

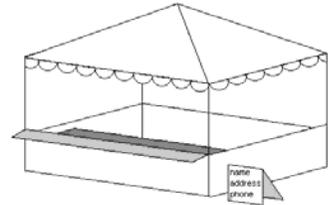
**Madison County Health Department  
Madison County Sanitarian  
PO Box 278  
Virginia City, MT 59755  
Phone 406-843-4275 Fax 406-843-5362**

## **TEMPORARY EVENT GUIDELINES**

All vendors wishing to serve food at a temporary event must complete the following enclosed application form and return it to the Madison County Health Department at least 7 days prior to the event for review and approval.

Everyone will be required to comply with the Administrative Rules of Montana (ARM) 37.110.236 and the Madison County Health Code. Copies are available at this office. State Code is free and the County Code is \$1.00.

A temporary food service establishment is defined as a food service establishment that operates at a fixed location for not more than fourteen (14) consecutive days in conjunction with a single event or celebration ARM 16.10.203 (34).



1. All vendors must possess a current Montana Retail Food License or a current Montana Temporary Food Establishment License. A Madison County Temporary Food Service Vendor permit is required for vendors who are charitable or non-profit in nature.
2. All foods must be prepared in a commercial licensed kitchen approved by. All foods must be pre-cut, prepared, and ready for cooking when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is not recommended. Items such as turkey legs, chicken breast and chicken patties should be purchased pre-cooked.
3. All utensils and equipment must be washed, rinsed, and sanitized daily in a 3-compartment sink at an approved commercial licensed kitchen. Extra serving utensils must be provided so soiled utensils can be changed every four (4) hours. Be advised, on-site washing in tubs/basins is not allowed unless approved by the Madison County Sanitarian.
4. All produce items must be washed at an approved commercial licensed kitchen with a food prep sink, or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, apples for caramel apples or watermelons for slicing).
5. All foods, utensils, equipment, and paper goods must be transported in clean, covered containers to protect them from contamination.
6. Only approved smooth, easily cleanable, non-absorbent ice cooler or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam are not approved for use. The storage of packaged food/beverage in un-drained ice is prohibited.
7. Potentially hazardous foods (PHF) such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans must be maintained at a temperature of 45°F or below (it is highly recommended that PHF be maintained at a temperature of 41°F or below) or above 135°F at all times during the event.

\*Foods cannot sit out at room temperature even if frozen.

\*Food thermometers (scaled 0°F-220°F) must be provided for monitoring food temperatures.

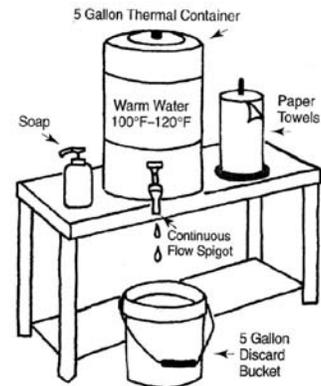
Cold foods must be transported and held in approved units capable of maintaining foods at less than 45°F (it is highly recommended that units maintain a temperature of 41°F or below).

\*Foods prepared a day or more before they will be served must be quickly cooled (from 135° to 70°F within 2 hours and from 70° to 45°F or below (it is highly recommended that foods are cooled to a temperature of 41°F or below) within 4 hours using ice baths, or cooling in shallow pans with frequent stirring under refrigeration, or by another approved method which will bring the food temperature down to less than 45°F (it is highly recommended that foods are cooled to a temperature of 41°F or below) within 4 hours. Cooling of foods at room temperature is prohibited. **Cooling of hot foods at the events is prohibited.**

**\*Service of food items will not be allowed if foods are not kept at the proper temperatures.**

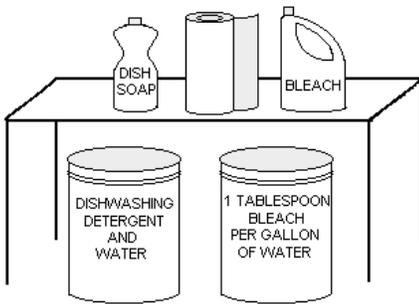
8. Foods, utensils, equipments, and single-use items must be protected from dust, dirt, insects, and customers while being stored, used and/or served. All food products, food equipment, and utensils must be stored at least 6” above the ground. Paper products may be stored in original protective sleeves 6” above the ground.
9. Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food. Direct hand contact of foods must be minimized. The use of clean food handler’s gloves is recommended, but they do not replace the need for hand washing.

10. **A hand washing station must be provided in each food booth.**  
**Service of food items will not be allowed without a proper hand wash station.** The hand washing station is to consist of a covered container filled with warm water, at least five (5) gallons in size, with a spout or spigot on the bottom that can be opened with one hand and will remain open while both hands can be put under the stream of water and washed. A 5-gallon catch bucket is placed under the water container to catch the grey water. Hand soap, and paper towels must also be provided at the station at all times. The hand wash station must be set up so it is accessible and easy to use. All wastewater must be disposed of to a sanitary sewer system.



- 11 Eating, drinking and smoking is prohibited within the food booth. Staff must leave the booth for these activities and wash hands upon return to work.

