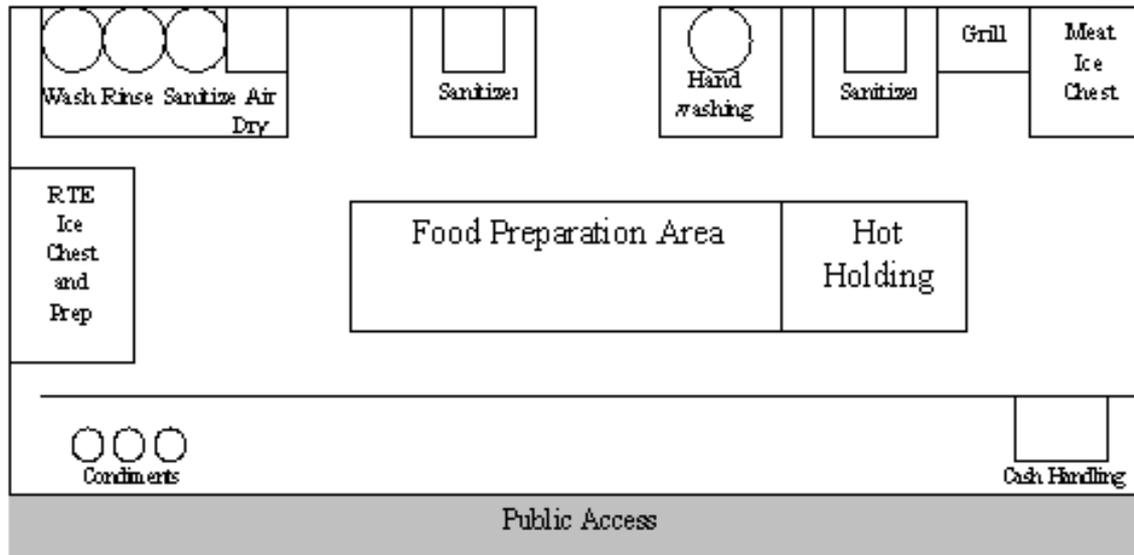


Push button spigots are not approved

All booths must have at least (1) temporary handwash station that consists of, at a minimum, a 5 gallon insulated container with free flowing spigot, a wastewater container at least 15% larger, soap, and paper towels. The wastewater container should be raised, wide enough, or plumbed in a manner that prevents the splashing of water onto the ground during hand washing.



Handwash Station Placement



The handwash station must be set up and operational prior to handling food/food contact surfaces. The handwash station must be located in an area that is within 25 feet of all food service and food preparation areas. They must be designated for handwashing only and must be accessible at all times. Multiple handwash stations may be required if the booth is large or has several food service workers. Proper handwashing must be conducted during the event. Bare hand contact of ready to eat food items is prohibited without a bare hand contact exemption.

Warewash Station



Bleach Sanitizer Test Strips



Quat Sanitizer Test Strips



A (3) bin set-up is required for the washing, rinsing, and sanitizing of utensils and equipment. Acceptable sanitizers include chlorine, quaternary ammonia, or iodine. Test strips must be available to check the concentration of the sanitizer.



Walls & Ceilings



Booths must have an overhead covering and (3) walls. Walls and ceilings must be made of materials that protect the interior of the establishment, such as wood or canvass. Screening material may be used for wall construction and shall be at least 16 mesh to the inch. When screening material is used, additional wall covering must be maintained onsite in the case of inclement weather.

Flooring



Tarps

Duckboards



A smooth, easily cleanable surface should be present in all booths for flooring. Floors shall be constructed of concrete, machine laid asphalt, dirt, or gravel covered with mats, duckboard, or other approved materials that are effectively treated to control dust and mud.



Lighting

Booths shall have sufficient lighting to support the operation (refer to the 2009 FDA Food Code Section 6-303.11 for specifics).

Lights shall be properly shielded or coated to prevent broken glass from entering food or beverages.





