

**SPECIAL EVENT  
TEMPORARY FOOD SERVICE  
ORGANIZER PACKAGE**



CLAYTON COUNTY BOARD OF HEALTH  
Environmental Health  
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# CLAYTON COUNTY ENVIRONMENTAL HEALTH

## APPLICATION PROCEDURE FOR ORGANIZING A SPECIAL EVENT

The following information provided in this packet is to assist you in fulfilling the requirements set forth in the Clayton County Health Department Food Service Rules and Regulations. These guidelines will help you through the application process to obtain your temporary food service permit(s) and keep your special event operation or festival free of the risk of food poisoning to the public.

The goal of the Clayton County Health Department is to protect the public's health by preventing food-borne illness, by assuring that foods sold and served to the public are wholesome and free from contamination or spoilage, and by promoting food service establishments' compliance with state and county regulations.

According to the FDA 2001 Code, ensuring safe food is an important public health priority for our nation. An estimated 76 million illnesses, 323,914 hospitalizations, and 5,194 deaths are attributable to foodborne illness in the United States each year. The estimated cost of foodborne illness is \$10-\$83 billion annually. For some consumers, foodborne illness results only in mild, temporary discomfort or lost time from work or other daily activity. For others, especially pre-school age children, older adults, and those with impaired immune systems, foodborne illness may have serious or long-term consequences, and most seriously, may be life threatening. The risk of foodborne illness is of increasing concern due to aging of our population, increasing numbers of immunocompromised and immunosuppressed individuals, and changes in food production practices.

Enclosed in this packet are the required application and other information pertinent to your food service.

These guidelines for temporary food service are intended to assist in interpreting the code of Georgia Annotated, Title 88 Public Health, Chapter 88-10. If you have any questions about the process, please contact our office.

**\* The three (3) types of food service permitted by the Clayton County Health Department for Special Events in conjunction with festivals, fairs, or similar transitory gatherings are:**

1. "Temporary Food Service Operation" means any food-service establishment that operates at the same location for a temporary period of time, not to exceed 14 consecutive days, in conjunction with a fair, carnival, circus, public exhibition or similar transitory gathering
2. "Restricted Food Service Operation" means a food service operation that serves only food products that requires cooking immediately prior to serving.
3. "Special Food Service Operation" includes Mobile Food Unit, Temporary Food Service Operation and Restricted Food Service Operation.

Mobile food units that serve only individually wrapped single food products on a permanent basis do not need to apply for a Clayton County Health Department Food Permit. Such food units are permitted and regulated by the Department of Agriculture. Please contact them for proper procedures to receive a permit.

Catering food operations are prohibited in a home by the Clayton County Board of Health.

### **Definitions important to know during your process**

- 1) "Food Service Establishment" means establishments for the preparation and serving of meals, lunches, short orders sandwiches, frozen desserts, or other edible products. The term includes restaurants, coffee shops; cafeterias; short order cafes; luncheonettes; taverns; lunchrooms, places which manufacture, wholesale, or retain sandwiches or salads; soda fountains; institutions, both public and private; itinerant restaurants; industrial cafeterias; catering establishments; food vending machines and vehicles and operations connected therewith; and similar facilities by whatever name called.
- 2) "Potentially Hazardous Food" means any perishable food which has as an ingredient milk or milk products, eggs, meat, poultry, fish, shellfish, or other foods or other ingredients in such forms as are capable of supporting rapid and progressive development of infectious or disease causing agents. The term does not include foods that have a pH level of 4.6 or below or a water activity value of 0.85 or less.
- 3) "Commissary" means a catering establishment, restaurant, or any other place in which food, containers, or supplies are kept, handled, prepared, packaged or stored for subsequent transport, sale or service elsewhere.
- 4) "Food Sales Establishment" means retail and wholesale grocery stores; retail seafood stores and places of business; food processing plants, except those food processing plants which are currently required to obtain a license from the Commissioner and under other provision of law; bakeries; confectioneries, fruit, nuts and vegetable stores and places of business, and similar establishments, mobile or permanent, engaged in the sale of food primarily for consumption off the premises. This term shall not include "food service establishments" as defined in Code Section 26-2-370.
- 5) "Mobile Food Unit" - Only temporary food permits are issued for mobile food units operating with a potable water system with sufficient capacity to furnish hot and cold water for food preparation, utensil washing and hand washing and a retention tank for waste water storage and must operate at the same location for a temporary period of time, not to exceed fourteen (14) days in conjunction with a fair, carnival, circus, public exhibition, or similar transitory gathering.
- 6) "Potable" means water intended for human consumption that meets the bacteriological and chemical requirements of the Federal Environmental Protection Agency's Safe Drinking Water Act, or other regulatory agency having equivalent authority.

