

GUIDELINES FOR FOOD HANDLING AT NEIGHBORHOOD FESTIVALS OR TEMPORARY FOODSERVICE EVENTS

DEVELOPED BY CITY OF CHICAGO DEPARTMENT OF PUBLIC HEALTH

INTRODUCTION: These guidelines have been prepared for your protection as well as to minimize the possibility of foodborne illness incidents at Chicago's Festivals and temporary foodservice events.

History has borne out the fact that efforts on the part of sanitarians throughout the United States, in all areas of environmental concern, including food protection, have greatly enhanced the quality of life of all of our citizens. These efforts have been a key factor in making the quality, safety and nutritional level of foods throughout our land second to none.

Please remember that these are very basic ideas and are by no means all inclusive. Only a case-by-case study by the Department of Public Health will determine the requirements necessary for your individual event. Our intent is to keep your event a safe and pleasurable one.

It is illegal to hold or operate a fair, carnival, show, sporting event or any other such activity where persons gather and food is served to the public, without notifying the Department of Public Health, Food/Dairy Protection Division, and the Department of Revenue.

A plan and report of the proposed activity must be submitted to the Department of Public Health twenty (20) business days prior to the scheduled date of the activity, including an outline map of the area to be used, showing the location of all proposed foodservice areas, with detailed drawings of each stand showing equipment intended to be used therein. **THE CHICAGO DEPARTMENT OF PUBLIC HEALTH MUST PRE-APPROVE ALL FOODS TO BE DISPENSED AT EVENTS PRIOR TO THE EVENT.**

TEMPORARY FOODSERVICE ESTABLISHMENT - DEFINITION: A foodservice establishment that operates at a fixed location for a period of time of not more than eleven (11) consecutive days in conjunction with a single event or celebration, such as a fair, carnival, circus, or public exhibition.

TEMPORARY FOODSERVICE ESTABLISHMENTS - GENERAL: A temporary foodservice establishment shall comply with the requirements of these Rules and Regulations, except as otherwise provided in this part. The Health Officer may impose additional requirements to protect against health hazards related to the conduct of the temporary foodservice establishment. The Health Officer may prohibit the sale of some or all potentially hazardous foods, and may waive or modify requirements of these Rules and Regulations other than in this part, when, in his/her opinion a health hazard is not likely to result from such waiver or modification.

TEMPORARY FOODSERVICE ESTABLISHMENTS - RESTRICTED OPERATIONS: Only those potentially hazardous foods requiring **limited preparation shall be prepared or served.** The preparation or service of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat, poultry, eggs is prohibited. However, this prohibition does not apply to any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of these Rules and Regulations, is obtained in individual servings, is stored at a temperature of forty degrees Fahrenheit (40° F), four degrees Celsius (4.4° C), or below or at a temperature of one hundred forty degrees Fahrenheit (140° F), sixty degrees Celsius (60° C), or above in facilities meeting the requirements of these Rules and Regulations, and is served directly in the unopened container in which it was packaged.

THE DEPARTMENT OF PUBLIC HEALTH MAY, WITHOUT WARNING, OR HEARING, SUSPEND ANY PERMIT TO OPERATE A FOODSERVICE ESTABLISHMENT, IF THE PERMITTEE DOES NOT COMPLY WITH THE REQUIREMENTS OF THESE RULES AND REGULATIONS, OR THE LAWFUL DIRECTIVES OF THE HEALTH OFFICER, OR IF THE OPERATION OF THE ESTABLISHMENT IS NOT IN COMPLIANCE WITH THE REQUIREMENTS OF THESE RULES AND REGULATIONS, OR IF VIOLATIONS OF THESE RULES AND REGULATIONS HAVE NOT BEEN CORRECTED WITHIN THE TIME SPECIFIED IN AN INSPECTION REPORT, PROVIDED THAT THE DEPARTMENT OF HEALTH SHALL SUSPEND THE PERMIT OF A FOODSERVICE ESTABLISHMENT WHENEVER THE OPERATION OF SUCH FOODSERVICE ESTABLISHMENT CONSTITUTES A SUBSTANTIAL HAZARD TO PUBLIC HEALTH. SUSPENSION IS EFFECTIVE UPON SERVICE OF WRITTEN NOTICE. WHEN A PERMIT IS SUSPENDED, FOODSERVICE OPERATIONS SHALL IMMEDIATELY CEASE.