Refuse Storage



Trash must be stored in a sealed container to prevent harborage of insects and rodents.

Food Protection



All food and condiments must have proper protection (lids, sneeze guards) to prevent contamination of food. Grills with open, unprotected food must be protected from the public by a barrier (table and/or sneeze guard). All food should be stored at least 12 inches off the ground. Food handlers should not be drinking or eating in food areas.*

*Food employees may drink from a closed beverage container if the container is handled so as not to pose a risk from contamination (i.e. cup with a lid and straw)

Cold Holding Equipment



Stem Thermometer

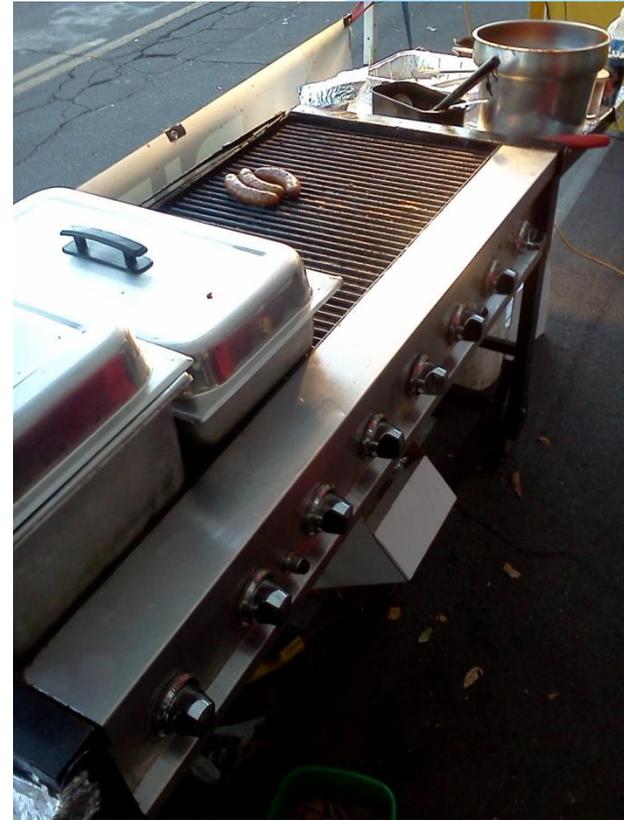
Ice Chests or commercial refrigerators are required to maintain all cold potentially hazardous food(s) at less than 41°F. If using electrical equipment, ensure the refrigerator reaches an ambient air temperature of 41°F prior to placing food in the fridge. A stem thermometer shall be available to check temperatures.

Hot Holding Equipment



Electric or propane equipment is acceptable to hold hot potentially hazardous food at greater than 135°F.
Utensils shall be properly stored when not in use.

Cooking Equipment



Cooking equipment should be sufficient to rapidly heat food to proper cooking temperatures. All equipment should be in good, easily cleanable condition.



Water Requirements



Water tanks and lines should be flushed and sanitized regularly. Note: It is recommended that the containers be labeled to prevent cross contamination.



Backflow prevention and risers are required.

Enough potable water shall be available in the establishment for food preparation, cleaning and sanitizing utensils and equipment and for hand washing. A heating facility capable of producing enough hot water for these purposes shall be provided on the premises. The temperature for hand washing shall be 100-110°F.



Fresh Water Supply



Fresh water shall be from an approved source. A proper NSF/Food grade hose is required. The ends of the hose shall remain connected when not in use. Enough water shall be provided by the vendor to support the operation through the entire event.



Waste Water Storage

Proper waste connection to the sewage vault.



