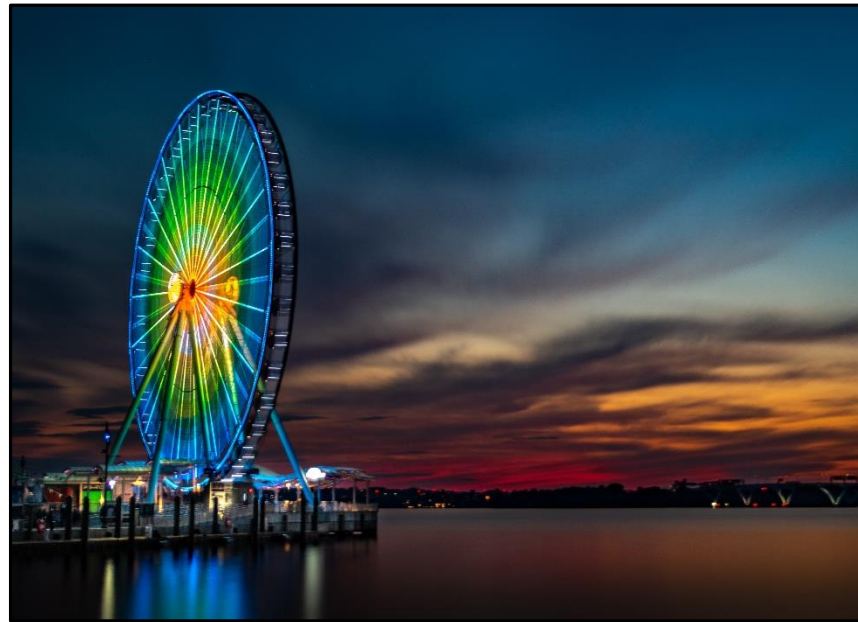


# Special Events

## Coordinator and Food Vendor Requirements



Environmental Health Services  
Mobile Food/Special Events Program

**Working with Our Community  
to Ensure a Safe and Healthy Environment**



# Special Events

**Special Events include, but are not limited to:**

- Grand Openings
- Circus
- Tasting events
- BBQ Competitions
- Festivals
- Large sporting events
- School sanctioned functions (homecomings, carnivals)





# Food Vendor Requirements –Permits Allowed at Special Events

## No permit is needed in Maricopa County for:

- Promotional sampling of non-TCS foods
- Selling of packaged non-TCS foods
- Commercial sales /sampling of beverages opened or poured into disposable cups from commercial package (kegs, bottles, cans, beer trucks)
- Arizona Department of Health Services (ADHS) Cottage Food (Home Baked and Confectionery Goods) Vendors
- Bake Sales
- Vendors that sell whole uncut produce or sell food products in their natural state (ARS Title 3, Chapter 3, Article 7)



# **Food Vendor Requirements –Permits Allowed at Special Events**

## **Permit Types Allowed at Special Events**

- Temporary Food Establishment
- Seasonal Food Establishment
- Annual Event Food Establishment
- Mobile Food Establishment Type III (Mobile Food Unit)
- Mobile Food Establishment Type II (Push Cart)
- Mobile Food Establishment Type I (Food Peddler)
- Food Catering Permit

# Food Vendor Requirements –Permits Allowed at Special Events

## Temporary Food Establishment Permit (TMP)

- Events lasting 1 to 14 consecutive days

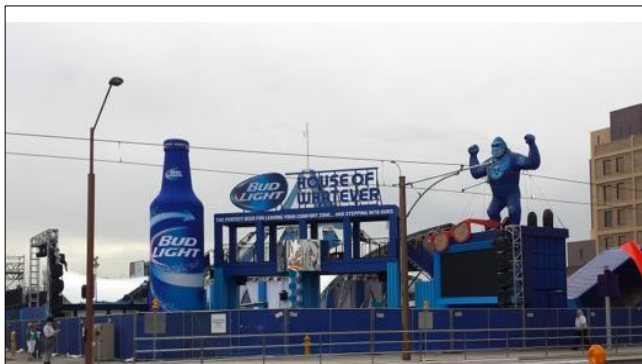
### Examples:

Festivals

Tasting events

Homecoming games

Major Sporting events



# Food Vendor Requirements –Permits Allowed at Special Events

## Seasonal Food Establishment:

- Events lasting for 15 to 120 days within any permit year.
- Operates in conjunction with an onsite commissary or fixed food establishment unless alternate Department approval is obtained