Foodborne illness, despite the progress which has been achieved in food protection programs, continues to be a major public health concern. A foodborne illness is a disease that is carried or transmitted to its victim by food. If the guidelines listed are followed, the possibility of foodborne illness will be minimized.

- I. **FOOD** All food shall be clean, wholesome, free from adulteration and misbranding.
- a) All food and drink sold or served must originate from licensed food sources.
 - b) No food or drink cooked or prepared in the home (canned food included) will be allowed to be sold, served, or given away.
- II. **CONTAINERS AND LABELS**
- a) All beverages must be sold in original containers or from dispensers filled in licensed sources. Food not in its original container shall be properly labeled.
 - b) Milk for drinking purposes shall be dispensed from an unopened, commercially filled package not exceeding one pint in capacity.
- III. **FOOD PROTECTION**
- a) All food must be shielded from the public with some type of protective covering, such as a sneeze guard or be displayed at least six (6) feet from the public to prevent malicious handling or contamination. (Handling, coughing, or sneezing over the food can very easily contaminate the food.) **CUSTOMER SELF-SERVICE IS PROHIBITED.**
 - b) All perishable foods should be stored in a manner to protect against spoilage. Refrigeration is required. Cold packs, ice, chemical filled dry ice are also recommended. Hot holding facilities are required.
 - 1. All cold potentially hazardous foods requiring refrigeration must be maintained at an internal temperature of 40°F or below.
 - 2. Hot foods after being cooked must be kept hot (140°F) or above until sold.
 - 3. Precooked food (permitted only if prepared at a licensed facility) must be rapidly reheated to at least 165°F prior to hot holding and service.

4. Foods requiring refrigeration (potentially hazardous) must be stored in monitored refrigerated vehicles on site, or under proper refrigeration at the originating licensed facility. Shallow containers shall be used when appropriate, with thicker foods stored at a maximum depth of 2 inches and thinner foods stored at a maximum depth of 3 inches.
- c) Ice shall be obtained from an approved commercial source in either chipped, crushed or cubed form and shall be received in single use, closed bags. The ice must be protected from dust, insects and other potential contaminants. Coolers used to store ice shall be covered and be supplied with a spigot to drain melted ice.
 - d) All food shall be stored off the ground (i.e., on pallets or shelves) and shall be covered to prevent contamination from dust, insects, rain and other contaminants.
 - e) Storage of food in undrained ice is prohibited, except that cans of non-potentially hazardous beverages (i.e., soft drinks, bottled water, beer) may be stored when the water contains at least 100 ppm chlorine (approximately 2 teaspoons per gallon of potable water) and is changed at least twice a day, or more if needed, to keep the sanitizer at that level. Chlorine test strips shall be provided at each booth to test chlorine concentration.
 - f) Food preparation areas and food contact surfaces shall be sanitized after each use to avoid cross contamination.
 - g) Potentially hazardous foods* can only be thawed in mechanical refrigeration (temperature less than 40° F), in cold, running water at a licensed facility, or thawed as part of a continuous cooking process (cooked from a frozen state).

* Potentially hazardous food means any food that consists in whole or in part of milk or milk products, eggs (including whole, shell eggs) meat, poultry, fish, shellfish, edible Crustacea, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms. The term does not include foods which have a pH level of 4.6 or below or a water activity (aw) value of 0.85 or less.

- h) All potentially hazardous foods must be cooked to the required internal temperatures. For example:
 - 1. Poultry - internal temperature of 165° F for 15 seconds.
 - 2. Pork and all hams (including "precooked") - internal temperature of 155°F for 15 seconds.
 - 3. Comminuted meat (such as hamburger) - internal temperature of 155°F for 15 seconds.
 - 4. All other potentially hazardous food shall be cooked to an internal temperature of 145°F for 15 seconds.

