MICHIGAN TEMPORARY FOOD ESTABLISHMENT LICENSE APPLICATION

APPLICANT/BUSINESS CONTACT INFORMATION:
Organization/Business Name: ________________________________________________________________
Main Contact: __________________________________________ Email:_____________________________
Mailing Address: _____________________________ City:____________________ State: ____ Zip:________
Primary Phone: ____________________ Cell Phone: _____________________ Fax :____________________
Alternative Contact: Name: ____________________________________ Phone: ________________________

PUBLIC EVENT INFORMATION:  Name of Public Event: ___________________________________________
Food Service Start Date: _____/_____/_____ Serving Start Time: ________ AM/PM
Ending Date: _____/_____/____ End Time: _______ AM/PM
When will food preparation begin? Date: _____/_____/_____ Starting Time: ________AM/PM
Event Location (Name & Address): ____________________________________________________________
Event Coordinator Name: ________________________________ Phone: _____________________________

If Applicable, Non Profit Tax ID #:  ____________________________________________________________

I AM AWARE THAT EACH BOOTH MUST BE PROPERLY EQUIPPED AND READY TO OPERATE BY THE TIME INDICATED, AND THAT FAILURE TO DO SO MAY RESULT IN DENIAL OF MY LICENSE.

Applicant Name (Print)_____________________________________________________________________
Applicant Signature:  ___________________________________________ Date:  _____________________

Estimated Number of Meals to be Served Each Day: ________________________________

EQUIPMENT LIST:
Identify equipment used at your temporary food establishment. Check all boxes that apply.

A Hand Wash Station
- Large insulated container with a spigot, warm water, hand soap, paper towels and a large catch bucket
- Hand sink
- Self-contained portable unit
- Other ________________

B Cooking/Reheating Equipment
- Grill/BBQ
- Fryer
- Oven
- Roaster
- Other ________________

C Cold/Hot Holding Equipment
- Ice chest/cooler with ice
- Refrigerator
- Freezer
- Steam table
- Grill/BBQ
- Chafing dish w/ fuel
- Slow cooker/roaster
- Other ________________

D Floor/Overhead Protection*
- Food is prepared & served indoors
- Floors are cleanable and impermeable
  Describe: ________________
- Canopy/tent
- Screening
- Other ________________

E Cleaning/Sanitizing
- Three basins to wash (dish soap), rinse (clear water) and sanitize (sanitizer)
- Extra utensils
- Bucket with sanitizing solution and wiping cloth(s)
- Sanitizer

F Other
- Chemical test strips to test sanitizer solution
- Metal stem thermometer
- Gloves
- Hair restraints
- Electricity available
- Water source (circle all that apply)
  Municipal/City  Water Well  Bottled

*If extensive food handling occurs, it must be done in a fully enclosed space.
FOOD PREPARATION AND MENU:

<table>
<thead>
<tr>
<th>Food</th>
<th>G Food Source (place/facility where food is purchased)</th>
<th>H Off-Site Prep Yes/No</th>
<th>I On-Site Prep Yes/No</th>
<th>J Transport to event? (Hot or Cold, What type of equipment for transport)</th>
<th>K Cold holding equipment used at event?</th>
<th>L Cooking/reheating equipment used? Final cook/reheat temperature?</th>
<th>M Cooling?</th>
<th>N Hot holding equipment used?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td></td>
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</tr>
<tr>
<td>Hamburger</td>
<td>Jane’s Food Service</td>
<td>No</td>
<td>Yes</td>
<td>Cold, Ice Chest</td>
<td>On-site refrigerator</td>
<td>Grill, 155 °F</td>
<td>No</td>
<td>Steam table</td>
</tr>
</tbody>
</table>

*1 – IF FOODS ARE MADE OFF-SITE, PLEASE FILL OUT ADDENDUM A (COMMISSARY AGREEMENT)

*2 – IF YOU PLAN TO COOL ANY FOOD, CONTACT YOUR INSPECTOR TO DISCUSS THE METHOD YOU WOULD USE.

FOR LOCAL HEALTH DEPARTMENT USE:

Notes: Amount Paid: ________________________ Receipt Number: ________________
APPLICATION FOR FEE EXEMPTION

NAME OF ORGANIZATION __________________________________________________________

ADDRESS _______________________________________________________________________

NON-PROFIT TAX EXEMPT NUMBER ______________________________________________

As provided for in Act 92, P.A. 2000, as amended, I (we) hereby apply for exemption from the
State of Michigan Food Service Establishment license fees.

I (we) further understand that such exemption applies only to the payment of established fees
and does not exempt the organization from other provisions of the act.