### Examples include:

Spring Training  
Pumpkin Patches  
State Fair



# Food Vendor Requirements –Permits Allowed at Special Events

## Annual Food Establishment Permit :

- A food establishment that operates in conjunction with one event for not more than 120 consecutive days.
- Removed from the premises at the end of the event
- Permit is valid for 1 year
- Self-contained hand wash station required or temporary handwash setup
- Must go through plan review

Annual Food Establishment Permit is allowed for use at Special Events, Farmers Markets and Schools (school sanctioned functions including regular games)





# Food Vendor Requirements –Permits Allowed at Special Events

## Catering Permit – [Guidance Document](#)

- **Hold and Serve** foods
- Final cooking of meats, soy proteins, and vegetables is allowed
- All food preparation (breading, chopping, mixing, marinating, etc.) must be done at the permitted establishment.
- Caterers must give [notice](#) to department prior to operating at an event.
  - <https://www.maricopa.gov/FormCenter/Environmental-Services-16/Mobile-Food-Establishments-Food-Caterers-201>



# Food Vendor Requirements –Permits Allowed at Special Events

## All Mobile Food Permit Types:

- Mobile Food Type I
- Mobile Food Type II
- Mobile Food Type III



# Food Vendor Requirements -Permits

## Mobile Food Establishment Type I\*

- Ice Cream Trucks
- Paleta Carts
- Dispensing pre-made non-TCS drinks
- Cold trucks
- Freezer Trucks
- Snow-cones
- Pre-packaged TCS Foods



\* Temporary hand wash station must be set up if sampling any open food or providing beverages, or ice products

# Food Vendor Requirements –Permits Allowed at Special Events

## Mobile Food Establishment Type II

“Pushcarts” –generally sell/dispense:

- Hot dogs
- Snow Cones
- Kettle Corn
- Coffee
- Italian Ice
- Lemonade
- Elote (Corn)
- Nuts
- Pretzels
- Baked Items
- Sandwiches



# Food Vendor Requirements –Permits Allowed at Special Events

## Mobile Food Establishment Type III

Enclosed vehicle-mounted food establishment that prepares, cooks, holds and serves food.



# Temporary/Seasonal Food Establishment Permit

## When is a Temporary/Seasonal Required?

Food vendors that do not have an issued Mobile food Establishment or Catering permit with the Department will need to obtain a Temporary Food Establishment permit if they plan to sell, sample or give away the following at a Special Event:

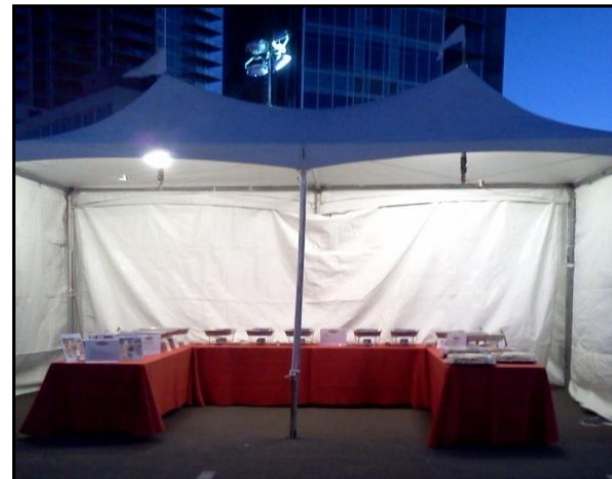
- Open food (TCS and Non-TCS)
  - Pre-packaged TCS food items (i.e., ice cream sandwiches, bottles of milk, packaged sandwiches)
  - Serve mixed drinks
  - Provide drinks with garnish or ice,
  - Provide TCS drinks
  - Provide drinks that are not from their original commercial containers.
- ❖ Also, any Mobile Food Establishments that plans to operate in a manner other than how permitted, may need to obtain a temporary permit.

# Temporary Food Establishment Requirements



# Temporary Food Establishment Requirements

## Booth Construction -Ceiling and Walls



- Booths must have an overhead covering and 3 walls that are smooth easily cleanable. The material can be canvas, 16 inch mesh or other material that keeps food protected from environmental contamination, insects and pests.



# Temporary Food Establishment Requirements

## Booth Construction -Floors



- The floor of the booth must be smooth, easily cleanable surface and prevent dust and mud
- Floors shall be constructed of concrete, tarps, machine laid asphalt, dirt, or gravel covered with mats, duckboard, or other approved materials that are effectively treated to control dust and mud.