POTENTIALLY HAZARDOUS FOOD PRODUCTS NOT MEETING THESE TEMPERATURE REQUIREMENTS SHALL BE SUMMARILY DISPOSED OF.

- i) Condiments such as mustard, catsup, sugar, etc. shall be individually packaged or dispensed from a container which protects the condiment from contamination, i.e., pump dispenser or "squeeze" type bottle.
- j) Food and ice shall be handled with scoops, tongs, spoons or other appropriate utensils. Ice shall not be hand-dipped or dispensed with a glass or cup.

- k) No bare hand contact with ready-to-eat foods. All food and ice shall be handled with scoops, tongs, spoons, deli paper or other appropriate utensils. Scoops, tongs and other serving utensils shall be stored:
 - 1. in the food with the handle extended out of the food, or
 - 2. clean and dry.
- l) All potentially hazardous foods must be removed from the booth at the end of the day. Leftover prepared foods must be properly disposed of at the end of each day. **No re-service of leftovers is permitted.**
- m) Each mechanically refrigerated unit shall be provided with a thermometer which is accurate to plus or minus 2°F.
- n) Each stand which serves potentially hazardous foods shall have, and use, a metal, stem-type thermometer which is numerically scaled in 2°F increments from at least 0°F to 220° F, and is accurate to plus or minus 2°F to assure the attainment and maintenance of the temperature requirements.

IV. PERSONNEL

Personal Hygiene

- a) The following individuals shall NOT work in a food stand:
 - 1. Personnel with infected cuts, burns or boils on their hands or arms, and/or
 - 2. Personnel with diarrhea or who are carriers of a foodborne pathogen, and/or
 - 3. Personnel with a respiratory infection.
- b) Fingernails shall be clean and trimmed, excessive jewelry shall not be worn.
- c) Hands and arms shall be washed with clean water and soap before starting work, after each visit to the toilet, after handling money or raw products, and as frequently as necessary during the day to maintain clean hands and arms.
- d) Hand washing facilities shall be provided and used in each booth. The minimum facilities shall consist of a hand wash station, potable water, soap, and paper towels. Common towels are prohibited.
- e) Personnel shall wear clean outer clothing. No sleeveless shirts, such as tank tops or halter tops, are permitted.
- f) Employees shall wear effective hair restraints. Examples of effective hair restraints are hairnets, and billed "base-ball caps" where the hair is covered and contained. Hair spray shall not be allowed in lieu of an effective hair restraint.
- g) Mustache or beard restraints shall be used for any facial hair exceeding one inch in length.
- h) Eating, drinking, smoking or other use of tobacco is prohibited in the food preparation or sales areas.

V. FOOD EQUIPMENT, UTENSILS

Customer Utensils

- a) Only single-service utensils (fork, knife, spoon, plates and cups) shall be provided to the customer. No single-service article can be reused.
- b) Single-service articles shall be stored off the floor or ground and protected from contamination during storage and dispensing. The utensils shall be dispensed handles up, with the mouth pieces (food contact surfaces) down in a sanitary container.
- c) Single-service cups shall be dispensed from an approved tube dispenser or from the plastic shipping wrap surrounding each stack of cups. The cups shall be dispensed in a manner that prevents contamination of the interior or surfaces that come into contact with the mouth of the consumer.
- d) No on-site dishwashing is permitted. Each vendor must supply enough sanitized cutting boards and utensils to meet their daily needs. All dirty utensils and equipment must be brought to a licensed facility for washing, rinsing and sanitizing.

