



**Trumbull Health Department**  
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## **TRUMBULL HEALTH DEPARTMENT GUIDELINES FOR FOOD SERVICE AT TEMPORARY EVENTS**

The purpose of these guidelines is to minimize the risk of foodborne illness outbreaks at temporary service facilities. By following these guidelines you can help ensure the safety of the foods served and in turn protect the health of your patrons.

### **LICENSING PROCEDURE**

Each food booth serving food at a temporary event must obtain a license from the Trumbull Health Department (THD). In order to obtain the license, the designated food booth operator, in whose name the license will be issued must:

1. Call the THD at 203-452-1030 to obtain an application and information packets.  
In some cases, as with large events with several booths, this may be done by the food coordinator.
2. Complete the application and provide any information that has been requested. For example, if out of town caterers will be preparing the food, you may be asked to provide copies of their current food licenses.
3. Call the THD to schedule an application review with one of the sanitarians. This meeting must be scheduled at least two (2) weeks prior to the date of the event to allow enough time for processing of the application and verification of the information submitted.
4. Pay the fee after receiving written approval from a sanitarian.
5. A preliminary inspection must be made before the booth is allowed to open. If the sanitarian is satisfied that the conditions of the license have been met, the license will be issued and posted in the booth.

Communication is very important to ensure that the application process goes smoothly. The designated food booth operator must be someone who will be actively involved in the preparation of food that will be served such as the head chef or shift supervisor. Someone with previous commercial food service experience is preferred.

This person will act as the liaison between the food handlers and the health department and will be responsible for making sure that the proper procedures are understood and followed.

## **MENU**

All food served must be from an approved source and prepared in a licensed commercial establishment.

- NO HOME COOKING OR PREPARATION ALLOWED
- NO HOME CANNED FOODS ALLOWED
- NO WILD GAME OR FIN FISH FROM NON-COMMERCIAL SOURCES ARE ALLOWED
- ALL MEATS AND POULTRY MUST BE USDA INSPECTED.

Only shellfish from approved sources may be served. All tags must be saved for 90 days.

All receipts and bills of sale must be retained and made available to the sanitarian upon request.

The sanitarian may restrict or modify the menu and/or preparation methods as deemed necessary to minimize the risk of foodborne illness.

## **PREPARATION**

The easiest and safest method of preparing food for sale at a temporary facility is cooking to order. Example: pre-formed frozen hamburger patties that are cooked on a grill and served immediately. Keep in mind that the more steps involved between raw product and final service, the greater the potential for foodborne illness to occur.

On site preparation should be minimal. Same day preparation is safest. However, off site preparation could take place the day before in a licensed facility that is equipped to handle the large volumes of food involved. Example: Shish Kabob could be assembled on skewers, stored overnight and transported under refrigeration the next morning.

A large capacity full service restaurant with walk in refrigerators would be suitable as opposed to a small deli with two small refrigerators. All potentially hazardous foods must be delivered under refrigeration to the site as close to the day of the event as possible. If food is prepared off site, the establishment must be in compliance with local, state and federal codes.

Copies of a recent inspection report and a valid health department license may be requested.

## **FOOD PROTECTION**

The number one cause of foodborne illness outbreaks is the failure to keep potentially hazardous foods at proper temperatures. Potentially hazardous foods are those consisting in whole or part of milk, milk products, eggs, meat, poultry, fish, shellfish or other foods capable of supporting the rapid growth of infectious or toxigenic microorganisms. This includes hot dogs, pizza, cooked cooked rice, beans, potatoes and other cooked vegetables, sliced melons, cream filled pastries as well as the more commonly accepted types of foods.

## **OBSERVE SAFE FOOD TEMPERATURES**

Hold potentially hazardous foods below 45 degrees F. or above 140 degrees F.

Cook food without interruption. Partial cooking in advance is a dangerous practice and is not allowed. The following are minimum cooking temperatures:

Poultry:	165 degrees F.
Pork:	150 degrees F.
Beef:	140 degrees F.
Ground Beef:	155 degrees F.

Reheat previously cooked and chilled foods to 165 degrees F. A long stem dial type thermometer must be provided for monitoring food temperatures. (Range 0 to 220 degrees F.)

Only equipment capable of maintaining foods at these safe temperatures shall be used. Adequate refrigeration such as refrigerated trucks, refrigerators, and coolers with ice or ice packs must be provided for keeping food cold. For example, a refrigerated truck would be used for bulk storage, and small refrigerators or coolers used for short-term service near the grills. Obviously, an ample supply of ice and ice packs must be provided. If electrically powered coolers are used, care must be taken to be sure that the service lines can handle the voltage.

All units must be provided with accurate thermometers placed in the warmest part of the unit to monitor ambient air temperature.

Defrost frozen foods in the refrigerator below 45 degrees F. never at room temperature. (Off site only)

Chill foods rapidly (within 2 hours). Large quantities of foods must be broken down into smaller containers that are shallow enough to allow for rapid cooling. Store in refrigerators promptly, do not allow cooling at room temperature. (Off site only)

All potentially hazardous foods must be transported under refrigeration regardless of the distance to be traveled.

As previously stated, the cook and serve method is preferred. However, if foods need to be held hot, gas fired steam tables are preferred. Other warming units may be approved provided that they are capable of holding foods over 140 degrees F. Warming units must never be used to heat or cook foods. They are designed only to hold foods that have just been heated. Example: fried rice is cooked on the wok, then transferred immediately to a preheated steam table and held for service.

**DO NOT CROSS CONTAMINATE:** Separate raw and cooked potentially hazardous foods. Do not interchange utensils, cutting boards, containers or other equipment that has been previously used for raw foods with cooked or ready to serve foods. Example: Do not slice onions or tomatoes to be served on hamburgers on a cutting board that was previously used to cut raw chicken: do not use a knife to slice cooked ham that was previously used to trim a piece of raw beef. **DESIGNATE RAW AND COOKED (OR READY TO SERVE) PREP AREA.**