

ORGANIZATIONAL FOOD SALES REQUEST

Name Of Organization Requesting Food Sale:	Person In Charge:
Date, Place and Time Of Operation:	Phone Number:
1. What specific food items are to be sold and where were they purchased?	
2. Where and how do you plan to prepare the food?	
3. How are you going to maintain and check required temperature?	
4. How are food contact surfaces and serving utensils going to be sanitized?	
5. Is food going to be dispensed on single-use paper ware (paper plates / Styrofoam)?	
6. How do you plan to control and dispose of garbage and trash?	
7. Where will hand-washing facilities be located (soap / water / paper towels / etc.)?	
8. Where will food items be stored prior to the event?	
9. Where will uncooked food items be stored during the event but prior to cooking?	
10. What equipment will be used to prepare hot and cold food items (including utensils and cookware)?	
11. How will leftovers be handled?	
Public Health (PH) Review	
Recommendations/ Restrictions:	
I understand and will ensure all participating personnel comply with all restrictions and recommendations explained to me by PH and accept full responsibility for conducting the food sale as recommended by PH, AFI 48-116 (Food Safety Program), and the AFMAN 48-147 Tri-Service Food Code.	
Public Health Representative/ Date dd-mmm-yy	Signature of Requesting Party/ Date dd-mmm-yy

PUBLIC HEALTH OPERATIONAL GUIDELINES FOR TEMPORARY FOOD BOOTHS

The following guidelines have been prepared for organizations operating temporary food and beverage booths.

The purpose of these guidelines is to prevent a foodborne illness outbreak among your patrons. It is very important to keep in mind bacteria can grow on foods if certain guidelines are not followed. This may cause illness when ingested. Of course, booth inspections are different from restaurants, but many of the same principles apply to all types of food items. Listed below are guidelines that, if followed, should prove to keep food safe and wholesome.

1. Food Restrictions: Keep the Menu Simple- Serve only those foods which require minimal preparation, such as: hamburgers, hot dogs, polish sausages, nachos, chips, pastries and prewrapped snack items. **AVOID:** pastries with cream filling, salads, and sandwiches containing meat, poultry, eggs, and fish. If your organization is planning on serving a food item other than recommended, **call Public Health at 784-4494.**
2. Ice: Ice that will come in contact with food or is to be consumed must be made and stored in a clean, sanitary manner. Ice should be obtained in single use bags made of plastic and filled and sealed at the point of manufacture. If you will be getting your ice from machines on base, be sure transportation of ice is clean and sanitary. Ice used for storing items does not have any specifications as long as it is not used in drinks or comes with open food items.
3. Food Temperatures: Improper food temperatures are a major cause of foodborne illness outbreaks. The best rule of thumb is keeping hot foods hot and cold foods cold. Maintaining an internal temperature of **135 F** is required for hot foods; cold foods must be stored at **41F or below**. Remember, if your function will be preparing food items that require temperature controls, **a thermometer is required to routinely check temperatures.**
4. Preparing Food in Advance: Try to avoid preparing food in advance. If you must, **REMEMBER TO KEEP FOODS AT THEIR PROPER TEMPERATURES.** If temperature controlled foods are picked up in advance, they must be kept at the proper temperatures until serving. **Reheat** foods to an internal temperature of 165 F.
5. Try to use disposable squeeze bottles or single use disposable packets for mayonnaise, ketchup, mustard, etc.
6. Keep foods covered. Store at least 6 inches above the floor. Separate raw foods from cooked foods. Always sanitize countertops and cutting boards with two teaspoons of bleach per gallon of water (100 ppm).
7. Handwashing and Personal Hygiene: A major reason for foodborne illness outbreaks is poor personal hygiene and failure to wash hands. This can lead to cross-contaminating the foods being prepared.
 - a. When handling foods, use utensils as much as possible.
 - b. Handwashing facilities must be available. Water and bleach (one-teaspoon bleach per gallon water) is an excellent sanitizer. Common use towels are not permitted. Have paper towels or napkins available. Handwashing is required after going to the bathroom, disposing of trash, smoking, taking a break, between handling one type food an another, etc. Since there are usually no handwashing facilities at port-a-johns, instruct volunteers to always wash hands after coming off break and prior to handling food.
 - c. Anyone who is obviously ill may not work at a booth or function.
 - d. **Volunteers ARE REQUIRED to wear a hat/ hair net.** Hats/hair nets must control the bulk of the hair.
 - e. Anyone with open sores or cuts on his or her hands is not allowed to handle foods.
 - f. Eating or drinking in the food preparation is not allowed.
 - g. Clean clothing is required. **Shirts must cover the armpits—No tank tops allowed!**
 - h. **Wear closed toe shoes—no sandals, flip flops, etc.**
 - i. The only jewelry allowed is wedding bands, engagement rings, and medical alert bracelets. **No watches.**
 - j. Smoke in break areas away from the food booths. Always wash hands before returning to work.
8. Ensure plenty of garbage cans are available. Use liners in trashcans and empty as needed. Have plenty of containers to collect and dispose of liquid wastes.
9. Ensure at least one person at each booth speaks English and can translate for inspectors. **Keep a copy of these guidelines posted in your booth.** Ensure all foodhandlers *read* the information *and sign* to show agreement with following the guidelines. Remember that common sense is the rule. Please be prepared for Public Health inspectors to visit your booth periodically throughout the serving period and make corrections/recommendations.