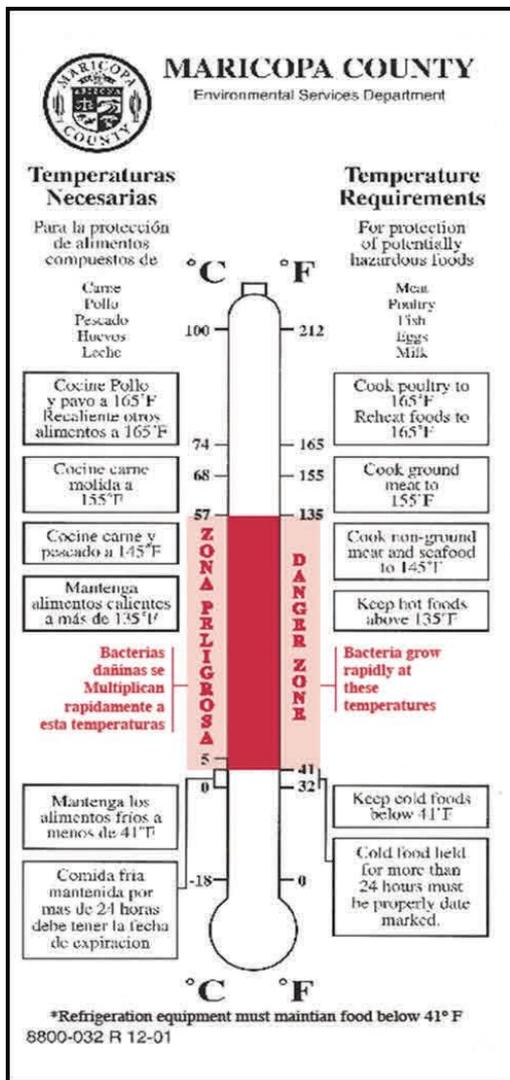
Waste Water Barrel (blue)
Grease Barrel (black)



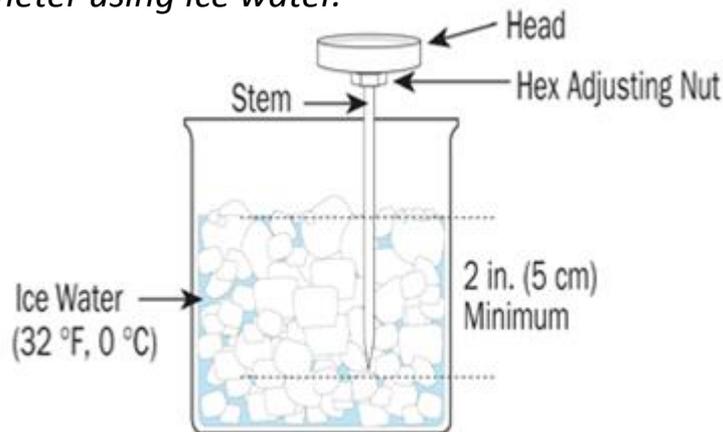
Wastewater shall be stored in an appropriate waste tank of adequate size prior to proper discharge into a sanitary sewer, wastewater tank, or mop sink. *Please check with the local jurisdiction regarding grease trap interception requirements.*



Temperatures



How to properly calibrate a thermometer using ice water.



Temperatures shall be maintained consistently throughout the event. Time as a control is prohibited. All foods shall be maintained at less than 41°F or above 135°F. A properly calibrated thermometer shall be used to monitor temperatures.



Hand Washing Procedures



Hands should be washed in the following manner:

1. Open spigot/faucet and wet hands and exposed portions of arms with 100-110°F water.
2. Remove hands from water and apply hand soap.
3. Scrub hands, exposed portions of arms, between fingers, and underneath nails for at least 15 seconds.
4. Thoroughly rinse hands and exposed portion of arms under warm running water.
5. Dry hands with a disposable hand towel.
6. Close the spigot/faucet using the disposable hand towel.