# Temporary Food Establishment Requirements

## Hand Wash Station

- All booths must have at least (1) temporary hand wash station.
- Minimum 5-gallons of potable warm water (100°F) in an insulated container with free flowing spigot.
- Waste water container 15% greater than amount fresh water container.
- Soap, paper towels, and waste receptacle.



Temporary Hand Wash



Self-Contained Hand Wash



# Temporary/Seasonal Food Establishment Requirements

## Cold Holding

Maintain all time/temperature controlled for safety food items cold at 41°F or below at all times through the use of:



- Ice Chests
- Commercial refrigerators/freezers

# Temporary/Seasonal Food Establishment Requirements

## Hot Holding Equipment

Maintain all time/temperature controlled for safety food items hot at 135°F or above at all times through the use of:



- Commercial equipment designed for hot holding (i.e., steam tables, cambros, chafing units)

# Temporary/Seasonal Food Establishment Requirements

## Food Protection

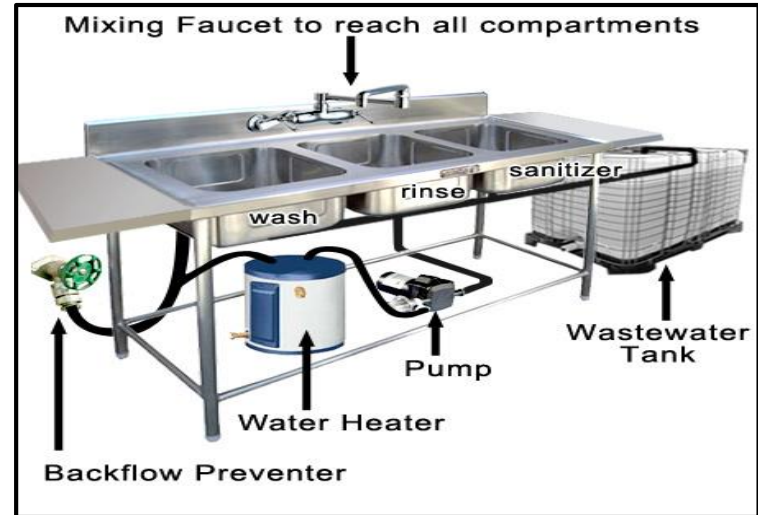
All food and condiments must be protected from contamination during food service, preparation and storage:



- Use sneeze guards, barriers, lids, and limit self service of food
- Store all food at least 6 inches above the ground

# Temporary/Seasonal Food Establishment Requirements

## Ware Washing



- Provide 3-compartment/bin set-up to wash, rinse and sanitize utensils and equipment for multi-use utensils.
- Provide test strips to check the concentration of the sanitizer solution.

# Temporary/Seasonal Food Establishment Requirements

## Water Supply Requirements



- Enough potable to last throughout the duration of event for all operations including: handwashing, cooking, ware washing.
- Food grade/NSF hose to hook up to potable water system if needed.
- Ensure backflow prevention device is provided when directly connecting to potable water system.



# Temporary/Seasonal Food Establishment Requirements

## Wastewater Storage and Disposal



Wastewater and Grease Barrels



Wastewater Connection with Grease Trap

- Store wastewater in wastewater tank/bladder prior to disposal into the sanitary sewer.
- Check with local jurisdiction for grease interceptor requirements.

# Temporary/Seasonal Food Establishment Requirements

## Solid Waste Storage



Keep Dumpster Lid Closed



Improper Storage of Solid Waste

- Solid waste must be stored in a closed container to prevent harborage conditions.

# Temporary/Seasonal Food Establishment Requirements

## Animals



- All food booths must be located at least 100 feet away from any animal areas.
- Animals are not permitted in food establishments.

# General Food Vendor Requirements

## Illness Policy

**Feeling Sick?**

**The following symptoms must be reported to your manager:**

- **Diarrhea**
- **Fever**
- **Vomiting**
- **Jaundice**
- **Sore throat with fever**
- **Lesion containing pus that is open and draining**



**Food Service Workers should stay home when sick with:**

• <b><i>Salmonella</i> Typhi</b>	• <b>Hepatitis A</b>
• <b><i>Shigella</i></b>	• <b>Norovirus</b>
• <b><i>Escherichia coli</i> 0157:H7</b>	• <b>Nontyphoidal <i>Salmonella</i></b>

- Ensure employees know the symptoms and illness that they need to report to their manager and that they stay home when required.