# The Top Six Causes of Food Poisoning



*Check through the list to make sure your event has properly prepared for these common causes of foodborne disease:*

## **Inadequate Cooling and Cool Holding**

More than half of all food poisonings is due to keeping foods out at room temperature for more than 2 to 4 hours.

## **Preparing Food Too Far Ahead of Service**

Food prepared 12 or more hours before service increases the risk of temperature abuse.

## **Poor Personal Hygiene and Infected Personnel**

Poor hand washing habits and food handlers working while ill are implicated in 1 out of every 4 food poisonings.

## **Inadequate Reheating**

When leftovers are not reheated to above 165° F, illness often results.

## **Inadequate Hot Holding**

Cooked foods not held at or above 140° F until served can become highly contaminated.

## **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.

## APPLICATION PROCEDURE FOR ORGANIZING A SPECIAL EVENT

- Organizer must report the planned event to the Health Authority 30 days prior to the event.
- Complete and file an application to include:
  - Name of the event
  - Dates of operation
  - Organizer's address and phone number
- Provide a list of food concessionaires, applications of each, booth design of each, and Food Service fees of each.
- Return a completed Temporary Food Service Establishment application for each concessionaire 10 days prior to the event to include:
  - Name of concession
  - Owner of concession with addresses and phone number
  - Set-up time for vendors
  - On-site contact person
- The organizer is responsible for providing each concessionaire with a copy of the current Food Service Article
- The organizer is responsible for collecting and submitting all permit and plan review fees for each vendor to the Health Authority. Only a check, cashier check or money order will be accepted (see enclosed fee schedule). Revisions to vendor list must be submitted no later than 10 days prior to the event (all supporting documentation must be provided).
- All permit and plan review fees must be submitted 10 days prior to the event.
- Concessionaires must comply fully with the current Clayton County Food Service Rules and Regulation.
- Organizers must submit a diagram of the site showing the location of each food concessionaire to facilitate issuance of permits.
- Cancellations**.....In case of a rainout or other disaster there will be no refunds.

<b>FEE SCHEDULE</b>	
\$50.00 .....	Temporary Food Service

*Please return this application at least Ten (10) days prior to the first day of the event/festival to our office*

# CLAYTON COUNTY HEALTH DEPARTMENT

## Organizer Application for Special Event

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SPECIAL EVENT/FESTIVAL NAME

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LOCATION (INCLUDE NAME OF PARK, ETC. AND FULL ADDRESS)

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SPONSOR'S NAME

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SPONSOR'S MAILING ADDRESS

---

CONTACT PERSON

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CONTACT'S TELEPHONE NUMBER

---

SITE TELEPHONE NUMBER

---

EMERGENCY TELEPHONE NUMBER

---

DATES OF EVENT/FESTIVAL

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TIMES OF EVENT/FESTIVAL

SIZING CRITERIA - Please fill out each blank completely. Put "N/A" in any blank that does not apply to your event.

1. What is the estimated peak attendance/crowd? \_\_\_\_\_
2. When do you anticipate the peak crowd? \_\_\_\_\_
3. How many hours per day will the event/festival be in progress? \_\_\_\_\_

*Please return this portion to Clayton County Environmental Health Office*

# CLAYTON COUNTY HEALTH DEPARTMENT

## TEMPORARY FOOD SERVICE APPLICATION

*Please return this portion to the Special Event Organizer*

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NAME OF TEMPORARY FOOD CONCESSION

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BUSINESS OWNER'S NAME

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BUSINESS OWNER'S ADDRESS

CITY

STATE

ZIP

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AUTHORIZED AGENT

PHONE NUMBER

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DATE OPERATION TO BEGIN

DATE OPERATION TO END

SET-UP TIME

The undersigned hereby applies for a permit to operate a food service establishment pursuant to the code of Georgia Annotated, Title 88 Public Health, Chapter 88-10.