Cleaning Procedures

Options for cleaning equipment & Utensils

1. Manual or mechanical (dishwasher) ware washing in commissary
2. Manual ware-washing onsite (temporary 3 bin set up)
3. Back-up or extra utensils
4. Single-use/disposable utensils

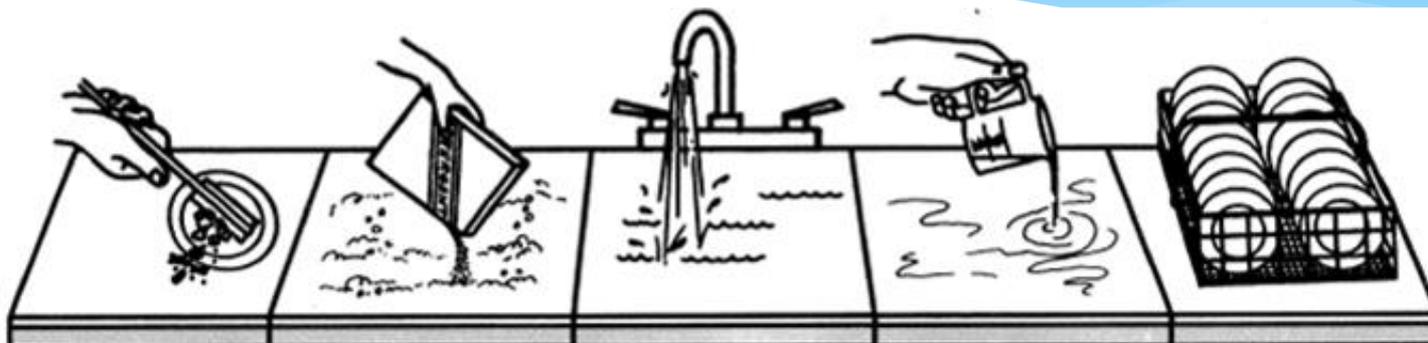
Soiled wiping cloths used to wipe up spills must be kept in sanitizer solution when not in use. Fresh sanitizer solution and clean cloths are required if sanitizing as the third step in a clean in place process.





Cleaning Frequency & Procedure

*



Scrape

Food debris from all utensils in to a trash can. A bristle brush can be used to help remove foods.

Wash

In a clean wash basin, soak utensils in warm water (110F) and soap. Scrub with a sponge or brush to clean surfaces thoroughly.

Rinse

In a clean basin, rinse utensils thoroughly in warm water (110F).

Sanitize

In a clean basin add water (at least 75F) and an approved sanitizer (bleach, iodine, or quaternary ammonium).

Air Dry

On a clean basin or rack air dry utensils. Do not use cloth towels to dry utensils.

Circumstances for wash, rinse, and sanitize procedures:

Minimum Frequency

Surfaces touching potentially hazardous foods

Every 4 hours

Surfaces touching NON-potentially hazardous foods

Every 24 hours

Utensils kept in food 135°F or above

Every 24 hours

When contamination occurs

Immediately

At the end of food service or special event

Immediately



Food Source

- All homemade food products are prohibited.
- All food and beverages must be from an approved source. Food prepared or stored in a private home may not be used or offered for human consumption in a Food Establishment. All foods must be purchased the same day as the event unless stored in a commissary.
- Commissary Agreements are required for all advance food preparation and food storage. Potentially hazardous foods must be purchased from within Maricopa County. Vendors that wish to purchase their food from an out of state supplier and have it shipped to a local commissary for food storage may do so as long as they maintain a commissary visits log and receipts.
- Commissary visits logs and receipts must be available to the inspector upon request.



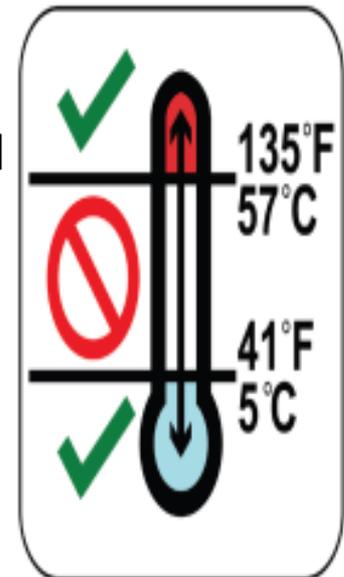


Permit Limitations

Does your Special Events menu offer foods requiring a multi-step preparation process?