Food Contact Equipment/Surfaces

- a) Food contact equipment and surfaces shall be smooth, easily cleanable, non-absorbent, of food-grade materials and be in good repair. Chipped or glazed enamelware, wood, or galvanized surfaces are not acceptable food contact surfaces.
- b) Cooking surfaces shall be cleaned at least once a day or more frequently if needed.
- c) Wiping cloths used for cleaning food contact surfaces shall be clean. The cloths shall be stored in a sanitizing solution maintained at a minimum of 100 ppm chlorine (approximately 3 teaspoons per gallon of potable water). This solution shall be changed, at a minimum, every four (4) hours during operation.
- d) Wiping cloths used for cleaning non-food contact surfaces shall be clean. The cloths shall be stored in a sanitizing solution maintained at a minimum of 100 ppm chlorine (approximately 2 teaspoons per gallon of potable water) between uses. This solution shall be changed, at a minimum, every four (4) hours during operation.

VI. WATER/SEWAGE

Vendor Waste Generation and Handling

- a) Waste Waters - a minimum of one 55 gallon drum open at one end with its end covered by a tightly fitting "3/4" mesh screen shall be required of each vendor to receive food preparation waste water. Additional drums are necessary for vendors who generate more than one drum per day.
- b) Waste Water Service - Each waste water drum and beer icing barrel shall be pumped out nightly by a contractor who has vacuum tank truck equipment. The accumulated water will then be delivered to the MWRD (Metropolitan Water Reclamation District) for disposal.
- c) Cooking Oils and Greases - Each vendor who performs a deep fat frying function shall be required to provide one 55 gallon open head drum with a tightly fitting solid lid in which he will dispose of all waste grease generated.

- d) Waste Grease Removal - Waste grease shall be removed nightly by a grease rendering contractor contracted to perform this task for the event. Materials will be removed from the site to an appropriate reprocessing facility.
- e) Charcoal Ash Waste and Removal - Any vendor who operates a charcoal fire cooking table shall be required to provide one open head 55 gallon drum with a tightly fitting lid. Additional drums may be necessary as they will only be serviced at the end of the event because of the residual fire potential.
- f) Container Identification - Each individual drum's purpose shall be clearly marked on its side and each will be color coded according to the following code.

Black = Grease; Blue = Waste Water; Red = Charcoal; Yellow or Brown = Trash.
- g) Drum Positioning - All vendor use drums shall be located within or immediately adjacent to the food preparation area away from patron access and possible use and contamination.

The food stand operator shall keep the grounds surrounding his/her stand free of food scraps, paper, and other debris. No wastes will be disposed of in the public sewers.

VII. FIRE PREVENTION AND SAFETY

Chapter 13-96-490

Tents - All canvas tents, booths or canopies used for cooking or vending shall be of fire retardant material. Certificate of approval by an approved testing laboratory certifying fire retardance shall be required.

Chapter 15-16-160, 15-16-640

Fire Extinguishers - Every tent, booth or canopy used for cooking or vending shall require an approved fire extinguisher Class 2A. These extinguishers shall be CO₂ (Carbon Dioxide) or ABC (Multi-Purpose Dry Chemical), a minimum of twenty (20) pounds.

Chapter 15-26-540

L.P.G. (Liquefied Petroleum Gas) - The total of L.P.G. at any one vendor booth shall not exceed 100 pounds. L.P.G. Cylinders shall be located on the outside of any booth on a firm level base protected from mechanical injury and secured in an upright position. L.P.G. Cylinders shall be UL approved and equipped with a control valve. All valves, fittings, piping, hose or accessories shall be in accordance with safety clearances established in Section 15-26-700 for open air assembly units. Cooking appliances shall be approved for use with Liquefied Petroleum Gas.

Chapter 13-84-230, 13-84-270

Seating - Temporary seating in a place of assembly shall be secured together in units of not less than five (5) seats, and not more than fourteen (14) seats per row. A clearance of thirty-four (34) inches shall be required between rows and seats. Aisle space shall be a minimum of thirty-six (36) inches.

Chapter 15-4-950

Rubbish Containers - Sufficient metal containers with metal covers shall be provided for the storage of combustible rubbish of spent charcoal.

Chapter 15-24-310

Flammable liquids or Highly Flammable Materials shall not be stored within or in the area of any tent, booth or canopy used for the cooking or vending of any food.

