



Whitman County Environmental Health Department
1205 SE Pro Mall Blvd. Ste 203
Pullman, WA. 99163
Phone: (509) 332-6752 Fax: (509) 334-4517
eh@whitmancounty.net

TEMPORARY EVENT INFORMATION PACKET

What is a Temporary Food Establishment (TFE)?

- A Temporary Food Establishment operates:
 - At a fixed location, with a fixed menu
 - Not more than 21 consecutive days in conjunction with a single event or celebration such as Lentil Festival, Sprint Boat Races, County Fair, weekend event, etc;.
 - Not more than 3 days per week in conjunction with an approved, recurring, organized event such as a farmer's markets.
- Examples of TFE's: food vendors at fairs, community events, farmer's markets, craft shows, sporting events, fundraisers by community organizations, food samplers and demonstrators at approved events.

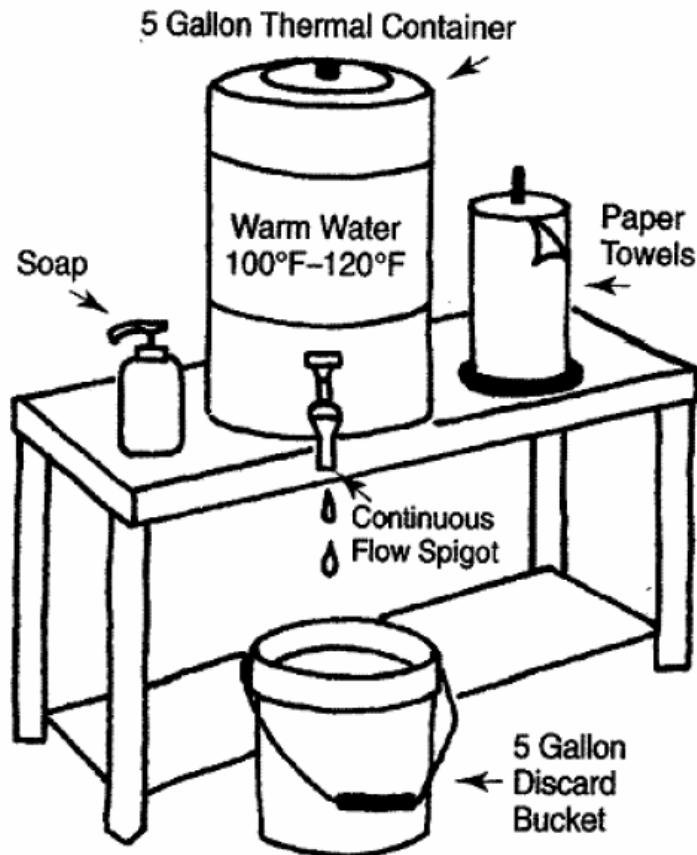
Obtaining a TFE Permit

- Any person or group serving or distributing food to the public in Whitman County must obtain approval or a permit to operate from the Whitman County Health Department (WCHD).
- **Step 1.** Complete and return a TFE application at least 14 days prior to the event. Application attached on last 4 pages of this packet. Request a Commissary Approval from WCHD if you are operating in conjunction with a commissary (preparing food off-site from service).
- **Step 2.** Submit appropriate fees to WCHD. TFE permit fees are based on the menu items and food preparation steps, which will define your Risk Category. Contact the WCHD to determine the correct permit category and fee.
- **Step 3.** A food safety inspector will contact the Person in Charge (PIC) after the application is reviewed. The PIC must answer detailed questions about food sources, food preparation steps, food service steps, TFE booth set-up and equipment, and temporary hand wash set-ups. Review the "Whitman County Temporary Food Service Requirements" section for TFE set-up and operational requirements.
- **TFE applications and fees submitted less than 14 days before the event are charged a double permit fee. Applications submitted less than 3 days prior to the event may not be accepted or processed.**

Risk Category

- WCHD has 3 risk categories: Commercial, Low Risk, and Limited Risk.
 - i. Commercial: involving 3 or more of the following processes in the TFE: thawing, portioning, cooking, cooling, hot holding, cold holding, reheating.
 - ii. Low Risk: Involving two or less of the following processes in the TFE: thawing, portioning, cooking, cooling, hot holding, cold holding, reheating.
 - iii. Limited Risk: Involving one or less of the following processes in the TFE: thawing, portioning, cooking, cooling, hot holding, cold holding, reheating.

Temporary Hand Washing Station



The temporary hand washing station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F- 120°F) running water, soap, paper towels, reminder sign, and a 5-gallon bucket to collect the dirty water.

Whitman County Temporary Food Service Requirements

The following rules and regulations apply to all temporary food operations.

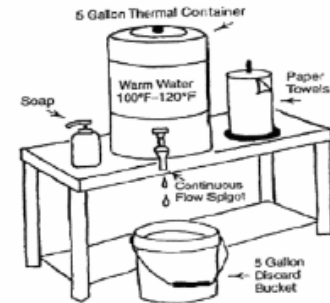
Please have each employee read and sign this form. Then post this form at your operation along with your permit.

1. WASHINGTON STATE FOOD WORKER CARD:

The person in charge must have valid food handler card. At least one person with a valid card **MUST BE PRESENT** at ALL hours of the operation at the Temporary Food Operation. www.foodworkercard.wa.gov



2. HANDWASHING: Hands must be washed before and frequently during food handling. Wash hands properly with soap and running water. Dry with single service paper towels. **REMEMBER: ALWAYS WASH HANDS BEFORE HANDLING FOOD, CHANGING TASKS, OR AFTER USING THE RESTROOM**



3. FOOD SOURCE AND PREPARATION: Only food from an approved source can be used. **No home processed foods are allowed.** This includes home canned foods. **All foods must be prepared on-site (at the event) or in an approved kitchen and properly transported to site. NO FOOD SHOULD BE PREPARED IN A PRIVATE HOME**

4. WATER SOURCE: Water used for washing hands, cooking, or cleaning must be supplied by city water, or an approved community system.

5. FOOD TEMPERATURES: Potentially hazardous food must be cooked to these temperatures:



Poultry	165°F
Hamburger	155°F
Pork	145°F
Eggs	145°F
Cooked Produce	140°F

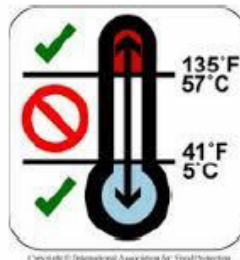
A spike thermometer is required to monitor cook temperatures. It is against Whitman County Policy to serve undercooked meat to the public, even if specifically ordered by the immediate customer. For proteins not listed, such as rare roast beef, beef steak, or other meats, contact Whitman County for required cook temperature

6. HOLDING TEMPERATURES: All foods must stay out of the Temperature Danger Zone!

COLD HOLDING FOODS

Cold food must be covered and held at 41°F or lower during storage. Rapidly chill ALL food to 41°F or less before storing in ice chests or cold holding units. If using ice to keep cold, be sure ice level is equal to the food level. Monitor temperatures frequently.

TEMPERATURE DANGER ZONE: 41°F -135°F



HOT HOLDING FOODS

Hot foods must be thoroughly cooked before covering and holding at 135°F or higher. All cooked foods that have been refrigerated must be rapidly reheated. The reheated foods must be reach 165°F in 2 hours. Monitor temperatures frequently