12. A container of clean, warm water, and a residual of 100 ppm chlorine or 200 ppm quaternary ammonium (sanitizing bucket) must be provided in the stand at all times for the storage of wiping cloths. Approved sanitizer and test strips must be provided.



13. Any solid wastes such as food debris, or waste paper must be collected and later disposed of at a dumpster provided for vendors at event site. A clean trash receptacle with lid must be provided in the food booth.

14. All liquid waste must be stored in a properly sized retention tank and disposed in an approved wastewater disposal system.
15. A clean and sanitized food grade hose must be used when connecting to an approved potable water supply (drinkable).

All vendors must operate from an approved commissary conveniently located from the event unless using a **”self contained, fully equipped mobile unit”**. Vendors must report to the commissary at least daily for servicing operations. An approved commissary form must accompany the event application. Commissary form is included with this application packet.

**This form to be kept on site at all times of operation.**

### **FOOD HANDLER HEALTH REQUIREMENTS**

**"Food Handler"** means any person in the food preparation area of a Food Service Establishment who handles food, food containers, or food utensils, including owners, Persons-in-Charge, employees and volunteers.

**A food handler may not handle food in a Food Service Establishment if they:**

1. Are currently diagnosed or have been diagnosed within the last four (4) weeks with an illness due to any the following bacteria or viruses:
  - a. *Salmonella*,
  - b. *Shigella*,
  - c. *E. coli*,
  - d. Hepatitis A;
  - e. *Campylobacter*,
  - f. *Cryptosporidium*, or
  - g. *Giardia*.
  
2. Has symptoms associated with an acute gastrointestinal illness such as:
  - a. Diarrhea,
  - b. Fever
  - c. Vomiting
  - d. Jaundice, or
  - e. Sore throat with fever;
  
3. A lesion or sore containing pus such as a boil or infected wound that is open or draining and is:
  - a. On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover,
  - b. On exposed portions of the arms, unless the lesion is protected by an impermeable cover, or,
  - c. On other parts of the body, unless the lesion is covered by a dry, durable, tight fitting bandage;

If you have any of these diseases or symptoms, **CONTACT YOUR SUPERVISOR BEFORE YOU START WORKING.** It may be illegal for you to work or handle food if you have any of these diseases or symptoms.

Your supervisor or the Person in Charge will notify the Madison County Health Department (582-3120). This information will be kept confidential as provided by Montana law.

People may become sick if they eat food prepared or handled by someone with these diseases or symptoms. If possible, you may be assigned other duties that do not involve food handling or preparation. The Madison County Health Department will make this decision.

**Establishment:** \_\_\_\_\_

**By signature attached, I certify that I understand and will comply with the above cited Health Requirements**

Signature Sheet Attached

## Employee Health Requirements Verification

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Printed Signature

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Employee Signature

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Date

**This form to be kept on site at all times of operation.**

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**Madison County Health Department  
Hand Washing Plan**

All food establishments must comply with and post a Madison County Hand Washing Plan. The following Madison County Hand Washing Plan requires that food handlers:

1. Have minimal bare hand food contact.
2. Are provided with a hand-sink with soap, fingernail brushes, and paper towels in a dispenser or a warm-air hand dryer, in the food preparation and dish washing areas:
3. Thoroughly wash their hands and the exposed portions of their arms with soap and warm water and dry them before starting food preparation [See Hand Washing Procedure], and also after:
  - a. Touching any soiled object, soiled surface, or soiled material, or soiled clothing;
  - b. Handling dirty dishes or equipment;
  - c. Touching or scratching any body part (ears, mouth, nose, hair, face or other parts);
  - d. Coughing, sneezing or using a handkerchief or facial tissue;
  - e. Using the restroom;
  - f. Handling raw food - particularly meat and poultry;
  - g. Cleaning, removing garbage, or storing supplies;
  - h. Smoking, eating, or drinking;
  - i. Returning to the kitchen from another area;
  - j. After engaging in other activities that contaminate the hands.
4. Do not wipe their soiled hands on clothing or aprons;
5. Keep their fingernails trimmed and clean, and hands and wrists free of loose jewelry;
6. Have clean clothing and use hair restraints.

**Hand Washing Procedure:**

Food handlers shall keep their hands and exposed portions of their arms clean.

Food handlers shall clean their hands and exposed portions of their arms with a cleaning compound in an approved handwashing lavatory by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Food handlers shall pay particular attention to the areas underneath the fingernails and between the fingers.

**Establishment:** \_\_\_\_\_

**By signature attached, I certify that I understand and will comply with the above-cited Hand Washing Plan.**

Signature Sheet Attached

## Employee Hand Washing Verification

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Printed Signature

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Employee Signature

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Date

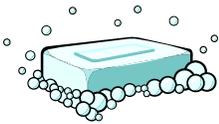
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# Hand Washing

Use SOAP and RUNNING WATER

RUB your hand vigorously



WASH ALL SURFACES, including:

- \* Backs of hands
- \* Wrists
- \* Between fingers
- \* Under fingernails



RINSE well

DRY hands with a paper towel



Turn off the water using a PAPER TOWEL instead of bare hands