



# Temporary Food Establishment Information Packet

A “TEMPORARY FOOD ESTABLISHMENT” IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

## Enclosed:

- License Requirements
- Application for a Temporary Food Establishment License  
*(one application needed per vendor)*
- Guidelines for Temporary Food Service Vendors
- Handwash Station/Dishwashing Diagram

If you have questions concerning temporary events, food safety, or need further assistance  
please contact :

*Environmental Health Services*

123 South 27<sup>th</sup> Street

Billings, MT 59101

Phone: 406-256-2770

Fax: 406-256-2767

[www.riverstonehealth.org](http://www.riverstonehealth.org)

These temporary food service forms and additional information can also be obtained from our web site at  
[www.riverstonehealth.org](http://www.riverstonehealth.org)



## Temporary Food Vendor - License Requirements

The State of Montana Food Service Rules has specific requirements for temporary food services providing potentially hazardous food to the public *with or without charge* in conjunction with special events. Our office recognizes the limited capability of most temporary operations; however, it is necessary for the protection of public health to closely regulate the operation of temporary food establishments. In Yellowstone County, the Registered Sanitarians at RiverStone Health are responsible for verifying license status, approving vendors for operation, and conducting inspections.

The following minimum requirements must be met:

1. **Food items must be purchased from an approved source.** All food must be prepared at the event with the proper equipment OR in an approved commissary kitchen prior to the event. **Food prepared in individual homes may not be served at these events.**
2. **Handwashing station.** This may be a commercial type portable station or a two-gallon or larger insulated container with a faucet type (not push button) spigot for water, a catch basin, soap, and paper towels for handwashing.
3. **Sanitizer bucket** (100 PPM Chlorine or 200 PPM Quat) with wiping cloths OR sanitizer spray bottle. Test strips to test sanitizer concentration must be available. The vendor must clean and sanitize food contact surfaces throughout the day.
4. **Dishwashing station.** The food service vendor must provide three basins large enough for complete immersion for the washing, rinsing, and sanitizing of all utensils and equipment that will be used for food preparation.
5. **Required licensure (see below)**

**NO License is required if you are:**

- a) Not-for-profit fundraiser (Examples: 4-H, Relay for Life, School group )
- b) Only serving Pre-packaged Snacks:

Examples: Candy  
Packaged Ice Cream  
Whole uncut Fruit  
Canned or Bottled Pop/Water/Juice

## Required licensure, continued

### Temporary Food Service License is Required

#### *UNLESS*

- a) Vendor has a DPHHS License AND is serving only *Non-potentially hazardous foods:*  
Examples: Cookies, Brownies, or Muffins      Breads, Cakes, or Donuts  
              Coffee, Teas, and Espresso          Drinks, Smoothies  
              Popcorn or Kettle Korn              Cotton Candy  
              Ice Cream Cones                      Sno Cones
- b) Vendor has a DPHHS License AND is only serving food samples.
- c) Vendor has a DPHHS Mobile License and is operating from the Mobile Unit and the Mobile Unit is onsite.
- d) Vendor has a DPHHS License with a catering endorsement in Yellowstone County and is serving *Potentially Hazardous Food Items:*  
Examples: Chicken, Ribs  
              Hamburgers, Hot Dogs  
              Mexican Cuisine  
              Asian Cuisine  
              Ready-to-Eat Sandwiches  
              Cut Vegetables or Fruit  
              Any other Potentially Hazardous Food Items

### Temporary Food Service License

The license fee is \$ 85.00 for establishments with two or fewer employees and \$ 115.00 for those with three or more employees at any given time. The license is non-transferable, and is granted by RiverStone Health upon approval to operate at the specific temporary event for specified dates.

To apply:

- Complete the application (attached)
- Include a check payable to DPHHS.
- Submit to RiverStone Health prior to the event.

If you have any questions or would like additional information regarding food safety, you may contact our office at (406) 256-2770.



# RIVERSTONE HEALTH

## APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT LICENSE

**\*\*PLEASE RETURN COMPLETED APPLICATION AND FEE TO YOUR EVENT COORDINATOR [OR TO RIVERSTONE HEALTH] AT LEAST 10 DAYS PRIOR TO THE EVENT\*\***

PERMIT FEE: PAYABLE TO DPHHS (DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES)

- \$ 85 FOR ESTABLISHMENTS WITH 1 OR 2 EMPLOYEES.
- \$115 FOR ESTABLISHMENTS WITH 3 OR MORE EMPLOYEES AT ANY ONE GIVEN TIME.

LICENSE IS NON-TRANSFERABLE AND GRANTED BY RIVERSTONE HEALTH UPON APPROVAL.

