ST. CLAIR COUNTY HEALTH DEPARTMENT

Our Community. Our Environment.

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Dear Community Event Organizer:

The intent of this notice is to inform and aid in the planning of your community events. Under the **Michigan Food Law (Act No. 92, as amended)**, a Temporary Food Service License is required for a public event where food is served. The definition of a "Temporary Food Establishment" means a food establishment which operates at a fixed location for a temporary period not to exceed 14 consecutive days. The following forms are enclosed for your assistance: Temporary Food Service Establishment License Application, Temporary Food Establishment Operations Guideline, and Employee Notice / Personal Hygiene Policy.

The St. Clair County Health Department uses the State of Michigan Temporary Food Service License Application. This form contains the following sections A-N; all sections are to be completed for events. Addendum A may be necessary depending on the scope/complexity of the event. Upon receipt of the completed application, the sanitarian may contact the food / drink vendor with questions or concerns. This information review may help avert any last minute conflicts, confusion or licensing delays.

Reminder: Vendors who do not contact the St. Clair County Health Department at least 5 days in advance of the event, will be charged a late fee and /or may not be approved for operation.

For questions or concerns, please call the Environmental Health Division at (810) 987-5306.

Temporary Food Service License Fee Schedule

Temporary received 5 days or more before event	$ 109.00
Temporary Low Risk received 5 days or more before event	$ 59.00
Temporary received less than 5 days before event	$ 159.00
Temporary Non-Profit 5 days or more before event	$ 65.00
Temporary Non-Profit Low Risk 5 days or more before event	$ 35.00
Temporary Non-Profit received less than 5 days before event	$ 115.00

*If Non-Profit, you **must** submit your 501-C3 paperwork.

Temporary Food Establishment Supply Kits available:
($15.00 per pkg.) Contents include: Thermometer for cooler, Chlorine sanitizer test strips with monitoring chart, Hairnets, Disposable gloves, cooking temperature chart, 3-basin utensil dishwashing guidelines, Thermometer for monitoring cooking temperatures, guidelines for calibrating a meat thermometer.

Save time and energy traveling around town for supplies; purchase one today!

IMPORTANT NOTICE!

Michigan's Smoke free Law began **May 1, 2010**.

This law applies to any temporary food service area that serves / sells food and beverages.

FI-231 (07/14)

MICHIGAN TEMPORARY FOOD ESTABLISHMENT LICENSE APPLICATION

APPLICANT/BUSINESS CONTACT INFORMATION:

Organization/Business Name: _____

Main Contact: _____ Email: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Primary Phone: _____ Cell Phone: _____ Fax : _____

Alternative Contact: Name: _____ Phone: _____

PUBLIC EVENT INFORMATION: Name of Public Event: _____

Food Service Start Date: _____/_____/_____ Serving Start Time: _____ AM/PM

Ending Date: _____/_____/____ End Time: _____ AM/PM

When will food preparation begin? Date: _____/_____/_____ Starting Time: _____AM/PM

Event Location (Name & Address): _____

Event Coordinator Name: _____ Phone: _____

If Applicable, Non Profit Tax ID #: _____

I AM AWARE THAT EACH BOOTH MUST BE PROPERLY EQUIPPED AND READY TO OPERATE BY THE TIME INDICATED, AND THAT FAILURE TO DO SO MAY RESULT IN DENIAL OF MY LICENSE.

Applicant Name (Print)_____

Applicant Signature: _____ Date: _____

Estimated Number of Meals to be Served Each Day: _____

EQUIPMENT LIST:

Identify equipment used at your temporary food establishment. Check all boxes that apply.

A Hand Wash Station
- ❑ Large insulated container with a spigot, warm water, hand soap, paper towels and a large catch bucket
- ❑ Hand sink
- ❑ Self-contained portable unit
- ❑ Other _____

B Cooking/Reheating Equipment
- ❑ Grill/BBQ
- ❑ Fryer
- ❑ Oven
- ❑ Roaster
- ❑ Other _____

C Cold/Hot Holding Equipment
- ❑ Ice chest/cooler with ice
- ❑ Refrigerator
- ❑ Freezer
- ❑ Steam table
- ❑ Grill/BBQ
- ❑ Chafing dish w/ fuel
- ❑ Slow cooker/roaster
- ❑ Other _____