If you answered yes, then your key to success at Special Events is to identify and use a conveniently located commissary.

Limited preparation is required for all onsite food/beverage Vendors participating in Special Events. This limitation reduces the steps and opportunities for food(s) to become contaminated and allow foods only one trip through the temperature danger zone between 41°F and 135°F.





Permit Limitations Continued

Cooling of any potentially hazardous foods at an event is prohibited. A vendor who wishes to cook and cool food must do so in an approved commissary.

Potentially hazardous food (time/temperature control for safety foods) shall not be held over from a previous day's operation unless otherwise approved by the Department. A request must be made in writing at time of application submittal. Carryover of cold potentially hazardous food(s) will only be approved if the vendor meets the following criteria:

1. Temperature logs are maintained daily for all refrigeration units.
2. Refrigeration units must be commercial grade and have a constant power source.
3. The refrigeration units must be kept locked overnight.

For example: You have extra tuna salad that can be used the next day and meet all of the aforementioned requirements, you would be approved to carryover the tuna salad to the next day.



Limited Preparation

APPROVED		
LIMITED PREP		
	STEP 1	STEP 2
1	Assemble	Serve
2	Cook	
3	Hold	
EXAMPLES		
1	Hamburgers, Hot Dogs, Chicken Tenders	
2	Pre-Skewered Fruit	
3	Fudge, Italian Ice	
4	Pre-Washed Produce	

NOT APPROVED	
ADVANCED PREP	
1	Multi-Step Handling of Raw and/or Pre-Cooked Ingredients
2	Cooking, Cooling, and Re-Heating of a Potentially Hazardous Food on site
3	Cooling Foods
EXAMPLES	
1	Preparing Tamales, Fresh Dough, Salsa
2	Marinating, Cooking, then Dicing Meat
3	Rolling Sushi
4	Breading Meat
5	Washing Raw Produce on site



Proper Food Grade Materials

Food contact surfaces must be:

1. Safe
2. Durable, corrosion resistant, and non absorbent
3. Sufficient in weight and thickness to withstand repeated ware washing
4. Smooth and easily cleanable
5. Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition.

Certain materials are limited for use: cast iron, pewter alloys, solder and flux, lead, ceramic, china, and crystal utensils and decorative utensils such as hand painted ceramic or china, copper, galvanized metal, wood, and non-stick coatings.

Please refer to the 2009 F.D.A code, Section 4-101 for the information regarding the limitations on these materials.



Chemical Storage



- Chemicals shall be labeled and stored in a way that prevents contamination of food and food contact surfaces.
- Pest control should only be done by a licensed pest control applicator.
- Medicines shall be stored with personal effects.
- Chemical containers are prohibited from being used to hold food or beverages.





Food Storage

- Separate raw animal foods from ready-to-eat foods during preparation and storage
- Separate different types of raw animal foods, such as fish, meat, and poultry, from each other except when combined in recipes. Each type of meat **MUST** be stored in its own cooler
- Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods
- Place food in covered containers or packages (store in the refrigerator or cooler)
- Store chemicals away from food



Food Storage Continued

For example:
Lunch Meats,
Cheese,
Sour Cream, Salsas,
Hot Dogs, Milk



Por ejemplo:
Bologna, Jamon, Queso,
Crema Agria, Salsas,
Salchichas, Leche

Ready-to-Eat PHF Foods & Drinks / Alimentos y Bebidas listas para consumir con un potencial de alto riesgo



Washed Cut Produce/Verduras Picadas y Lavadas



Storage of Raw Meats / Carnes Crudas



Storage of Seafood & Whole Eggs/ Ceviche, Mariscos, Banquillos



Storage of Raw Chicken & Poultry / Aves, Pollo y Pavos

Allergens

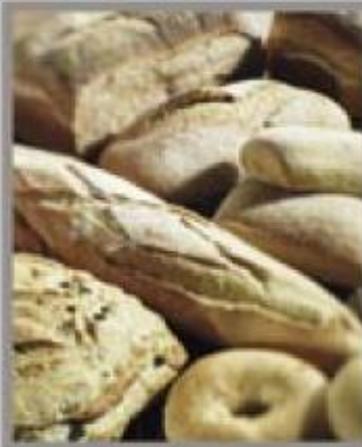
Food handlers must have knowledge of the 8 major allergens.