Type of organization:

_____ Charitable  _____ Service

_____ Religious  _____ Civic

_____ Fraternal  _____ Other non-profit

Specify __________________________

I (we) as authorized representative(s) of the captioned organization hereby certify and attest
that we are currently legally classified as a tax-exempt organization. I (we) further agree to
notify Ottawa County Health Department of any change in our tax status.

Signed __________________________________________________

NAME __________________________________________ TITLE _______________________

Home Address ________________________________________________________________

Phone ________________________________________________________________
Temporary Foodservice Establishment

Food Safety & Licensing Guide
Table of Contents

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Why is a license required?

When people get sick from foodborne illnesses from an event, it is difficult to determine which temporary vendor sold the contaminated food. Public Health wants to help ensure your event is successful and stop any potential spread of illness to protect people’s health. Our role is to make sure the foods served meets the minimum safety standards found in the *Michigan Food Law of 2000 Act 92*.

A Temporary Foodservice Establishment (TFE) license is required when food is served to the public at a fixed location for a temporary period. It is an agreement to operate in accordance with all applicable federal, state and local laws. To be consistent with national standards for food establishments, Michigan models their food safety rules according to the *FDA Food Code*.

This booklet is a resource to guide you on how to fill out an application before the inspection occurs, explain the requirements to operate and ensure the person in charge is knowledgeable about food safety.

About 1 in 6 or 48 million people get sick each year from contaminated food.

Free food served to the public may need a license.

Contact your local health department for requirements.

**GOALS**

- Increase food safety for consumers.
- Decrease common food service violations.
- Better communication to prepare for successful events.
5 Risk Factors

Top five causes of foodborne illness.

- **Food from Unsafe Sources**
  - Non-licensed Establishment
  - No Home Prepared Food

- **Improper Holding Temperatures**
  - Cold Holding
  - Hot Holding
  - Thawing
  - Cooling

- **Inadequate Cooking Temperatures**
  - Cooking
  - Reheating

- **Contaminated Food Equipment**
  - Cutting Boards
  - Utensils
  - Other Food Contact Surfaces

- **Poor Personal Hygiene**
  - Unhealthy Employees
  - Improper Hand Washing
  - Bare Hand Contact with Ready-to-eat Food

**Safe Food Zone**

38-41°F

**Common Improper Cooling Areas**

76% of refrigerators are TOO WARM in the **back**.

57% of refrigerators are TOO WARM along the **bottom shelf**.

91% of refrigerators are TOO WARM at the **door**.

Preparation and storage of foods at home is **not** acceptable.
Do I need a license?

Food Establishments

Charitable, Religious, Fraternal, Civic, Service or Other Nonprofit Organizations

License Required

Serving only non-potentially hazardous foods.*

Entirely home prepared food served at a meeting or fundraising event.

Private Individuals, Group of Individuals, Caterers or Restaurants which Cater

No License Required**

Serving only non-potentially hazardous foods.*

Food entirely prepared in licensed commissary or kitchen and delivered and served by caterer.

Some food prepared in licensed facility or some on-site preparation.

License Required

Food entirely prepared on-site.

* Non-potentially hazardous foods include: canned beverages, popcorn, chips, pretzels, etc.

** Consultation on safe food handling practices is offered in cases where no license is required.

***Serving location may be inspected and is not exempt from proper procedures.
How do I apply?

The TFE application provides information to your Local Health Department (LHD) about what foods you intend to serve and how you will serve them. The information provided in the application helps LHDs assess any potential public health risks. Before applying, check with the township or city where you intend to operate to ensure local regulations allow for TFEs and to obtain any necessary approval.

Complete the applicant or business contact information, public event information, print your name, sign and date the application. By signing the application, you state that you are aware each TFE location must be properly equipped and ready to operate by the time indicated. Failure to do so may result in denial of your license.

The temporary license is issued by the health department having jurisdiction where you intend to operate.
How do I fill out the application?

To identify equipment used at your TFE, check all boxes that apply in sections A-F. If extensive food handling occurs, it must be done in a fully enclosed space. Only food and beverage items listed in your application will be approved to serve.

Approval for any changes must be requested before the event. If you plan to cool any food, contact your inspector to discuss the required method(s).

What foods do you intend to serve and how will you serve them?

No bare hand contact with ready-to-eat food; use suitable utensils (deli paper, spatulas, tongs, dispensing equipment or gloves), change gloves often and your wash hands between glove changes.

If you plan to use more than one location for preparing and/or serving food, more than one temporary license may be required. If a currently licensed kitchen has agreed to allow use of their food license, you must complete the Commissary Agreement form (Addendum A); located on page 3 of the TFE License Application http://bit.ly/1wr1ORd.