D Floor/Overhead Protection*
- ❑ Food is prepared & served indoors
- ❑ Floors are cleanable and Impermeable
  Describe: _____
- ❑ Canopy/tent
- ❑ Screening
- ❑ Other _____

E Cleaning/Sanitizing
- ❑ Three basins to wash (dish soap), rinse (clear water) and sanitize (sanitizer)
- ❑ Extra utensils
- ❑ Bucket with sanitizing solution and wiping cloth(s)
- ❑ Sanitizer

F Other
- ❑ Chemical test strips to test sanitizer solution
- ❑ Metal stem thermometer
- ❑ Gloves
- ❑ Hair restraints
- ❑ Electricity available
- ❑ Water source (circle all that apply)
  Municipal/City Water Well Bottled

*If extensive food handling occurs, it must be done in a fully enclosed space.

FOOD PREPARATION AND MENU: Only food and beverage items listed will be approved to serve. Approval for any changes must be requested before the event.

Food	G Food Source (place/facility where food is purchased)	H Off-Site Prep Yes/No *1	I On-Site Prep Yes/No	J Transport to event? (Hot or Cold, What type of equipment for transport)	K Cold holding equipment used at event?	L Cooking/reheating equipment used? Final cook/reheat temperature?	M Cooling? *2	N Hot holding equipment used?
Example:								
Hamburger	Jane's Food Service	No	Yes	Cold, Ice Chest	On-site refrigerator	Grill, 155 °F	No	Steam table

*1 – IF FOODS ARE MADE OFF-SITE, PLEASE FILL OUT ADDENDUM A (COMMISSARY AGREEMENT)
*2 – IF YOU PLAN TO COOL ANY FOOD, CONTACT YOUR INSPECTOR TO DISCUSS THE METHOD YOU WOULD USE.

FOR LOCAL HEALTH DEPARTMENT USE:
Notes:

Amount Paid: _____ Receipt Number: _____

ADDENDUM A:

COMMISSARY AGREEMENT

Organizations or individuals requiring the use of an off-site kitchen facility must obtain a review and approval, by the licensing agency, of the off-site kitchen facility at the time of license application. Inspection fees may apply if the facility is NOT currently licensed as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement. It may be required that you provide a copy of the Commissary Food License.

Temporary Food Service Operator requiring the use of an off-site kitchen facility must complete the following information:

I, _____ allow _____
Licensed Food Service Operator/Owner *Organization*

to use _____ _____
Name & Address of Licensed Facility Used *Facility License Number*

For: _____ Food Preparation _____ Cold Food Storage _____ Cooking _____ Cooling Food _____ Hot Holding

_____ Dry Food Storage _____ Warewashing _____ Approved Water Supply _____ Waste water Disposal

_____ Other: _____

Date(s) Licensed Facility will be used for this event: _____ to _____ Time of use: _____ AM/PM to _____ AM/PM

_____ _____
Signature of Licensed Facility *Owner/Operator* *Date*

For Office Use Only

APPROVED _____ DENIED _____

COMMENTS: _____

Michigan Department of AGRICULTURE & Rural Development

Applying for and Safely Operating a Temporary Food Establishment (TFE) License

Following this guidance will be helpful when completing a temporary food establishment license application, and assist you in providing safe food handling procedures at your temporary food event.

Application Information:

Applicant/Business Contact Information:

This section provides the health department with information about the organization applying for a temporary license (e.g., "Boy Scout Troop 555" or "St. Stephens Church"), and who to contact for additional information. This information is critical for the department to be able to issue the license.

Public Event Information:

This section assists the health department in locating your operation and the determining the best time to conduct the inspection.

Non Profit, Tax ID Number:

If your organization has obtained a 501(c)3 designation, proving it to be non-profit, you must list the number from your 501(c)3 form, or the tax identification number from your tax forms. A copy of your 501(c)3 form may also be required.

Providing Safe Food at Your Temporary Food Event:

Refer to sections "A" thru "N" to complete information under "Equipment List" and "Food Preparation and Menu" sections of the application.

1. **Person-In-Charge (PIC):**
   Any time the temporary facility is operating, the permit holder shall be the Person-in-Charge (PIC) (or shall designate a PIC), to ensure that a PIC is present at the TFE during all hours of operation. This PIC must be qualified and know Food Code and Food Law requirements, and will assure all of the requirements are followed.

2. **Hand Washing:**
   Proper hand washing by food employees is critical to assure food safety. All people working in the temporary food establishment (TFE) must wash their hands:

   - upon entering the TFE or food preparation and service areas;
   - immediately before engaging in food preparation;
   - when switching between raw and ready-to-eat foods;
   - after touching bare human body parts;
   - after handling animals, coughing, sneezing, using a facial tissue, using tobacco in any form, eating, drinking, handling soiled equipment and utensils;
   - after using the toilet room; and,
   - as often as necessary to remove soil and contamination and to prevent cross contamination.

   This procedure must include lathering with soap and water for 20 seconds, rinsing under warm running water, and drying with a disposable paper towel.

Hand Washing Station: ***See Application Section "A"*** (List the type of equipment you will be providing.)

Hand washing facilities must be located to allow convenient use by food employees. Hand washing sinks are to **only** be used for hand washing. Soap and paper towels must be supplied at each hand washing facility.

Examples of hand washing facilities are:

- A self-contained portable unit with holding tanks for potable tempered water (warm water) and waste water. Hand soap, single-use dispensed paper towels and a waste receptacle must be provided. (Figure 1)
- A self-contained portable unit that provides gravity fed warm water. For example, a large insulated container with a spigot which can be turned on and off to allow a warm water flow over a person's hands into a waste receiving bucket of equal or larger volume. Hand soap, single-use paper towels and a waste basket must be provided. (Figure 2)
- Plumbed Hand Sink- Clean potable (drinking quality) hot and cold running water under pressure to provide water at a temperature of at least 100° F. Hand soap, single use paper towels and a waste basket must be provided. (Figure 3)
- Chemically treated towelettes are allowed if the menu is limited to pre-packed foods or if the foods are otherwise protected from contamination and if a proper hand washing sink is provided for use in the toilet room after toilet use. This option must be approved by the inspector prior to setting up the facility.

Figure 1

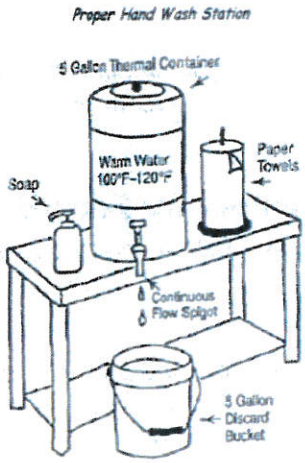

Figure 2

Figure 3

3. Employee Health (Person-in-Charge Duties):

The Person-in-Charge (PIC) must exclude Food Handlers who display any of the following symptoms:

- Diarrhea, vomiting, fever, sore throat or sore throat with fever, jaundice. Please note: a Food Handler must be symptom free from diarrhea or vomiting for at least 24 hours prior to returning to their work station.
- Any Food Handler who is diagnosed with or exposed to Salmonella typhi, Shigella, E. coli 157:H7, Hepatitis A or Norovirus must be excluded until cleared by their personal doctor and by the local health department/Michigan Department of Agriculture and Rural Development (MDARD).

The PIC must restrict employees as follows:

Food Handlers must cover cuts, wounds or infected boils with a waterproof bandage. If the affected area is on a hand, the bandage must be covered with an impervious glove. The Food Handler must be restricted to activities not related to food, clean equipment or utensils or single use items.

4. Hygiene:

Food Handlers must display a high degree of personal cleanliness, including clean outer garments and shoes and proper hair restraints. Food Handlers may not eat in a food preparation, storage or display area. Tobacco use by the public or by food handlers is prohibited in areas where foods are stored, prepared, displayed, served or consumed. Drinking may be allowed in a food area if the drink container is covered and provided with a straw or pour spout and if the Food Handler washes their hands after drinking and prior to returning to work.

Only employees (those scheduled to work at a specific time) are allowed in the food preparation and serving areas.

Bare Hand Contact with Ready-to-Eat Foods:
Food handlers may not contact any exposed ready-to-eat foods with their bare hands. Barriers such as gloves, deli papers or suitable utensils must be used. Acceptable utensils include spatulas, tongs or scoops.

5. Food Source: *See Application, Section "G"*

- All foods must be obtained from sources that comply with the law.
- Meat and poultry must come from USDA-approved sources.
- Home canned foods are NOT allowed, nor can there be any home cooked/prepared foods served.

All foods that are prepared off-site for service at the TFE must be prepared in a licensed food establishment. ***See Application Section "H" and Addendum "A".*** A copy of **Addendum A – Commissary Agreement** must be completed for each off-site location where the food is prepared.

Ice must be from an approved source. For most TFEs this means commercially bagged ice.

Foods prepared under the Michigan Cottage Food Law are not allowed to be served to the public in a licensed TFE.

Transportation: ***See Application Section "J"***

Food is to be transported in a manner that protects the food from contamination. All hot foods must stay at or above 135° F and all cold foods must stay at or below 41° F.

6. Food Protection:

Food Contamination: All cooking and serving areas must be protected from contamination. Customers must be prevented from accessing areas of the TFE where food, food-contact surfaces, and equipment are located.

Food Display: All food and food contact surfaces must be protected from consumer handling, coughing, sneezing or other contamination.

Use sneeze guards or other effective barriers for food on display.

Keep food covered, except for working containers of food.

Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food employees, patrons, insects, or other sources.

Knives, forks, and spoons that are not pre-wrapped must be presented so that only the handles are touched.

In-Use Utensils: Food dispensing utensils are to be stored in the food with their handles above the top of the food and container; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135°F and the utensil and container is cleaned as necessary to preclude accumulation of soil residues.

Storage of Food, Utensils & Related Items during Periods When Not Operating: Access to food storage areas should be protected from the public.

Cross Contamination: Food must be protected from cross contamination by separating raw animal foods from ready-to-eat foods and separating types of raw animal foods from each other during storage, preparation, holding, and display.

- **MDARD recommends that different types of raw meat be stored in different coolers. Thus all raw whole meats, raw ground meats, and raw poultry should be stored in their own separate coolers.**
- Unwashed fruits and vegetables should be stored away from washed fruits and vegetables.
- Equipment and utensils (including knives, cutting boards, and food storage containers) are to be thoroughly washed, rinsed and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

Handling of Unpackaged Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety (TCS) Food: During preparation, unpackaged food must be protected from contamination.

7. Safe Food Temperatures

Thawing: PHF (Potentially Hazardous Food) / TCS (Time-Temperature Control for Safety) food must be thawed either under refrigeration that maintains the food temperature at 41°F or less, or as part of a cooking process.

Cooking: ***See Application Section "B" and "L"***

Food must be cooked to the minimum temperatures and times specified below:

165°F for 15 seconds:	Poultry; wild game animals; stuffing containing fish, meat, poultry or ratites; stuffed fish, meat, pasta, poultry or ratites.
155°F for 15 seconds:	Mechanically tenderized and injected meats; the following if they are comminuted (ground up): fish (fish sticks/patties), meat (hamburgers), game animals commercially raised for food; pooled raw eggs; ratites.
145°F for 15 seconds:	Fish and meat (pork chops), raw eggs that are broken and prepared in response to a consumer's order and for immediate service;
135° F for 15 seconds:	Commercially prepared food such as hot dogs, lunch meats, and canned goods.

NOTE: *TFE operators should consult with the local regulatory authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) or if serving or selling undercooked foods, to ensure compliance with the provisions of the Food Code.*

Consumer Advisory:
Raw Animal Foods are sometimes cooked to temperatures lower that those specified above when ordered that way by the customer. A proper consumer's advisory must be posted if you are going to serve undercooked food to the customer's liking. See §3-603.11 of the 2009 FDA Food Code.

****MDARD does not recommend serving undercooked foods at a temporary food event.**

Cooling: ***See Application Section "M"***
Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety (TCS) Food must be cooled by an approved method.

NOTE: *You are encouraged to throw out any remaining cooked food at the end of each night. It is difficult to correctly cool food in a temporary food establishment. If you plan to cool any foods, contact your inspector to discuss proper cooling methods.*

Reheating for Hot Holding: ***See Application Section "B" and "L"***
Potentially Hazardous Food that is cooked at a licensed food establishment prior to delivery to the temporary food establishment must be reheated so that all parts of the food reach at least 165°F for at least 15 seconds if hot held.

Reheating is to be done rapidly so that the food is between 41°F and 165°F for no more than 2 hours.

Cooking Devices: ***See Application Section "B"***
Additional regulations may apply with cooking equipment.

- For safety reasons, cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public and may require approval from the local Fire Marshall.

- Charcoal, wood, propane stoves or grills may be approved as cooking devices.

8. Holding Foods at the Correct Temperatures

Holding of Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety (TCS) FOOD: ***See Application Section "C", "K" and "N"***
Potentially Hazardous Foods must be maintained at 135°F or higher (for hot holding) or 41°F or below (for cold holding).

Cooked and refrigerated food that is prepared in response to an individual consumer order may be served at any temperature.

Equipment: ***See Application Section "B" and "C"***
Equipment used for cooking or for holding Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety (TCS) food must be evaluated for approval based on a menu review, food service operations that will occur, and the length of the event.

Cold Storage: ***See Application Section "C" and "K"***
An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety (TCS) food at 41°F or below may be approved for the storage of small quantities of cold food.

Packaged food may not be stored in direct contact with ice or water because the food would become wet and contaminated. If using an ice chest for cold holding, all food products must be tightly sealed in bags or boxes to prevent them from getting wet. Each refrigeration unit should have a numerically scaled thermometer accurate to ±3°F to measure the air temperature of the unit. Approved thermometers are available at grocery stores and other retailers that have kitchen sections.

Mechanical refrigeration units may be required to keep the food at 41°F or below.

Hot Storage: ***See Application Section "C" and "N"***
Hot food storage units must be used to keep Potentially Hazardous Food at 135°F or above. Electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 135°F or above.

Thermometers: ***See Application Section "F"***
A thermocouple or metal stem thermometer is to be provided to check the internal temperatures of Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety (TCS) hot and cold food items.

Food temperature measuring devices that are scaled in Fahrenheit must be accurate to +/- 2° F in the intended use of range. The thermometer should be able to accurately read at least 0-220 ° F.

Temperature measuring devices:

Figure 4

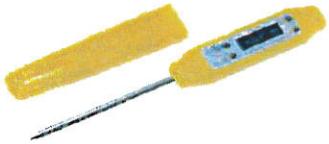

Figure 5

These types of thermometers can be found at most retail stores or Food Service Supply Stores.

The thermometer in Figure 4 is used for pots of soup and foods that the thermometer may be inserted 3-6 inches into the food. The thermometer in Figure 5 is a small diameter probe thermometer, and only the bottom is inserted into the food - perfect for measuring temperatures of hamburgers and chicken.

NOTE: *If a thermometer is not available at the Temporary Food Establishment, a license may not be issued!*

9. Food and Utensil Storage:

Dry Storage: All food, equipment, utensils, and single service items must be stored at least 6" off the ground or floor on pallets, tables, or shelving. Food and utensil storage must be protected from contamination and must have effective overhead protection.

Counters / Shelves: All food contact surfaces must be non-toxic, smooth, easily cleanable, durable, nonabsorbent, and free of seams and difficult to clean areas. All other surfaces must be finished so that they are easily cleanable.

10. Cleaning and Sanitizing:

Equipment food-contact surfaces and utensils must be cleaned and sanitized when:

- Changing from working with raw foods to working with ready-to-eat foods;
- Between uses with raw fruits and vegetables and with Potentially Hazardous Food (PHF)/Time-Temperature Control for Safety (TCS) food;
- Before using or storing a food temperature measuring device; and,
- At any time during the operation when contamination may have occurred.

If a thermometer is used with potentially hazardous food, it must be cleaned (washed, rinsed and sanitized) throughout the day, at least once every 4 hours.

Warewashing: *See Application Section "E"*

A commercial dishwasher or manual warewashing method should be used to wash, rinse and sanitize utensils coming in contact with food.

- The minimum requirements for a utensil warewashing set-up to wash/rinse/sanitize should consist of 3 basins, each large enough for complete submersion of all of the utensils; a hot water supply of potable (drinking quality) water, and an adequate disposal system for the wastewater. (Figure 6) OR

Examples of Test Strips to Measure Sanitizer: ***See Application Section "F"***
These types of test strips can be found at most large food service supply stores, or can be ordered online.

If you are not sure which sanitizer to buy, and which test strips to use, ask someone at the food service supply store to explain the different types. These stores provide food and equipment to many stores and restaurants, and should be able to help you with this. If not, call your local health department for assistance.

Figure 9

Test strips for Quaternary Ammonium

Figure 10

Test strips for Chlorine (Bleach)

Wiping Cloths:
Wiping cloths that are in use for wiping food spills must be used for no other purpose and be stored clean and dry or in a clean sanitizing solution at the approved sanitizer concentration. **For temporary events, it is sometimes easier to use paper towels to wipe up spills.**

11. Water Supply and Wastewater Disposal:

Water: ***See Application Section "F"***
An adequate supply of potable (drinking quality) water must be available on-site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for hand washing.

- Water must come from an approved public water supply or an approved well water supply. **If you plan on using well water at this temporary food event, contact your licensing agency to determine testing requirements of the well water being used.**
- The water supply system and hoses carrying water must be constructed with approved food contact materials. MDARD recommends looking for a label on a hose package that says it is intended for potable water or food contact surfaces. Then label this potable water hose to prevent using it for anything else, and save the package section that says this hose is for potable water. **You can find this type of hose at R.V. supply stores, or where camping supplies are sold.** As always, if in doubt, ask your inspector for advice.
- The water supply must be protected with backflow devices to preclude the backflow of contaminants into the potable water supply.
- All hose and other connections to the potable water supply must be maintained a minimum of 6" above the ground.
- A supply of commercially bottled drinking water or sanitary potable (drinking) water storage tanks may be allowed, if approved by the regulatory authority.

- A centralized three compartment sink that is supplied with hot and cold running potable (drinking quality) water and an approved disposal system for use by multiple vendors may be permitted by the regulatory authority. (Figure 7) OR
- A three compartment sink that is supplied with hot and cold running water and approved wastewater disposal system within the food establishment. (Figure 8)
- Wash, rinse and sanitizer water must be changed frequently to maintain effectiveness.

Figure 6

Figure 7

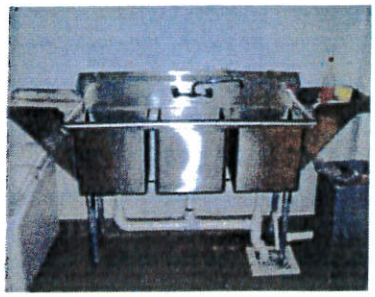

Figure 8

Sanitizing: ***See Application Section "E" and "F"***

Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. ***Sanitizers must be used in accordance with the EPA-registered label use instructions.***

To determine the EPA requirements look on the sanitizer label on the bottle. It should say something similar to: "concentration approved to sanitize food contact surfaces". A range of concentration should be given: (e.g., 100-200 ppm). Your sanitizer concentration must fall within that range. Always test the solution with your test strips.

- If you are using chlorine bleach, a rule of thumb is to add 1 teaspoon per gallon of water. Test with your test strips, and then add or dilute as necessary.
- **If the bottle of chlorine bleach or other sanitizer does not contain a sanitizing range for food contact surfaces, you may not use this to sanitize your food contact surfaces.**
- **Do not use scented bleach, ultra bleach or swimming pool chlorine as sanitizer at your Temporary Food Event.**
- An approved test kit must be available to accurately measure the concentration of sanitizing solutions.

NOTE: *If you do not have an approved sanitizer and the correct test strips to measure the sanitizer level on site, the regulatory inspector cannot issue your license.*

Wastewater Disposal:

- Wastewater must be disposed of properly in municipal sewer, flush toilet; portable toilet; gray water collection area; other as approved.
- Wastewater cannot be dumped on ground, into waterways, or into storm drains, but must be collected and disposed through an approved sewage disposal system.

12. Premises: *See Application Section "D"*

Floors:
If graded to drain, a floor may be concrete or machine-laid asphalt. The "floor" may be grass, dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.

Walls and Ceilings:
The TFE must be covered with a canopy or other type of overhead protection, unless the food items offered are commercially prepackaged food items and dispensed in their original containers. If there is extensive food preparation (e.g., cutting, mixing, assembly) then walls or screens may be required to protect the food from pests, dust or debris.

- Walls and ceilings, when required, are to be of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
- If insects and/or rodents are present, window and door openings must be protected from insects and rodents by 16 mesh to 1 inch screen, properly designed air curtain, or other effective means.

Figure 11

Non-Screened in Set-Up

Figure 12

Screened Set -Up

Lighting:

- Adequate lighting by natural or artificial means must be provided.
- Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles.

Refuse:

- An adequate number of non-absorbent, easily cleanable refuse containers must be provided both inside and outside of each TFE site.
- Refuse containers must be removed at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents.
- Dumpsters must be covered, rodent-proof, and non-absorbent.
- Grease must be disposed of properly and must **not** be dumped onto the ground surface.

Toilet Facilities:
Toilet rooms shall be conveniently located and accessible to employees during all hours of operation. Michigan Food Code 6-402.11.

Toilets may consist of properly designed, operated and maintained portable toilets.

Clothing Storage:
Personal clothing and belongings should be stored at a designated place in the TFE away from food preparation, food service, and warewashing areas.

Toxic Materials:
Poisonous or toxic materials must be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation are allowed.

Pests:
You must protect food and food contact surfaces from insects and pests. If pests are present, the facility must be protected by walls or screening.

For additional food safety information, visit:

www.michiganfoodsafety.com.

This website is provided to industry, regulators and the community through funding from the Michigan Department of Agriculture and Rural Development, Food Safety Education Fund grants.

This document is intended for educational purposes only and should not be considered a replacement for the FDA Food Code or Michigan's Food Law. Copies of the code and law are available at www.michigan.gov/foodsafety. This document is a modified version of a checklist prepared by the Michigan Department of Agriculture and Rural Development (MDARD) and local health department workgroup volunteers. It is intended to be a guide for temporary food service establishment operators, Michigan Department of Agriculture and Rural Development inspectors, and Michigan's local public health departments. The checklist is also helpful for special transitory food units that operate in a similar manner to temporary food establishments.

Important Notice to Employees

(Michigan Food Law 2000, Section 2-2-1.11, Subpart 2-2 and Annex 3)

Employers must inform employees of the employee's legal responsibility to report: present or past illnesses with the "Big Five", or when experiencing symptoms of other illnesses that can be readily spread via food or food contact surfaces. Of particular concern are:

"The Big Five"
Salmonella typhi, Norovirus, E. coli 0157:H7, Shigella spp and Hepatitis A virus

These organisms are particularly dangerous; because they are highly infectious (only a few organisms can infect a person), and are highly virulent (a person can become severely ill once infected).

Symptoms of illness, such as: diarrhea, vomiting, fever, jaundice, sore throat with fever, discharges from eyes, nose or mouth, and infected wounds or boils can cause illness that can be easily spread through food, ice, beverage, as well as food contact surfaces of equipment and utensils.

The Person-in-Charge is required to prevent food contamination by employees through restriction or exclusion of employees from work.

The Person-in-Charge is required to notify the Health Department's Division of Environmental Health at (810) 987-5306 when an employee is diagnosed with illness due to one of the "Big Five".

The employee must provide the Person-in-Charge with a doctor's note stating the employee is no longer infectious, and is fit to work.

Food Employee Personal Hygiene Policy

1. You **MUST** notify your employer/supervisor if you have the following symptoms: fever, persistent sneezing or coughing, diarrhea or vomiting, jaundice, sore throat with fever.

2. Handwashing: backs of hands, exposed portions of arms, between fingers, palms of hands and under fingernails. Vigorously rub lathered surfaces at least 20 seconds.

3. Cuts, wounds, sores: on hands or arms must be completely covered by a waterproof bandage. Wear single use gloves over any bandages on hands or fingers.

4. Hair restraints: head covers are required for employees involved in food preparation and cooking.

5. Outer Clothing or Uniforms: clean outer garments each day, change as often as necessary.

6. Fingernails: easily cleanable and trim. Food employees wearing nail polish or artificial nails must wear single-use gloves. Hands must be washed prior to re-gloving.

7. General Hygiene: **Never** wipe hands on cloth or clothing, use paper towels. Unexpected coughs can be buried into arm or shoulder, never cough uncovered. Personal medications must be maintained in a secure place away from the food preparation/storage areas. No smoking in food preparation/food storage areas. Do not store personal drink containers or like items on/or adjacent to food contact area.