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SIGNED

\*State whether business or authorized agent \*

DATE

\*Authorized Agent means the person to whom the business owner has delegated authority for the overall management of the food service establishment.

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NAME OF EVENT

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LOCATION OF EVENT

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FOOD TO BE SERVED

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***\*Enclose booth design (See attached form)***

**Application for a permit:**

1. All items applicable to your operation must be met before a Temporary Food Permit will be issued by the Clayton County Health Department.

**Food Supplies:**

1. Food shall be in sound condition, free from spoilage, filth, or other contamination and shall be safe for human consumption.

**Food Protection:**

1. At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including toxic materials, dust, insects, rodents, unclean equipment and utensils, unnecessary handling, cross contamination, coughs and sneezes, etc.
2. The temperature of potential hazardous food shall be 41° F (5° C) or below, or 140° F (60° C) or above at all times, except as otherwise provided in this Regulation.

**Food Storage:**

1. Food, whether raw or prepared, if removed from the container or package in which it was obtained, shall be stored in an approved, clean, and covered container except during necessary periods of preparation of service. Food should not be stored on the floor.
2. Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with ice.

**Food Preparation:**

1. Food shall not be prepared (mixing, slicing, chopping, etc.) in the food booth. Food handling should be conducted with least possible manual contact using suitable utensils. (No Bare Hand Contact)
2. Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination.

**Hand Washing Set-Up ( See illustrations in this packet for proper set up procedure ):**

1. Provide a water container with a dispensing spout or drain valve.
2. Provide liquid soap pump dispenser.
3. Provide paper towels.
4. Provide a bucket to catch wastewater.

**Food Transportation:**

1. During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged so as to be protected from contamination and spoilage.
2. During transportation, including transportation to another location for service or catering operations, potentially hazardous food shall be maintained at 41° F or below for cold foods or 140° F or above for hot foods.

**Personal Hygiene:**

1. Employees shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as is necessary to keep them clean, and immediately after using tobacco products, eating, drinking, using the toilet, or being potentially contaminated by other means.
2. Approved measures should be taken to prevent perspiration from contaminating foods, food contact surfaces, equipment and utensils.
3. Employees preparing, handling and serving food shall use effective and clean, disposable or easily cleanable nets or other hair restraints approved by the health authority, worn properly to restrain loose hair.
4. Employees shall not use tobacco in any form while engaged in food preparation or service, nor while in areas used for equipment or utensil washing or for food preparation.

**Water Supply:**

1. When food is prepared on the site, a system capable of producing enough hot water for cleaning and sanitizing utensils and equipment shall be provided on the premises.
2. Enough potable water for the needs of the food service establishment shall be provided from source constructed.
3. Potable water servicing equipment shall be installed according to law and shall be stored and handled in a way that protects the water equipment from contamination.

**Sewage:**

1. All sewage, including liquid waste, shall be disposed of by a public sewage system or by a sewage disposal system constructed and operated according to applicable State or local plumbing code as amended.

**Toilet Facilities:**

1. Toilet facilities for food service employees shall be provided. When not on the same premises location shall be approved by the health authority.

**Lavatory Facilities:**

1. A convenient handwashing facility shall be available for employee handwashing. This facility shall consist of, at least, warm running water, soap, and individual paper towels. ( Refer to drawing in this packet)
2. Sinks used for food preparation, washing equipment or utensils shall not be used for hand washing.

**Garbage and Refuse:**

1. Garbage and refuse shall be kept in durable, easily cleanable, insect-proof, and rodent proof containers that do not leak and do not absorb liquids. A sufficient number of garbage containers shall be provided. Plastic bags or wet-strength paper bags shall be used to line these containers.
2. Containers stored outside the establishment shall be easily cleanable, shall be provided with tight-fitting lids, doors or covers, and shall be kept covered when not in actual use.

