

***Temporary Vendor Guidelines***  
***St. Joseph County Health Department***  
***227 W. Jefferson Blvd. South Bend, IN 46601***  
***574-235-9721 Fax number: 574-235-9497***

***Use these Temporary Food Establishment Guidelines to ensure your facility will have all of the necessary equipment and supplies in order to properly operate at the intended event(s).***

**ADMINISTRATIVE INFORMATION:**

- Obtain and complete the temporary vendor application.
- The application along with payment must be submitted to the Health Department one week prior to the event.

**NO EXECPTIONS**

- Provide a copy of a Certified Food Handler certification, "if applicable."(410 IAC-7-22)

**FOOD AND WATER SOURCES:**

- Home canned food or foods prepared in an individual's home **will not be allowed.**
- Foods being offered for sale or for free shall be prepared on site or in a permitted establishment and transported in food storage containers.
- All foods and drinks being offered shall be purchased from approved sources.
- If needed, a hose used to connect to a water supply shall be constructed from food grade material and marked as such. The hose cannot be used for any other purpose.

**FOOD PREPARATION AND HANDLING:**

- A calibrated probe thermometer must be available during hours of operation.
- Potentially hazardous foods must be thawed, cooked, cooled, and reheated to proper temperatures.
- Cold foods are to be maintained at 41°F or below. Hot foods must be maintained at 135°F or above.

**FOOD PROTECTION:**

- Proper utensils must be used to handle ready-to-eat food products. (Buns, lettuce, cheese, etc.)
- Food products must be protected from potential contamination from customers and/or the environment.
- All food, utensils, equipment must be stored at least 6" off the ground.
- Condiments must be protected from contamination by being kept in approved dispensers or be provided in individual packets.
- All chemicals must be stored away from food, equipment and single serve items.
- Overhead protection must be provided for food preparation, beverage service, single use items, ware washing and hand washing areas.

**UTENSILS/DISHWARE:**

- Only single service/single use eating and drinking utensils can be used for serving food and drinks.
- Single use utensils must be placed in a container with the handles being presented to the customer.
- Straws/toothpicks must be either individually wrapped or dispensed individually.

### **ICE USE:**

- Ice, which is to be offered to customers for consumption must be purchased from an approved source, be properly labeled and protected from contamination.
- If ice is being used as refrigeration, the water must be drained properly, not on the ground.
- Ice being used for consumption cannot be used to store cold food.
- To prevent contamination, ice bags cannot be dropped onto the ground to break the ice.

### **HANDWASHING FACILITIES:**

- At least one (1) conveniently located and accessible hand-washing facility must be available.
- Hand washing stations must be supplied with warm water (100°F), soap and paper towels.
- Hand washing stations must be conveniently located and accessible at all times.
- If food is being prepared outside the main unit, a separate hand washing facility must be provided.

### **DISHWASHING FACILITIES:**

- Temporary vendors must have available provisions to wash, rinse and sanitize all utensils, dishware and equipment. Example-three separate sinks, bus tubs.
- Utensils, dishware or equipment taken off site for cleaning shall be taken to owner's permitted establishment or commissary.
- Approved sanitizer and chemical test kit(s) must be provided and used.
- Wiping cloths used to wipe down food contact surfaces must be stored in a sanitized solution when not in use.

### **WATER AND WASTEWATER FACILITIES:**

- If the unit is hooked up to a water supply, proper backflow back-siphonage device must be provided.
- Liquid waste must be disposed of in a sanitary manner and in accordance with all applicable laws.
- A sufficient supply of potable water must be provided for all necessary purposes.

### **HYGIENE AND PERSONAL CLEANLINESS:**

- Smoking, eating or drinking** is not permitted in food preparation or service area.
- Clothes must be kept clean. Do not wipe hands on clean cloths' or aprons.
- Effective hair restraints (hats or hairnets) must be worn. **VISOR CAPS** are not acceptable unless a hairnet is also worn. Those who have a beard must wear a beard covering.
- Hands must be washed immediately before engaging in food preparation, before placing gloves on and any other time when hands may have become contaminated.

### **INSECT CONTROL, TRASH, LIGHTING AND FACILITY SURFACES:**

- Garbage and trash must be kept in non-absorbent, leak proof, washable receptacles with lids. Lids must be kept in place to prevent insects and birds from feeding off of the trash and garbage.
- Lighting must be provided and shielded.
- The units must be on asphalt or concrete. Not on grass or gravel.

**You must meet all requirements as stated in 410- IAC 7-24 to be able to obtain a temporary permit.**