Eggs



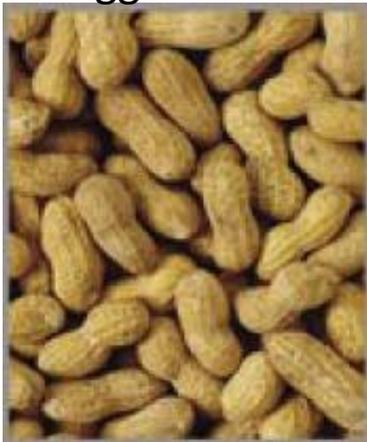
Milk



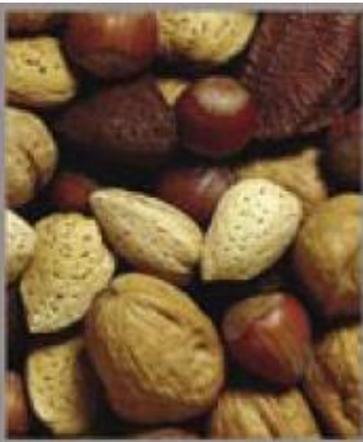
Wheat



Soybeans



Peanuts



Tree Nuts



Fish



Crustacean Shellfish



Consumer Advisory

A consumer advisory must be posted if you are serving any undercooked or raw food items. *If you need assistance with the consumer advisory, please contact our program at 602-506-6978 or specialevents@mail.maricopa.gov*

For example:

When serving raw food (I.E. raw sushi) at an event, a sign should be posted that states something similar to:

***We serve raw sushi. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness, especially if you have certain medical conditions.**



Sampling

Vendors that are conducting sampling of potentially hazardous food must provide the Department with their procedures, in writing, at the time of application submittal.

- Customer self-service is prohibited.
- All samples left over at the end of the day must be discarded.
- A trash receptacle is required for the customers to use.
- Only single service items are allowed to be used for sampling product.



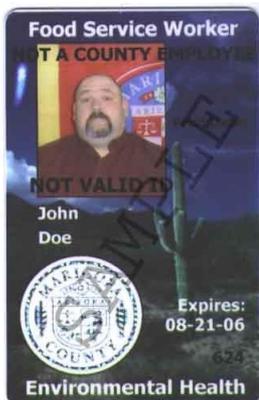
Animals



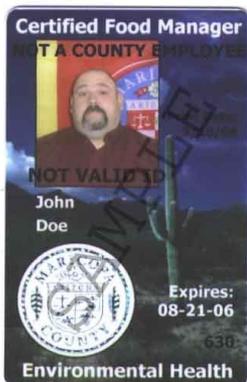
Animals are not permitted to be in a food establishment. All food booths must be located at least 100 feet away from any animal areas.



Food Service Worker License



Temporary food establishment, seasonal food establishment, and special event food establishment food service workers shall obtain a **food service worker card** prior to the start of the event.



All food establishment locations shall have at least one **(1) certified food service manager** on staff, who is either physically present or available by electronic or telephonic means whenever the food establishment is in operation.



Top 5 Concerns Seen at Events

1. Push button hand wash station.
2. Cold water for hand washing and ware washing.
3. Home stored and prepared foods.
4. Catch bucket at hand wash station is too low and doesn't prevent splashing of waste water onto the ground.
5. Food not maintained at proper temperature.



Thank you!

Questions?

Contact Special Events at

602-506-6978 or

[specialevents@mail.maricopa.gov](mailto:specialevnts@mail.maricopa.gov)