**Misc:**

1. Food service operation shall be physically and functionally separated from facilities or areas used for household purposes.
2. All single service forks, knives, and spoons must be prewrapped unless they are provided with the plate of food from the server.
3. Self-serve condiments are to be covered or sealed in individual packets.
4. Wiping cloths should be stored in a bucket of sanitizer ( for example, 1 capful of household bleach in 2 (two) gallons of water. Changing the solution every 2 hours is recommended.
5. Do not attempt to heat foods over a sterno, or in steam tables, crock pots, or other hot holding devices. Only reheat foods to above 165 F within 30 minutes.
6. The health authority may impose additional requirements to protect against health hazards related to the conduct of the food service establishment as a mobile operation, may prohibit the sale of some or all potentially hazardous food.
7. All animals are prohibited from inside food booths.
8. The permit, or copy thereof, and the current inspection report must be displayed for public view and protected from inclement weather.

## THINGS TO CONSIDER WHEN PLANNING YOUR EVENT:

### DRINKING WATER UNITS

1. How many existing drinking fountains/outlets should be made available for participants or visitors to use?

### ONSEWERED TOILETS

1. How many existing toilets will be available for participants or visitors to use?
  - a. Men's toilets/urinals \_\_\_\_\_
  - b. Women's toilets \_\_\_\_\_
  - c. Handicapped toilets \_\_\_\_\_
2. How frequently will the nonsewered toilets be serviced by a contracted licensed provider?
  - a. Time(s) day \_\_\_\_\_
  - b. Time(s) week \_\_\_\_\_

### SOLID WASTE FACILITIES

1. How many existing solid waste receptacles will be available for participants or visitors to use?
  - a. #Receptacles/Size (each) \_\_\_\_\_
  - b. #Dumpsters/Size (each) \_\_\_\_\_
  - c. #Recycle units/Size (each) \_\_\_\_\_
2. How frequently will you have the solid waste receptacles serviced by a contract provider per 8 hour period? \_\_\_\_\_
3. How frequently will you contract to have the dumpster compactor serviced by a licensed provider per 24-hour period if applicable? \_\_\_\_\_

\* Be sure to properly plan for your event to ensure the safety and well being of the public.

# CLAYTON COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH

## LIST ALL FOOD SERVICE VENDORS

*(Please return this portion to the Clayton County Environmental Health Office)*

NAME	ADDRESS	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
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16.		
17.		
18.		

*\*\*Please use additional sheets if necessary\*\**

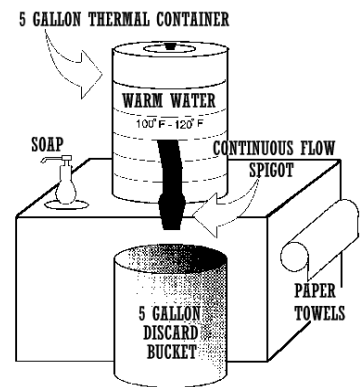
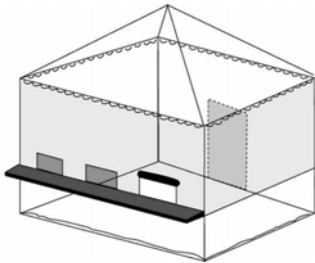
# FOOD BOOTHS FOR TEMPORARY FOOD FACILITIES FOR SPECIAL EVENTS

Booths where cooking, portioning, or preparing of food occurs must be totally enclosed with walls, ceiling, and cleanable floors structurally sound. Asphalt and concrete are acceptable floor surfaces for street fairs. Booths operating on grass or dirt must have plywood, tarp or similar material for floor surfaces and treated to control dust. Walls may be constructed of plywood, canvas or fish-mesh fly screening. Construction materials must be fire resistive or flame retardant. Rental booths constructed as noted above may be used when approved by the Clayton County Health Department.

Food service windows should have openings no greater than eighteen (18) inches high and twenty four (24) inches wide and have tight fitting closures. Service windows and doors must remain closed when not in use. For food operations with adjoining BBQ facilities, a pass-thru window or door is recommended.

Mobile food vehicles or trailers are allowed if they comply with the requirements of the Clayton County Board of Health Food Service Rules and Regulations. The health authority may impose additional requirements to protect against health hazards related to the conduct of the food service establishment as a mobile operation and may prohibit the sale of some or all potentially hazardous food; and when no health hazard will result, may modify requirements of the regulations relating to physical facilities.

Please contact the office of the Clayton County Environmental Health at 770-961-8399, if you have any questions about your proposed event. The diagrams below are recommendations and some examples of what is permitted. Our office will assist you in the Plan Review Process.



**HAND WASH SET-UP**