# General Food Vendor Requirements

## Hand Washing and Glove Usage



- Hands must be properly washed-20 seconds from beginning to end.
- No bare hand contact with ready-to-eat food.
- Only use non-latex gloves when working with food

# General Food Vendor Requirements











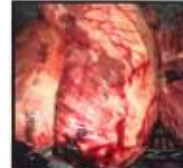








## Food Storage and Cooking Temperatures



- Ensure time/temperature controlled for safety food is held cold at 41°F or below and hot at 135°F or above.
- Cook food to proper temperatures.

# General Food Vendor Requirements

## Proper Food Storage

<p>For example: Lunch Meats, Cheese, Sour Cream, Salsas, Hot Dogs, Milk</p>								<p>Por ejemplo: Bologna, Jamon, Queso, Crema Agria, Salsas, Salchichas, Leche</p>			
<p>Ready-to-Eat PHF Foods &amp; Drinks / Alimentos y Bebidas listas para consumir con un potencial de alto riesgo</p>											
			<p>Storage of Raw Meats &amp; Poultry / Carnes Crudas y Aves</p>								
<p>Washed Cut Produce/Verduras Picadas y Lavadas</p>						<p>Storage of Raw Meats / Carnes Crudas</p>					
						<p>Storage of Raw Chicken &amp; Poultry / Aves, Pollo y Pavos</p>					
<p>Storage of Seafood &amp; Whole Eggs/ Ceviche, Mariscos, Banquillos</p>			<p>Storage of Raw Chicken &amp; Poultry / Aves, Pollo y Pavos</p>								

- Store raw animal foods separate from ready-to-eat foods during preparation and storage.
- Ensure fish, meat, and poultry, are stored separate from each other except when combined in recipes.

# General Food Vendor Requirements

## Food Allergens

**MAJOR FOOD ALLERGENS IN YOUR KITCHEN**

**Your Responsibilities**

- \* Know the major food allergens and symptoms of a food allergies
- \* Train employees on their food allergy duties
- \* Label your packaged products that contain allergens
- \* Avoid cross-contact in food preparation

**Symptoms**

- Coughing
- Wheezing
- Dizziness
- Swelling throat
- Difficulty breathing
- Hives
- Flushed Skin
- Rashes
- Tingling/ itchy mouth
- Facial swelling

**Food Allergens:** Peanuts, Tree Nuts, Soybeans, Milk, Wheat, Fish, Eggs, Crustacean Shellfish

Scan for more information!

Working with our community to ensure a safe and healthy environment



# General Food Vendor Requirements

## Consumer Advisory

A consumer advisory must be provide at the point of food selection to ensure all consumers are properly informed if you are serving undercooked or raw food items. The items that the consumer advisory applies to must be disclosed and asterisked to the reminder statement.

[Consumer Advisory Guidance \(PDF\)](#)

### Examples of acceptable wording for menu advisories:

***\*“These items may contain raw or undercooked ingredients. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness”.***

***\* “Eggs are served any style. Consuming raw or undercooked eggs may result in an increased risk of foodborne illness”***

# General Food Vendor Requirements

## Certified Food Safety Manager and Food Service Worker Training

Maricopa County requires all establishments that serve open food, which requires time/temperature control for food safety, to have at least one (1) Certified Food Protection Manager (CFPM) on staff. CFPM shall be physically present, available by electronic or telephonic means during operation.

- This certificate must be visible or readily accessible and kept at the establishment for health inspections.
- To obtain a CFPM Certificate, you must pass an exam administered by an [ANSI-Accredited provider](#).

Maricopa County requires all food-handling employees to obtain a Food Handler's Certificate. The person in charge at the Food Establishment is responsible for ensuring all food-handling employees obtain this certification.

- The certificate(s) must be visible or readily accessible and kept at the establishment for Health Inspections.
- To obtain a Food Handler's Certificate, you must pass an exam administered by an [ANSI-Accredited provider](#).

## Additional Resources

- **Inspection Checklist:** <https://www.maricopa.gov/DocumentCenter/View/6325/Special-Events-Inspection-Checklist-PDF>
- **Competition Events:** <https://www.maricopa.gov/DocumentCenter/View/53789/Competition-Events-PDF>
- **Suspension Reasons:** <https://www.maricopa.gov/DocumentCenter/View/6481/Suspension-of-Operating-Permit---Reasons-PDF>
- **Vomit/Fecal Accidents:** <https://www.maricopa.gov/DocumentCenter/View/5898/Clean-up-Procedures-for-Vomit-and-Fecal-Accidents-PDF>

# **Mobile Food/Special Events Program**

**602-506-6824**

**[ENVSpecialEvents@maricopa.gov](mailto:ENVSpecialEvents@maricopa.gov)**