



Teton County Environmental Health  
P.O. Box 937, 460 E Pearl Street  
Jackson, Wyoming 83001  
Ph. (307) 732-8490  
Fax (307) 732-8491

## **Temporary Food Service Application**

Any person or group that sells or gives away food items as defined by the Wyoming Food Safety Rule must complete and submit an application 14 days prior to the event. This includes pre-packaged and ready to eat foods and drinks. Application fee is \$50, which covers two (2) weeks for one event and is nonrefundable. Late applications are subject to a \$25 late fee. Complete the last two pages and return to Teton County Environmental Health.

**\*\*Make check payable to: TCHD (Teton County Health Department)\*\***

### **Requirements Checklist**

#### **Before the event:**

- Complete your application and submit a \$50 fee to the Teton County Department of Health at least fourteen (14) days prior to the event. Late applications are subject to a \$25 late fee.
- Determine your electrical needs. Verify with the event organizer that the necessary power will be available for your booth.
- Determine if potable water is available at the site or provide prepackaged water from an approved source.
- Obtain a Basic Food Handler for at least one staff member that will be at the facility at all times, from an accredited source (ServSafe, for example). *Your Food License will not be issued without a Food Handler.*

#### **During the event, remember to bring:**

- Your Temporary Food Service License.
- A copy of your Basic Food Handler Permit.
- Cold and hot holding equipment, with thermometers to check equipment temperatures.
- Probe thermometer for checking food temperatures.
- A tent or canopy to provide overhead protection.
- Flooring such as asphalt, concrete, plywood, rubber mats, etc. to protect from environmental contamination. Cardboard is NOT an acceptable flooring.
- Three (3) walls to be hung during inclement weather.
- Racks or bins to store all food at least 6 inches off the ground and covering for food.
- Dispensers for condiments, such as pre-packaged, squeeze bottles or hinged lid containers.
- Handwash station with paper towels, hand soap, catch basin (See Diagram B).
- Separate containers to wash vegetables.
- Wash, rinse, and sanitizer basins that are large enough for the largest piece of equipment to be cleaned, with soap and approved sanitizer (See Diagram A), OR additional clean cooking utensils.
- Wiping cloths and sanitizer buckets.
- Approved sanitizer and test strips (usually Chlorine at 50-100 ppm). Test strips are available at local businesses or online.
- Garbage Can

Applicant Initials: \_\_\_\_\_

Date: \_\_\_\_\_

# Steps to Safe & Sanitary Food Service at Temporary Events

**Booth:** Design your booth with food safety in mind. The ideal booth will have an overhead covering, a level floor, and three (3) walls to hang during inclement weather.

**Cold and Hot Storage:** Foods that need refrigeration must be held at 41° F or less until ready to serve. Foods being hot held must be held at 135°F or more. Reheat precooked food rapidly to a minimum of 165°F. Check temperatures frequently.

**Equipment:** Equipment must be able to maintain proper temperatures as listed above.

**Food Storage and Protection:** Keep food 6 inches off the ground and covered to protect from insects and dust.

**Cooking:** An NSF approved food thermometer must be provided to check cooking temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F; poultry to 165°F, whole pork, whole beef, and seafood to 145°F.

**Dishwashing:** Use disposable utensils for food service whenever possible. Wash equipment and utensils in a three-step process (See Diagram A).

**Food Handling:** Food employees must wash their hands before touching ready-to-eat food. Use single-use disposable gloves, tongs, or other tools to handle food.

**Health and Hygiene:** Only healthy workers may prepare and serve food. Anyone who is ill is not allowed in the food booth.

**Handwashing:** A hand washing station must be available at all times and easily accessible. It must have running water, or gravity flow such as a large urn full of water with a spigot that provides continuous flow without holding. Soap dispenser, paper towels, and a bucket to collect wastewater must also be provided (See Diagram B).

**Ice:** Ice used to cool cans and bottles cannot be used for human consumption. Ice used for drinks should be stored separately. Use a scoop with a handle to serve ice, never use hands or a cup.