Chapter 15-4-970

Rubbish shall not be allowed to accumulate in or adjacent to any tent or booth. All rubbish shall be stored in metal containers with metal covers.

Chapter 15-4-600

Provide copy of certificate of flame resistance from the manufacturer or a letter from Chicago Park District on official stationery for tarpaulins used to cover synthetic turf.

Chapter 13-160-070

Tape edges and seams of tarpaulins used to cover artificial turf so it will not move or cause someone to trip on seam or edge in an emergency.

DIAL 9-1-1 IN CASE OF EMERGENCY.

ADDITIONAL RECOMMENDATION

Electrical cords should be taped down and multiple outlets are recommended. Avoid overloading and prevent rain water or any other liquids from coming into contact with electrical equipment.

VIII. CONSTRUCTION

- a) The walls and ceiling shall be made of wood, canvas or other material which protects the interior from the weather, furnished by vendors or event organizers.
- b) All wood framing shall be freshly painted so that it is smooth, easily cleanable and non-absorbent.
- c) The street surface within each vendor tent or food preparation area will be covered by a minimum of one layer of double faced kraft box board material. Food and grease stained segments shall be replaced on a daily basis, at a minimum, or as often as necessary for maintenance of a sanitary booth area. Any water-soaked material will be replaced immediately. Sufficient quantities of this box board material must be kept on hand at all times to accomplish this requirement.
- d) Light bulbs or tubes inside the food preparation area shall be shielded or be of "shatter-resistant" construction.

VIII. TOXIC CHEMICALS

No toxic chemicals shall be stored in or around the food service area. Any chlorine container, when used, must be properly labeled and handled under the supervision of the certified Summer Festival booth operator.

IX. GENERAL

At all times food is handled, a person who has completed the Summer Festival Food Vendor Sanitation Training for the current year must be present at the booth and the certificate of completion should be proudly and prominently displayed. No exceptions to this rule will be tolerated. Booths not staffed by Certified Summer Festival managers will be CLOSED.

CHICAGO DEPARTMENT OF PUBLIC HEALTH GUIDELINES FOR FOOD HANDLING AT TEMPORARY FOOD ESTABLISHMENTS

- Submit the Food Vendor Application no later than 20 days prior to the event.
- **The Mayor's Office of Special Events first reviews applications. It is then forwarded to the Department of Public Health for approval in the event. Applications submitted after 20-days before the event are not guaranteed to be reviewed and approved for participation.**
- The current copy of the Sanitation Health Inspection Report is required of each vendor.
- **All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local health department jurisdiction.**
- The Mayor's Office of Special Events will contact you when you can pick up the license.
- **The permit will not be available on the day that you submit your application(s). Events are not to exceed 11 days. It is illegal to operate a temporary food establishment without such a license or without notification to the Chicago Department of Revenue and the department of health.**
- The permit fee is \$125.00 per booth.
- **This receipt will serve as the license and must be displayed at the licensed location for the duration of the event.**
- Only those potentially hazardous foods requiring limited preparation, upon approval of the health department, shall be prepared or served.
- **Raw foods will not be allowed. No raw or Oysters or Sushi will be approved. Unapproved menu items that are offered to the public may be destroyed, and the vendor's permit to operate suspended.**
- These temporary food establishments must meet the requirements of these rules and regulations related to the operation of temporary food establishments.
- **The health officer may prohibit the sale of some or all potentially hazardous foods, or may waive or modify requirements of these rules and regulations when in his opinion a health hazard is not likely to result from such modification.**

- **The Department of Public Health may, without warning or hearing, suspend any permit to operate a special retail food establishment, if the person holding the permit: does not comply with the requirements of these rules and regulations; fails to correct violations of these rules and regulations within the time frame specified in an inspection report; or fail to comply with the lawful directives of the health officer.**
- **The Department of Public Health shall suspend the permit of a special retail food establishment whenever the operation constitutes a substantial hazard to public health. The permit suspension is effective upon service of written notice. When a permit is suspended, the food service operations shall immediately cease.**
- Without exception, at all times food is being handled, a person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with his original certificate. Operation without such supervision shall be immediately suspended.
- Without exception, at all times food is being handled, an organizer of the event who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with his original certificate. Operation without such supervision shall immediately cease.

