Before you start:

- Submit a Food Establishment Permit Application and at least 14 calendar days before the event starts. A late fee will apply for applications received less than 14 days prior to the event start date, fees are non-refundable.
- Obtain a Washington State Food Worker Card. There must be at least one person on-site at all times who has a current Food Worker Card and is designated as a Person In Charge (PIC).
- The permit will be hand-delivered by your inspector on the first day of the event when they arrive to conduct your inspection, the permit must be posted in plain view of the public during all hours of operation.
- For events longer then one day or if utensils will be washed on site, a 3-compartment sink with running water must be accessible at the event location. Sinks may be shared with other vendors.
- Toilets with hand washing facilities must be located within 200 feet and accessible at all times during event.
- Water hoses must be food grade and drinking water must be from approved sources. Keep the nozzle end stored off of the ground or in a clean empty bucket when not in use.
- Commissary Kitchen: if needed, locate and make arrangements to rent a permitted kitchen to prepare and store your food, wash dishes, get fresh potable water and dispose of waste, home food storage or handling is not allowed.

The food booth:

- Set up a hand-washing station on-site before preparing any food (see figure 1). Station must have a 5-gallon insulated container with a continuous flow spigot filled with warm water, a pump soap dispenser, paper towels and a bucket to collect the waste water. Dump waste water into a toilet, mop sink or designated waste container. (Not on the street, into bushes or in a storm drain) See illustration below.
- Overhead Covering must protect from rain, dust, and bird droppings. (If cooking, check with fire marshal for additional requirements)
- Floor surfaces that are gravel, dirt or sawdust must be covered with rubber mats, wood, or other suitable, approved materials.
- Food prep surfaces and counters must be waterproof, smooth and easy to clean, clean plastic table clothes are a good alternative.
- Keep grills, barbecues, and deep fryers on a stable, flat surface near the back of the booth and separated from the public with a rope or barrier. (Check with firemarshal regarding setbacks, propane tanks, etc.)
- Ensure all staff and volunteers in your booth read this pamphlet and post a copy of it in your booth for the duration of the event.

Safe food practices:

- Wash hands after using the bathroom and again when returning to the food booth, before putting on gloves, after engaging in activities that contaminate the hands such as handling soiled equipment or utensils, and after handling money.
- Bare hand contact with ready to eat food is not allowed. Protect ready-to-eat food by serving food with appropriate barriers. Barriers include utensils, disposable gloves, disposable tissues or napkins.
- Prepare food and any samples the same day on-site, or in a kitchen with prior approval by Clark County Public Health.
- Outdoor events create a challenge to maintaining temperature control. Keep cold foods cold: 41°F or lower. Keep hot foods hot: 135°F or higher.

- Keep an ambient air thermometer inside each cold food holding unit (see figure 3).
- To prevent cross contamination, separate ice chests for each type of raw meat, ready-to-eat (see figure 4) foods and beverage ice are required. Do not store anything in your beverage ice and provide a scoop.
- If electric refrigeration is to be used at the event, ensure it is commercial grade, residential style refrigerators are not allowed.
- If hamburgers or other thin or small meats are served then provide an instant-read, thin tipped digital food probe thermometer with a range of 0-220°F (See figure 2). Cooking of meats over 1" thick is not allowed.
- Ensure Foods are reheated for hot holding from 41°F to 165°F (135°F for commercially processed foods) within one hour.
- Serve food only from approved sources, including ice, ice may not be stored or made at home.
- All produce and vegetables must be washed in a food prep sink before being cut, cooked or served and stored in a clean container, or use produce that is purchased “ready to eat”.
- All foods must be purchased the day of the event and transported under temperature control the day of the event unless it is stored in the approved commissary kitchen. All food prep must occur onsite the day of the event or in an approved kitchen. Dish washing, food storage or preparation at home is not allowed.
- Use clean wiping cloths. When not actively sanitizing, store wiping cloths in a bucket of sanitizing solution. Bleach and Quaternary Ammonia wipe products are approved for single use only. Use appropriate test strips to assure proper concentration (too low is ineffective, too high is toxic).
- Store or display food and utensils 6 inches or higher off the ground and covered or in waterproof food grade containers. Food on display must be protected from contamination.
- Every 4 hours, replace dirty utensils with clean utensils. This may require a significant inventory of clean utensils if ware washing facilities are not available. Keep utensils on ice while in use.
- Use of single service disposable utensils and plates is required.
- Condiments in squeeze or pump containers or single serve packets are required. (Open containers for customer self-serve condiments is not allowed)
The DON'Ts

• Don't work if you have symptoms of an infectious illness or allergy (diarrhea, nausea, vomiting, sneezing, coughing.) Anyone with the flu, a cold, an open sore or infected wound on their hand may not work in the booth.
• Don’t allow anyone who isn’t on duty to be in the booth. (Including children)
• Don’t eat or drink inside the booth.
• Don’t smoke or use vaping products in or within 25 feet of the booth.
• Don’t use raw wood as a cutting surface.
• Don’t use time as a means to keep your food safe. All potentially hazardous foods must be kept hot (>135F) or cold (<41F) at all times.
• Don’t cool leftover or extra food on location. Cooling may occur at your commissary ONLY if part of your approved plan.
• Don’t use Sterno (canned-heat) for hot holding at outdoor events.
• Don’t set up a temporary dishwashing station; only wash dishes and utensils in an approved commissary kitchen using a 3-compartment sink.
• Don’t use residential/home style equipment.
• Don’t reheat foods in hot holding equipment unless it specifically designed to reheat.

Sampling food:
Providing food samples is a great way to showcase products, interact with potential customers and increase sales. Before you start, contact the Health Department to notify them you will be providing samples to the public and determine if a permit will be required. Samples made from non-perishable foods from a regulated facility will most likely not require a permit. Permit or not, here is what’s required:
• Always obtain a Washington State Food Worker Card
• Wash your hands and always use gloves, tongs or other utensils when preparing samples (no bare hand contact with the food).
• Be sure to use clean utensils and cutting boards that are free of cracks and in good repair
• Produce to be sampled must be purchased “ready to eat” or “ready to use”, or else washed in a commissary kitchen (a kitchen that is permitted by Clark County Public Health); store produce in a clean container
• Always pre-portion your samples into disposable containers such as food papers, napkins, toothpicks, spoons or sample cups; these should not be re-used, and a waste bin should be provided for customers
• Do not offer samples in a bowl or bag where customers can contaminate your samples with their bare hands
• Wear clean clothing and keep hair restrained.

Commissary Kitchen:
“Commissary” is defined as an approved and permitted Food Establishment where food is stored, prepared, portioned, or packaged for service elsewhere (WAC 246-215-0115). Home food storage, preparation, packaging and dishwashing is not allowed. A commissary kitchen must agree in advance to provide access and full or limited use of their food service facility as a commissary to the owner and employee(s) of the temporary permit applicant during the time period and dates specified. Food safety inspections of a commissary kitchen and activities are required. The agreement is a condition of the temporary operating permit, and is subject to approval by CCPH. The agreement must be renewed for each permit. Should either party terminate the Commissary Agreement, the permit for the party requiring commissary use is suspended and all food and beverage operations shall cease until the temporary permit holder secures the services of an approved kitchen facility and written approval is provided to and approved by CCPH.