<b>Health Department Use</b>		Date Application received _____	
Fee submitted with application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cash _____	Check number _____
Receipt submitted with application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt number _____	

NAME OF VENDOR/ORGANIZATION \_\_\_\_\_ DPPHS LICENSE # \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATES OF OPERATION: \_\_\_\_\_ TIMES: \_\_\_\_\_ (AM/PM) TO \_\_\_\_\_ (AM/PM)

NAME OF PERSON IN CHARGE: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

BEST WAY TO CONTACT PERSON IN CHARGE DURING EVENT: \_\_\_\_\_

FACILITY TYPE:  Building on site  Mobile unit  Push cart  Stand  Tent  Other \_\_\_\_\_

*Note: If set up is on dirt or gravel, it must be covered with mats, duckboards, platforms or other approved materials to control dust and mud. All food preparation, service, display and storage areas must have an approved overhead covering.*

*Continued →*



SOURCE OF ELECTRICITY: \_\_\_\_\_

POTABLE WATER SOURCE?  Hot \_\_\_\_\_  Cold \_\_\_\_\_

DESCRIBE WASTE DISPOSAL \_\_\_\_\_

TYPE OF SANITIZER \_\_\_\_\_ TEST STRIPS AVAILABLE? \_\_\_\_\_

<b>DESCRIBE HAND WASHING METHODS</b> <i>[EX. SOAP, WATER, TOWELS, BASIN]</i>	
<b>DESCRIBE METHOD OF CLEANING AND SANITIZING UTENSILS</b> <i>[DESCRIBE SANITIZER TO BE USED]</i>	
<b>LIST ALL COOKING EQUIPMENT</b> <i>[GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220 VOLTS]</i>	
<b>LIST HOT AND COLD HOLDING METHODS</b> <i>[EX. COOLERS, STEAM TABLE, ICE]</i>	

### ***Certification***

I will comply with the requirements of Montana laws governing the operation of Food Service Establishments (Title 50, Chapter 50 MCA) and the Rule for Food Service Establishments (ARM Title 37, Chapter 110, Subchapter 2).  
I understand that failure to comply may result in denial or suspension of license.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print name \_\_\_\_\_

**\*\*PLEASE RETURN COMPLETED APPLICATION AND FEE TO YOUR EVENT COORDINATOR [OR TO RIVERSTONE HEALTH] AT LEAST 10 DAYS PRIOR TO THE EVENT\*\***

RiverStone Health  
Environmental Health Services  
123 South 27<sup>th</sup> Street  
Billings, MT 59101  
Phone: 406-256-2770  
Fax: 406-256-2767

# Guidelines for Temporary Food Service Vendors

## **Food & Utensil Storage & Handling**

### *Dry Storage*

Store all food, equipment, utensils and single-service items above the floor on pallets or shelving to protect against contamination.

### *Cold Storage*

Provide refrigeration units to keep potentially hazardous foods at 41°F or lower. An effectively insulated container with sufficient coolant may be used for storage of less hazardous foods or for use at events of short duration upon approval.

### *Hot Storage*

Make sure hot food storage units are used where necessary to keep potentially hazardous foods at 135°F or higher.

### *Food Display*

Make sure that all food is protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers. Implement measures to protect against food contamination by pests.

### *Food Preparation*

There is no food preparation allowed in personal home kitchens. All food preparation must take place in an approved kitchen. Make sure that all cooking and serving areas are protected from contamination. Barbecue areas must be roped off or otherwise segregated from the public. All foods must be from an approved source; no home canned foods, all meats USDA inspected.

### *Thermometers*

Make sure that each refrigeration unit has a numerically scaled thermometer to accurately measure the air temperature of the unit.

Provide a metal-stem thermometer where necessary to check the internal temperatures of both hot and cold food.

Thermometers must be accurate to plus or minus 2°F and have a minimum range of 40°F to 165°F.

## **Personnel**

### *Handwashing*

Provide a two gallon or larger insulated container with a faucet type (not push button) spigot for warm water, along with a basin, soap, and dispensed paper towels for handwashing.

### *Health*

Make sure that food workers have no open cuts or sores, are experiencing fever, vomiting, or diarrhea, or have any diseases transmittable by food.

### *Hygiene*

Assure that food workers have clean outer garments and hair restraints. Food employees must minimize bare hand contact with ready-to-eat foods via suitable utensil such as a deli tissue, gloves, tongs, or related dispensing equipment.

## **Cleaning**

### *Dishwashing*

Provide three basins large enough for complete immersion of utensils and a way to heat water for washing, rinsing, and sanitizing utensils or equipment that will be reused or used for preparation of food. The first basin is for washing with soap and hot water, the second is hot rinse water, and the third is for sanitizing with cool water at 50-100 ppm chlorine bleach. Utensils must be air dried.