Prior to your event, return your completed application and any applicable fees to the LHD having jurisdiction where you intend to operate. Talk to a representative for a review and approval. The LHD will conduct an on-site inspection when your establishment is ready to operate and issue the actual operating license at that time.
## How to prepare

### 1. Designate a Person-In-Charge (PIC)

The licensee is the PIC or he/she must designate one who must be present during all hours of operation. The PIC must be qualified, know food code and food law requirements, as they relate to the operation. PICs need to make sure all requirements are followed.

For a successful event and to prevent foodborne illnesses, **PICs must be knowledgeable about**:

- proper hand washing,
- food handler’s health,
- hygiene,
- food sources,
- temperatures,
- handling,
- storage,
- and sanitizing.

### 2. Basic Health and Hygiene

**Food handlers must**:

- have clean outer apparel;
- use proper hair restraints;
- cover cuts, wounds or infected boils with a waterproof bandage and impervious glove;
- be symptom free from diarrhea, vomiting, fever, jaundice or a sore throat;
- be excluded from work if diagnosed with or exposed to:
  - Salmonella,
  - Shigella,
  - E. coli,
  - Hepatitis A,
  - or norovirus.

**Infected food workers cause about seventy percent of reported norovirus outbreaks from contaminated food.**

**norovirus** is the leading cause of disease outbreaks from contaminated food.

#1 in the U.S.
Food Source

What are approved food sources?

- Foods from a licensed establishments. (restaurants or grocery stores)
- Meats must be USDA approved.

**NO home prepared foods!**

When do I purchase the food?

- Foods must be purchased the day of the event.
- Otherwise, foods may be stored at a licensed facility until the day of the event. (See the Commissary Agreement on page 7.)

How do I store foods?

- Home refrigeration is not acceptable.
- Foods must be stored at proper temperatures.
- Foods must be covered, stored off the ground and not subject to contamination. (Crates or carts are recommended.)

How do I transport potentially hazardous foods?

- Potentially hazardous foods must be transported at **41°F** and below or **135°F** or above.
- A cooler with ice is recommended for cold foods and an approved container for hot foods.
- Potentially hazardous foods include:
  - dairy,
  - seafood,
  - poultry,
  - meats,
  - rice,
  - pasta,
  - cooked potatoes,
  - tomatoes,
  - lettuce,
  - sprouts,
  - cut melons,
  - or cooked vegetables
**Cold Holding**

Potentially hazardous foods must be stored cold at an internal temperature of **41°F or below**. Be sure to check internal food temperatures before your inspector arrives. Storage may be in either an electric refrigerator or freezer or an approved cold food storage container. This is to be done when transporting food to the event and during the event.

Containers must be insulated, hard sided, cleanable and maintain food temperature control. All food products must be tightly sealed in bags or boxes to prevent wetness and contamination. Do not leave foods out of the refrigerator to thaw. Contact your LHD to review approved methods.

**Choosing Event Location**

**Water Supply**

An approved water supply must be available for:

- Cooking
- Drinking
- Hand Washing
- Cleaning
- Sanitizing
  - Equipment
  - Utensils
  - Food Contact Surfaces
Wastewater
Collect all wastewater generated, during the event, and dispose of it properly in a flushable toilet, portable toilet or other approved areas. Wastewater cannot be dumped onto the ground or in storm drains.

Food Protection
Bring proper equipment to cover foods and to store them off the ground. This may include a tent, sneeze guard or plastic wrap. Covering foods and storing them off the ground will help prevent contamination.

Tents or canopies are often required to protect exposed foods from pests, dust and debris.

Restrooms
Toilet facilities need to be conveniently located and accessible to employees while you operate.

Trash Collection
An adequate number of trash containers must be provided both inside and outside of each TFE site. Trash containers must be removed at a frequency that will minimize odors and conditions that attract or harbor insects and rodents.

Remember your hat and gloves!
During your event.

1 Hand Washing Station

- Only used for hand washing.
- Conveniently located for food handlers.
- Set up using a large insulated container with a spigot.
- Spigot must turn on and off.
- Provides warm water flow over a person’s hands into a waste receiving bucket of equal or larger volume.
- Hand soap, single-use paper towels and a waste basket must be provided.

- Large insulated drink coolers work well.
- Fill with warm water.
- Have a bucket to collect wastewater.
- Have plenty of soap and paper towels available.
2 When to Wash

Proper washing of hands by food handlers is critical to assure food safety. All people working in the TFE must wash their hands.

Hand washing needs to include lathering with soap and water for 20 seconds, rinsing under warm running water and drying with a disposable paper towel.

Wash your hands:

- after eating or drinking,
- after using the toilet facilities,
- after coughing or sneezing,
- after using facial tissue,
- between glove changes,
- upon entering food preparation and service areas,
- immediately before food preparation,
- when switching between raw and ready-to-eat foods,
- after using tobacco in any form,
- after handling soiled equipment and utensils,
- after handling animals,
- after touching bare human body parts,
- and as often as necessary to remove soil and contamination to prevent cross contamination.
3 Bare Hand Contact

Food handlers may not use their bare hands to touch any exposed ready-to-eat foods. Barriers such as gloves, deli papers or suitable utensils must be used. Acceptable utensils include spatulas, tongs or scoops.

