

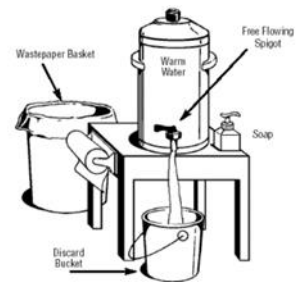
## ***GUIDELINES FOR OBTAINING A TRANSIENT RETAIL FOOD ESTABLISHMENT LICENSE***

### **Licenses and Training**

- Transient Food Establishment License - A temporary retail food establishment that operates at a fixed location in conjunction with a special event and sells or serves food for a period of no more than 14 consecutive days or in conjunction with an occasional sales promotion.
- Contact the Municipal Clerk's Office of the municipality you will be operating in to inquire about any other permits which may be necessary.
- Food Safety Course – RCPH strongly recommends one person complete the food safety course offered on the RCPH website.

### **Equipment**

- Hand washing facility in the food preparation area(s) supplied with:
  - Water container with a free-flowing valve
  - Warm water
  - Hand cleanser
  - Disposable paper towels
  - Container to catch wastewater
- Supply of disposable gloves.
- Equipment to maintain all potentially hazardous foods (PHF) at 41°F or less. (e.g., mechanical refrigeration or coolers with ice)
- Equipment to cook foods to the proper temperatures. (e.g., grill or hot plate)
- Equipment to maintain all hot foods at 135°F or more. (e.g., steamtable or nesco)
- Accurate thin probe thermometer capable of reading temperatures from 0°F to 220°F.
- Facilities to wash, rinse and sanitize all equipment and utensils.
- An approved sanitizer with the appropriate test kit.
- A roof and sidewalls may be required if doing any extensive food preparation. (Ex: tent with screen sides)
- Food booth floors must be dustless surface such as concrete or grass. Dusty surfaces like dirt or gravel shall be covered with a tarp, plywood, cardboard, or other similar material.



### **Food Protection**

- All food shall be obtained from approved sources (Foods prepared in a home kitchen are not allowed).
- PHF transported to service site at less than or equal to 41°F or greater than or equal to 135°F.
- Raw animal foods must be separated by species and from ready to eat foods.

- Vehicle and equipment are maintained in a clean and sanitary condition.
- All food and single service items are stored 6" off the ground.
- PHF cooked to the proper internal temperatures.
- PHF held at less than or equal to 41°F or greater than or equal to 135°F.
- Use gloves or utensils to prevent direct hand contact with ready-to-eat foods.
- Food protected from customer contamination.

### Personal Hygiene

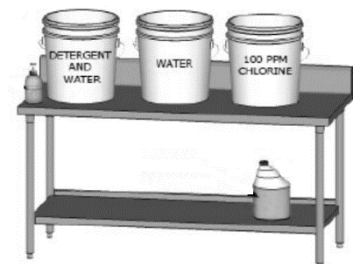
- Food employees understand they cannot work if they are sick with vomiting, diarrhea, or fever with a sore throat.
- Food employees are washing their hands before working and when they become contaminated.
- Gloves and utensils used to prevent barehand contact with ready-to-eat food items (e.g., buns, chips, condiments, etc.).
- Food employees are wearing hair restraints and clean clothing.
- Eating, smoking, gum chewing and drinking from open containers is not allowed in the food preparation and service areas.

### Dishwashing

- All equipment and utensils are properly washed, rinsed, and sanitized.
- Sanitizer is at the proper concentration.
  - Bleach = 100PPM
  - QUAT per manufacturer's instructions

### Water and Wastewater

- Water obtained from an approved source.
- Food grade hoses and backflow preventers present, if applicable.
- Wastewater is disposed of in a sanitary manner, not dumped on the ground.



### Licensing Process

1. Complete and submit the RCPH application. Payment prior to the event is preferred but can be collected during the inspection. If paying in cash, exact change is required.
2. Once RCPH has received the completed application we will contact you to discuss the information and schedule an inspection of the transient food establishment.
3. An inspection will be conducted during the event and a license will be issued.

### References

- Wisconsin Administrative Code ATCP 75
- Wisconsin Administrative Code ATCP 75 Appendix-Wisconsin Food Code
- [www.racinecounty.com/publichealth](http://www.racinecounty.com/publichealth)
- RCPH phone number: 262-898-4460