

Special Event Food Service Requirements for Food Vendors

1. All special event food vendors must meet the Coconino County Unified Health Code requirements pertaining to cooking, storage, transportation, cleaning, hand washing, etc. The operational requirements below give rules and instructions on preparing and selling food outdoors. **Before filling out the application PLEASE take the time to carefully read through the outline of requirements listed below.** It is strongly encouraged that each applicant be very specific and communicative during the application and plan review process to prevent any inconvenience for anyone at the event! If the applicant does not meet all requirements, a permit to operate will not be issued until compliance is achieved; facilities operating without a permit will be ordered to cease operations until all requirements have been met.
2. To operate a special event food booth in Coconino County, each food vendor must submit an application and payment at least 10 business days prior to the event. There is a single event permit & a 6-month permit application available. **Applications and payments received after 10 business days will be charged a \$50 penalty fee.** A permit to operate is valid for a single event or six months. If obtaining a six-month permit, please list all events you plan to attend. If another event(s) comes available to you during that time that you did not anticipate, you can update your application on the portal, email lemartinez@coconino.az.gov, call (928) 679-8765, with the additional event(s) to be attended.
3. Who needs to apply for a permit? Anyone (including licensed facilities) who sales or samples the following: non-potentially hazardous foods such as fountain drinks, hot drinks, snow cones, caramel apples, popcorn, cotton candy, kettle corn, alcohol, etc.; prepared potentially hazardous foods such as hot dogs, hamburgers, BBQ, pizza, etc. If you are part of the Arizona Cottage Food Program, you are required to submit a Special Event Permit application, however, payment will only be required if there is open food handling. All participants of the State of Arizona's Cottage Food Program need to meet all requirements (including labeling and ingredient requirements) as outlined by the Cottage Food Program. If you have a question about whether you need a permit, please contact our office at (928) 679-8760.

Operational Requirements for Special Event Food Service

1. TENTS:

- a) Tents must have an overhead covering and be enclosed on at least 3 sides using 16" mesh screening, tarps, or a combination of the two. There are tent manufacturers that make screens with pass through windows. If screening is used, other wall covering(s) must be available onsite in case of inclement weather.
- b) Tent floors must be on smooth, washable, non-absorbent surfaces. Dirt, gravel, and grass are not approved. Tarps, duckboards, and concrete are approved materials.
- c) Food preparation in a tent is very limited! washing, cutting, and other types of preparation CANNOT be done in a tent. You will be required to either prepare food in a commissary (commissary agreement must be provided to CCHHS Environmental Health) or purchase the food commercially processed. (Bring receipts with you so we can verify when & where food was purchased). Keep this in mind when filling out the menu section of the application. Be specific about how food items are purchased and then prepare.

a. Food service allowed in a tent without a variance (see below) include:

- i. Cooking of pre-formed hamburgers/hot dogs.
- ii. Grilling/BBQing meats that have been prepared in an enclosed mobile unit or commissary.
- iii. Cooking/reheating of commercially processed foods.
- iv. Deep frying of commercially processed foods, such as fish & chips, corn dogs, etc.
- v. Preparation of non-potentially hazardous foods such as kettle corn, lemonade/orange drinks, cotton candy; etc.

d) The Coconino County Health and Human Services (CCHHS) Environmental Health will allow the cutting of some non-potentially hazardous food in a tent without a variance (see below). This includes the cutting of highly acidic foods such as lemons, limes, oranges, grapefruit, and pineapple. Samplers with small quantities of non-potentially hazardous food (i.e. power bars, bread, etc.) can cut these items in a tent without a hazard analysis and critical control point (HACCP) and variance. Vegetables, non-acidic fruit and other food CANNOT be cut in a tent without completing a HACCP and receiving a variance from CCHHS Environmental Health.

e) **Variances for Tents:** If more advanced food preparation in a tent is desired (i.e.: cutting of vegetables, non-acidic fruits, skewering of fruit, cutting of cooked meat, etc.) a written hazard analysis and critical control point (HACCP) plan must be submitted to CCHHS Environmental Health, and a variance **MAY** be granted. Keep in mind that if you have a previously approved HACCP plan, it may not be approved for a special event. Please ensure to submit all relevant paperwork. A HACCP will not be approved, and variance will not be granted if the tent does not have an overhead covering and 4 sides using 16" mesh screening, tarps, or a combination of the two.

2. **Commercially manufactured mobile units** are preferred for outdoor food preparation. Mobile units allow for more complicated menus. Mobile units must be equipped with the following:

- a) Plumbed 3 bin sink with potable hot and cold running water and large enough to accommodate the largest piece of equipment used in the operation. There must be drain boards on either side of the 3-bin sink to store dirty and clean equipment and/or overhead racks.
- b) Plumbed hand wash sinks with potable hot and cold running water, dispensed soap, and paper towels.
- c) Food preparation sink (menu dependent).
- d) Commercial refrigeration capable of keeping food at 41°F or less and/or freezers that maintain 0°F or less.
- e) A wastewater storage tank at least 15 % greater than the freshwater tank.
- f) The mobile unit must be enclosed to prevent the entrance of insects and rodents. Service windows must be screened (16 mesh) or capable of being closed during times of slow business.