4 Food Storage

Prevent Cross Contamination

- Separate raw animal foods from ready-to-eat foods during storage, preparation, holding and display.
- Different types of raw meat must be stored in different coolers.
- Unwashed fruits and vegetables should be stored away from washed fruits and vegetables.
- Equipment and utensils (including knives, cutting boards and food storage containers) must be thoroughly washed, rinsed and sanitized after being used for raw animal foods and before ready-to-eat food use.

Covered

Once prepared, cover the foods to prevent contamination. If there is extensive food preparation (cutting, mixing and assembling) then overhead protection with walls or screens may be required to protect foods from pests, dust or debris.

Off the Ground

All food, equipment, utensils and single service items must be stored at least 6” off the ground or floor on pallets, tables or shelving.

If graded to drain, a floor may be concrete or machine laid asphalt. The floor may be grass, dirt or gravel if it is covered with mats, removable platforms, duckboards or other approved materials. Floors must be effectively treated to control dust and mud.
Cleaning and Sanitizing

Wash Station Set-up

The minimum requirements for a wash station set-up should consist of 3 basins. Each basin needs to be large enough for complete submersion, have a hot (drinking quality) water supply and a disposal system for the waste water.

Sanitizer Solution
- Unscented Chlorine Bleach
- Quaternary Ammonia

Sanitizer Test Kits
Follow label directions.

Sanitize
to eliminate any remaining germs.

Cloth Wipes
When cloth wipes are used for food spills, they must not be used for any other purpose. They must be stored clean and dry or in a clean sanitizing solution.

Wash

to remove any food residue, grease and oils with soapy water.

Rinse

to remove any soap suds to allow proper sanitation.

Air Dry

clean and dry all washed and sanitized items.
Hot Holding & Cooking

Potentially Hazardous Foods

The goal is to keep potentially hazardous foods out of the danger zone (41°F - 135°F). Hot food storage units (electrical equipment, propane stoves or grills) must be used and capable of holding potentially hazardous foods at 135°F or above.

Thermometer Calibration

1. Fill a container with ice and add cold water to fill any spaces. The ice should fill the bottom of the container and not float.
2. Insert the thermometer into the mixture.
3. Let the thermometer stabilize.
4. The thermometer is calibrated when the indicator reads 32° +/- 2°F (0°C).

Proper Cooking Temperatures for Common Foods

• 165°F for 15 seconds chicken and reheated foods
• 155°F for 15 seconds ground meats (hamburgers and sausage)
• 145°F for 15 seconds fish, pork, beef and raw eggs
• 135°F for hot holding commercially prepared foods (precooked meats and canned goods)

Questions regarding food thawing, cooling and reheating, please contact your local health department for more information.
Shopping List

Temperatures & Serving
- Ice
- Cooler
- Extra Utensils (tongs, serving spoons, etc.)
- Metal Stem Thermometer (reads 0°-220°F)

Sanitizing & Equipment
- 3 Basins (wash, rinse and sanitize)
- Approved Sanitizer Solution (e.g. unscented bleach)
- Test Papers (appropriate for chosen approved sanitizer)

Personal Hygiene
- Hats or Hair Nets
- Gloves (disposable)
- Hand Soap
- Paper Towel
- Insulated Container with Spigot (handwashing)
- Catch Bucket (hand washing waste water)

Pre-Event Self Inspection
- All food is purchased and/or prepared at a licensed establishment.
- Cold storage is 41°F or less.
- Hand washing station is stocked (dispensing container, hot water, soap and paper towel).
- Safe water supply is from a regulated source.
- Dishwashing facilities are set up properly.
- Proper wastewater disposal.
- Toilet facilities are conveniently located. (recommend 50-500 feet)
- Clean cloth wipes and a container for the sanitizing solution or disposable paper towels.
- Garbage containers with plastic liners.
- Storage of food, utensils, dishes and paper products are off the ground.
This material is based on work supported by the Michigan Department of Agriculture and Rural Development- Food Safety Education Fund Grants, under Award No. 791N3200269. Any opinions, findings, conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the Michigan Department of Agriculture and Rural Development. This document is for educational purposes only and should not be considered a replacement to reading the Food Code and Michigan Food Law of 2000, copies are available at www.michigan.gov/mdard. It is intended to be a guide for individuals intending to operate a temporary food establishment. Royalty-free images were used for this publication; refers to the right to use copyrighted material or intellectual property without the need to pay royalties or license fees for each use.
For additional information or to submit your application, contact: