

# **HAMPTON HEALTH DEPARTMENT**

## **Requirements for Temporary Food Service Establishments at Special Events**

### **Introduction**

The following requirements are pursuant to Chapter 15 of the City of Hampton, Virginia, Ordinance and Code Regulating Food and Food Establishments, and Section 32 of the Rules and Regulations of the Board of Health, Commonwealth of Virginia, Governing Restaurants. They are intended to answer the most commonly asked questions regarding temporary food service establishments.

Please read these requirements carefully. They will include examples and alternative solutions to the most common problems found in outdoor food service concessions. For additional information, please call 727-1140, extension 139.

### **REQUIREMENTS**

#### **I. PERMIT**

- A. Persons responsible for the preparation and/or serving of food (for sale, distribution or gift to the public), are required to obtain a Health Department Permit. The concessionaire will not be approved until the food concession application has been reviewed and approved by the Health Department.
- B. Applications for a Health Department Permit must be received at least 1 week (5 business days) prior to each event.
- C. The Health Department Permit is not transferable to another party.
- D. Only food items listed on the application can be sold unless changes are approved by the Health Department in advance. No changes will be accepted the day of an event.

#### **II. FEES**

- A. As of July 1, 2002, the General Assembly passed legislation requiring an annual fee be paid by temporary food vendors. The \$40.00 will be required before a Permit will be issued.
- B. Exemptions to the fee:
  - 1. Churches
  - 2. Volunteer Fire and First Aid Squads
  - 3. School organizations

#### **III. FOOD AND BEVERAGE**

1. All shellfish (oysters, clams, mussels) must have proper identification tags. (Shellfish Shipper I.D.'s) These tags must be made available onsite for verification purposes by the Health Department.

#### A. TRANSPORTATION

Foods must be transported covered or wrapped and in a sanitary manner. Those food items considered potentially hazardous must be kept refrigerated below 41 degrees F or held hot above 140 degrees F during transportation. Potentially hazardous foods include, but are not limited to, such foods as meat, fish, seafood, poultry, dairy products, eggs, and pasta.

#### B. STORAGE

1. All food products and utensils (plates, cups, spoons, knives, and forks) must be stored up off of the ground (6"). Pallets, tables and empty boxes may serve as storage racks.
2. No food or drink items can be stored in direct contact with undrained ice.
  - a. Beverage containers (cans, bottles) may be stored in **drained** ice provided the drainage creates no nuisance. Drain the cooler into a bucket or other container for easy disposal.
  - b. Adequate or sufficient "blue-ice" packets can be used to keep foods cold (< 41 degrees F) instead of ice.
  - c. Storage of food, utensils or equipment in plastic "garbage bags" is prohibited. Only food-grade plastic is acceptable.
  - d. No styrofoam ice chests can be used. All surfaces must be of hard plastic or metal.
3. Electric refrigeration, freezer or refrigerated truck is preferred if applicable and available.

#### C. PREPARATION AND HANDLING

1. All foods, unless prepared in an approved, permitted establishment, must be prepared on site. However, on site preparation should be minimized through menu selection.
2. Prepackaged foods are easier, safer, and more convenient.
3. **The use of homestyle charcoal grills is prohibited.** Gas (propane or natural gas) grills are recommended.
4. Potentially hazardous foods such as meat, fish, shellfish, poultry, dairy products, eggs, etc. are to be kept colder than 41 degrees F or hotter than 140 degrees F. When cooking, all foods shall be cooked to an internal temperature of at least 165 degrees F.
5. Do not thaw frozen foods at air temperature. Purchase unfrozen products, thaw under refrigeration or thaw as part of the cooking process.

1. Foods are to be served in or with single service utensils.
2. Condiments:
  - a. Individual packets or squeeze bottles are preferred.
  - b. **NO OPEN BOWLS** or jars of condiments are allowed.
  - c. Items such as chili, onions, lettuce, or tomato must be applied by an employee. Self-service of these items is prohibited.

## I. EQUIPMENT AND UTENSILS

- A. Adequate equipment for refrigeration and hot holding of foods must be provided.
- B. Adequate cleaning supplies must be provided. They include: detergent, buckets, bleach and water for sanitizing equipment and utensils.
- C. Utensils
  - a. Single service cups, bowls, plates, etc. must be served from the original container (e.g. plastic bag) or from an approved dispenser.
  - b. You must provide adequate utensils such as spatulas, tongs, forks, ice scoops, etc. for handling foods.
  - c. Single service knives, forks and spoons are to be dispensed properly from original containers or individually wrapped, or otherwise adequately protected.
  - d. **A three compartment tub setup must be provided on site to allow for the proper washing, rinsing and sanitizing of soiled utensils.** A chlorine test kit (test strips) must also be provided.

## II. PHYSICAL FACILITIES

- A. Overhead protection is required over all food operations. When open flames are involved in the cooking process, the overhead protection must be fireproof in accordance with current fire codes. Fire extinguishers should also be provided. Examples include a tent, awning, or fly.
- B. Facilities should be designed to minimize contamination by dust, insects, etc. **Ground cover in the form of plastic, a tarp, carpet, mats, canvas or other acceptable material shall be provided and placed on the ground. It must be sufficient to cover the entire area under the overhead protection that is required and provided.**
- C. Toilet facilities must be provided and conveniently located.

**I. PERSONAL HYGIENE**

- A. A suitable means for handwashing must be provided.
  - 1. Soap and water should be used.
  - 2. Moist towelettes / pop-up baby wipes may be used as an alternative in a concession with limited food preparation (e.g. hot dogs, popcorn, etc.). This must be approved by the Health Department on a case by case basis.
  - 3. Plastic gloves must be worn whenever food is handled directly with hands.
- B. Effective hair restraints shall be worn when dealing with long hair. Jewelry and long nails should not be worn on the hands.
- C. No food shall be handled in a manner that creates a health hazard.
- D. **No smoking, eating or drinking in any food preparation area will be allowed.**

**II. The applicant shall comply with any special requirements of the Health Department issuing this permit.**

**You are reminded that you must obtain a business license from the Commissioner of Revenues Office (727-6183) for all food sales.**

Hampton Health Department  
Environmental Health  
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