**Wiping Cloths:** Store wiping cloths in a bucket of water/sanitizer solution that has a sanitizer concentration of 50-100 ppm chlorine or 200-400 ppm quat ammonia compound. Test strips must be provided to test the sanitizer concentration.

**Source:** All food must be purchased from a licensed wholesaler, grocery store or restaurant. All food must be prepared on site or in a licensed commercial kitchen and transported to the temporary food service location appropriately.

**License:** Visibly post your Temporary Food License, issued by the Teton County Health Department (TCHD).

**Certified Food Handler:** The facility must have at least one food employee that is a Certified Food Handler. The certificate must be provided upon inspection.

**If you have any questions, call Teton County Environmental Health at 307-732-8490.**

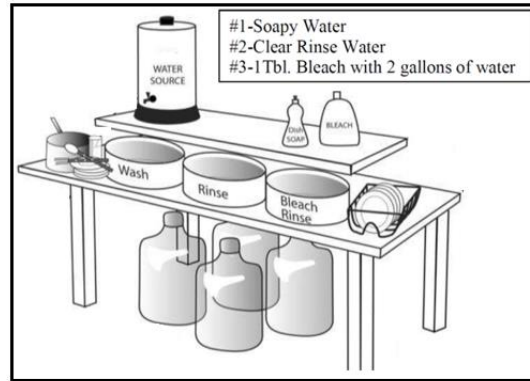


Diagram A

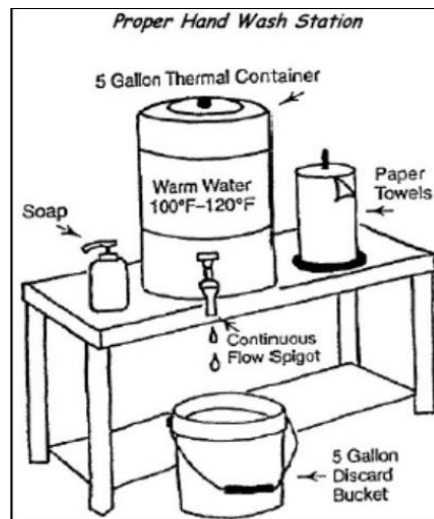


Diagram B

Date Approved: \_\_\_\_\_ Type Paid: cc check cash Amount Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

## Temporary Facility Information

Name of Facility: \_\_\_\_\_

Name of Owner/Operator: \_\_\_\_\_ Food Handler Certificate #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person in Charge Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Event Information

Name of Event: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Event Times: \_\_\_\_\_

Event Location: \_\_\_\_\_

Menu: \_\_\_\_\_

## Second Event Information (If Applicable)

Name of Event: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Event Times: \_\_\_\_\_

Event Location: \_\_\_\_\_

Menu: \_\_\_\_\_

- Are you cooking with combustible oils or animal fats? Yes No N/A  
     *If yes: You need a Type K Extinguisher and noncombustible lid nearby*
- Are you using a walled tent? Yes No N/A  
     *If yes: You need a portable 2A: 10BC extinguisher nearby.*
- Are you using LPG for fuel? Yes No N/A  
     *If yes: The tank must be secured from falling and protected from hazards.*

Applicant Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Menu and Procedure Review**

Food Item	Source	Prepared on-site or off-site?	How transported and how/where prepared?
Example: Refried Beans	Costco	On-site	Transported cooking pans in cooler, heated on stove to a minimum of 165°F, held on steam table at 135°F.

**Temporary Food Booth / Establishment Design Drawing:**

**\*\*Prior to receiving the initial license, pages 1-3 of this application MUST be completed with Food Handlers Certification attached. For additional events in the same calendar year only page 2 needs to be submitted with appropriate payment and late fees.\*\***  
**I understand the license for which I am applying is non-transferable. It may be denied, suspended, or revoked for non-compliance or consecutive violations or the standards governing this activity, in accordance with Wyoming Food Drug and Cosmetic Safety Act. I have reviewed the temporary establishment guidelines and agree to abide by all established requirements for this activity.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**