3. Refrigeration

a) Commercial refrigerators are **REQUIRED** when potentially hazardous foods will be served at multi-day events and raw meats **MUST** be stored in commercial refrigerators, no exceptions. Coolers will only be approved under the following circumstances:

- i. To store potentially hazardous foods for single day events,
- ii. To store potentially hazardous foods at a multi-day event IF the food is stored overnight in a commercial refrigerator onsite or an approved commissary (a signed commissary agreement must be submitted with the application),
- iii. Or for non-potentially hazardous foods like soda, condiments, raw vegetables, etc.

You must disclose on the application HOW foods will be kept cold and/or hot during transportation, and where food will be stored when the booth is not operational.

4. **Cooking/Hot & Cold Holding Equipment** must be NSF/ANSI sanitation underwritten. Home-style equipment is not acceptable or allowed.
5. **Temperatures.** Temperatures of food must be maintained throughout the event. All potentially hazardous food must be maintained at 41 °F or less or 135 °F or greater. If time as a control is used, food must be used or thrown away after 4 hours. This **MUST** be documented in writing through a log, stickers, etc.
6. **Thermometers.** Ambient air thermometers are required to be calibrated and to be present in all refrigeration equipment. Metal Stem Probe Thermometers are required to be calibrated and used to check internal food temperatures. Metal stem probe thermometers must have a range between 0°F – 220°F.
7. **Produce Washing.** Produce must be rinsed and scrubbed before preparation and service and must be washed in a plumbed food preparation sink. Produce cannot be rinsed and scrubbed in tents or in buckets or tubs. Produce can be purchased pre-washed, shredded, diced, and sliced.
8. **Barehand Food Contact Is Not Allowed.** Please use single-use non-latex gloves, tongs, spatulas, tissue paper, etc. when handling ready-to-eat food. Food handlers must understand and demonstrate when gloves need to change, i.e. before starting work, after handling raw meats, after handling dirty equipment/utensils, etc.
9. **Protecting Food from Contamination.** All food and food equipment must be stored at least 6 inches off the ground **AND** must be stored covered to protect against inclement weather and insects/rodents.
10. **Hand Washing Stations** (plumbed or gravity flow) must be available in each food booth and be able to contain a minimum of 5 gallons of water. If an insulated container is used, it must have a free flow spigot, a wastewater container at least 15% larger, liquid soap and dispensed paper towels. Water can be heated onsite and then poured into insulated container(s).
11. **Dishwashing.** The following options are available for cleaning of equipment and utensils:
 - a) Manual or mechanical (dishwasher) at a licensed facility (commissary agreement must be provided to the CCHHS Environmental Health),
 - b) Manual washing using a plumbed 3 compartment sink or 3 bin setup onsite,
 - c) Back-up or extra utensils onsite,
 - d) Single use/disposal utensils onsite

Dishwashing procedure is:

WASH – RINSE – SANITIZE – AIR DRY

12. **Sanitizers** must be available for the 3-bin sink **AND** in buckets with wiping cloths for sanitizing surfaces. Test strips specific to the type of chemical that will be used as a sanitizer must be available to measure the concentration of the chemical in solution. Approved sanitizers include chlorine/bleach, quaternary ammonium, and iodine. EPA approved sanitizing wipes are allowed in lieu of sanitizing buckets.
13. **Chemical Storage.** Chemicals must be labelled and stored in a manner to prevent food contamination. Sanitizer buckets must be labelled.
14. **Refuse Storage.** Trash containers must be covered or sealed to prevent harborage of insects and/or rodents.

15. **Food Protection.** Food and condiments must have protection (i.e. sneeze guard, lids) to prevent food contamination. Grills, cooking surfaces or tables with unprotected food must have a barrier from the public (i.e. sneeze guard, table in-between). Drinking and eating should not occur in the food preparation areas. If personal beverages are in food preparation areas, they must have lids.
16. **Water Containers** must be sanitized and air dried BEFORE the container is filled with potable water. This includes containers used for hand washing, water for food preparation, dishwashing, etc.
17. **Water Requirements.** Water needs to come from an approved source. Approved sources include onsite at the event, from a licensed facility (with commissary agreement provided to CCHHS Environmental Health), or bottled water. Water cannot be obtained from a private residence, hotel room, etc. Water hoses must be NSF/food grade.
18. **Wastewater Requirements.** Wastewater must be stored in a container of adequate size to be able to properly dispose of into a sanitary sewer, mop sink or wastewater tank. Wastewater cannot be discarded by pouring on the ground! Some events may require grease trap interceptors. Please contact event coordinators for more information.
19. **Animals.** Animals are not permitted in food tents or mobile food units. Food booths must be at least 100 feet away from animal areas at events.
20. **Certified Food Handlers** must be at the booth during all hours of operation. All individuals preparing food MUST have a valid food handler card. For special events, food handler cards are not required to be obtained through CCHHS Environmental Health, however, online course is available for \$20.00 USD on Coconino County's website: <https://coconino.az.gov/231/Food-HandlerBackcountry-Certifications>

YOU MUST SUBMIT PROOF OF FOOD HANDLER CERTIFICATION WITH YOUR APPLICATION OR A
PERMIT WILL NOT BE ISSUED.

21. "Samplers" include operations that give away small portions of nuts, dips, olives, jerky, etc. Depending upon the nature of your sampling operation, SOME of the requirements MAY be waived. However, ALL samplers must at a minimum have a tent, a hand washing station set up, and sanitizer with test strips (EPA approved sanitizing wipes are allowed in lieu of sanitizing buckets).

Samplers do not include outfits that sample chicken, cooked vegetables, or other
potentially hazardous food.