**ALL FOOD VENDORS AND ORGANIZERS MUST ATTEND THE
SUMMER FESTIVAL FOOD VENDOR SANITATION SEMINAR**

**THE CHICAGO DEPARTMENT OF PUBLIC HEALTH
MANDATES ORGANIZERS OF EVENTS WHERE FOOD IS
SERVED OR SOLD, AS WELL AS FOOD VENDORS TO
COMPLETE THE SUMMER FESTIVAL FOOD SERVICE
SANITATION COURSE FOR THE CURRENT YEAR AND BE
PRESENT WITH THE ORIGINAL CERTIFICATE AT ALL TIMES
FOOD IS HANDLED AT THE EVENT.**

**SANITARIANS WILL CHECK FOR THE CERTIFICATE FROM
THE ORGANIZER AND THE VENDOR.**

**NO RAW OR PARTIALLY COOKED FOODS WILL BE
PERMITTED TO BE SOLD, SERVED, OR GIVEN AWAY AT
OUTDOOR FOOD EVENTS THIS INCLUDES RAW OYSTERS
AND SUSHI.**

**ONLY THOSE POTENTIALLY HAZARDOUS FOODS
REQUIRING LIMITED PREPARATION SHALL BE PREPARED
OR SERVED UPON APPROVAL OF THE HEALTH
DEPARTMENT.**

**THE HEALTH OFFICER MAY PROHIBIT THE SALE OF SOME
OR ALL POTENTIALLY HAZARDOUS FOODS, OR MAY WAIVE
OR MODIFY REQUIREMENTS OF THESE RULES AND
REGULATIONS WHEN IN HIS OPINION A HEALTH HAZARD IS
NOT LIKELY TO RESULT FROM SUCH MODIFICATION.**

**ALL VENDORS MUST COMPLY WITH THE GUIDELINES FOR
FOOD HANDLING AT NEIGHBORHOOD FESTIVALS OR
TEMPORARY FOOD SERVICE EVENTS.**

Temporary Food Vendor License Guidelines

Overview:

Temporary Food Vendor Licenses are issued by the **Department of Business Affairs & Licensing**. In order to obtain this license, vendors must: hold a *Retail Food Establishment License*, complete a *Temporary Food Vendor License Application*, attend a *Summer Festival Food Vendor Sanitation seminar* regarding proper handling of food outdoors, as well as submit other necessary documentation. This license is part of the Special Event Permit process. It cannot be obtained without a **Special Event License**, which is issued by the **Mayor's Office of Special Events**. Temporary food vendor applications are reviewed by the **Department of Public Health/Food & Dairy Division** and must go through an approval process before they can be issued. All food vendors must follow the *Guidelines for Food Handling at Temporary Food Service Events*. A \$125.00 fee must be paid for each Temporary Food Vendor License.

Process:

- Applications must be submitted to the **Mayor's Office of Special Events**. (no later than 20 calendar days prior to the event)
- One application should be submitted for **each vendor** participating in an event. (All food vendor applications *should be submitted at once* by the event organizers)
- **Summer Festival Food Vendor Sanitation Certificates** should be submitted with each application. (one certificate per food vendor and one from festival organizer)
- Application must be **completely** filled out. **All questions: 1-13** must be answered. (if any questions are left blank the application will be denied)
- **A copy of the following must be submitted along with each application submitted:**
 - Copy of current passing *Health Inspection Report*, taken within the last 6 months
 - A *Summer Festival Food Vendor Sanitation Certificate*.
 - Insurance certificate evidencing Commercial General Liability coverage
 - Site plan locating each vendor within the festival area
- The Mayor's office of Special Events will submit applications to the Department of Public Health for review. Applications will be approved/denied. *Approved applications* will be issued a license by the Department of Business Affairs & Licensing.

*If you have questions concerning this process please contact the Mayor's office of Special Events, 312-744-3315.