### *Bleach*

Provide unscented household bleach or other approved sanitizer for dishwashing sanitization and wiping cloths.

### *Wiping Cloths*

Make sure that wiping cloths are rinsed frequently in a clean, 50-100 PPM chlorine solution (1 tsp bleach per gallon water). Use test strips for verifying sanitizer concentration.

## **Water Supply**

Make sure an adequate supply of potable water from an approved source is on site. Water storage at the booth or event is in approved storage containers.

## **Waste Disposal**

Make sure that wastewater is disposed of in an approved wastewater disposal system.

## **Premises**

### *Floors*

Make sure that unless otherwise approved, floors are constructed of tight wood, asphalt, or other cleanable material. Floors must be finished so as to be cleanable.

### *Walls & Ceilings*

Make sure walls and ceilings are of tight and sound construction to protect the interior from the elements and flying insects, when necessary. Walls must be finished with a cleanable finish.

### *Lighting*

Provide adequate lighting by natural or artificial means. Bulbs must be non-breakable or shielded.

### *Counters or Shelving*

Make sure all food preparation surfaces are smooth, easily cleanable, and durable and free of seams or difficult-to-clean areas.

### *Garbage*

Provide an adequate number of cleanable containers inside and outside the booth or at the event.

### *Restrooms*

Provide an adequate number of approved toilet and handwashing facilities at each event. These facilities must be accessible to employees.

### *Clothing*

Store personal belongings in a designated place in the booth and away from the food preparation, food service, and dishwashing areas.

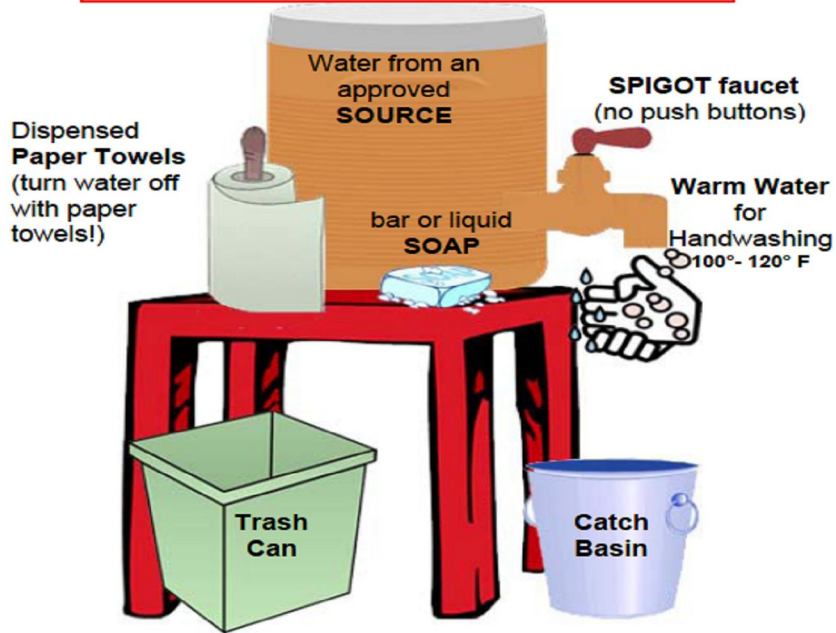


## HANDWASHING STATION

Use it **OFTEN!**

Use **CLEAN** water jugs:

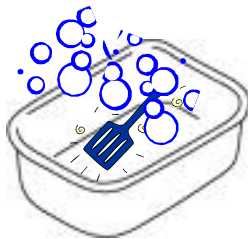
1. **SANITIZE** with 2 tbsp unscented bleach in 1 gallon of water – **SLOSH** to cover all surfaces.
2. Let **STAND** 5 minutes and **DRAIN**. **DO NOT RINSE!**
3. **FILL** with approved drinking water



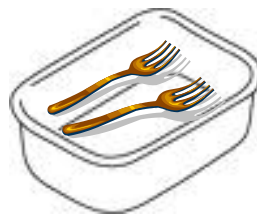
## Dishwashing Setup for Temporary Events



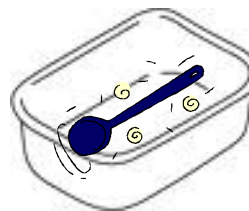
Scrape  
utensils.



**Wash**  
in hot water (110°F-125°F) containing a detergent until visually clean.



**Rinse**  
in clean hot water to remove the soap film and remaining particles.



**Sanitize**  
in cool water (75°F-100°F) for 60 seconds in a sanitizing solution.



Air Dry  
utensils.

### Chemical Sanitizer Concentrations

Chlorine (Bleach): 50-100 ppm  
Quaternary Ammonium: 200-400 ppm