

# FORT MOJAVE INDIAN DAYS

# FOOD VENDOR 2017



THE FORT MOJAVE INDIAN TRIBE INVITES YOU TO JOIN US IN CELEBRATING THE 41<sup>ST</sup> ANNUAL FORT MOJAVE INDIAN DAYS, ON THE FORT MOJAVE RESERVATION, LOCATED IN NEEDLES, CALIFORNIA, OCTOBER 20 & 21, 2017.

THE FORT MOJAVE INDIAN TRIBE IS LOOKING FOR FOOD VENDORS TO EXHIBIT AND SELL THEIR DELICIOUS FOOD AT OUR EVENT.

YOU DO NOT HAVE TO BE A REGISTERED TRIBAL MEMBER TO PARTICIPATE.

THE FORT MOJAVE INDIAN DAYS CELEBRATION IS OPEN TO THE PUBLIC.

FOR ADDITIONAL INFORMATION CONTACT SAM EVANSTON II:

BY PHONE/TEXT: (928) 234-9006 OR BY FAX: (760) 629-6144

E-MAIL: [SAMEVANSTON@FORTMOJAVE.COM](mailto:SAMEVANSTON@FORTMOJAVE.COM)



SUBMIT YOUR VENDOR APPLICATION TO  
EMAIL: [SAMEVANSTON@FORTMOJAVE.COM](mailto:SAMEVANSTON@FORTMOJAVE.COM) OR BY  
MAIL: TO 500 MERRIMAN AVE. NEEDLES, CA 92363

PAID IN FULL: [ ] \_\_\_\_\_ VENDOR NUMBER: \_\_\_\_\_

RECEIPT NO: \_\_\_\_\_ POWER SPECIAL NEEDS: \_\_\_\_\_

## FOOD VENDOR APPLICATION

VENDOR FEE COVERS 10/20/2017 & 10/21/2017

••• MUST PROVIDE CURRENT FOOD HANDLER'S CARD •••

\$200 – MOBILE |  \$125 – NON-TRIBAL MEMBER

\$100 – OTHER TRIBAL MEMBER (MUST SHOW PROOF) |  \$75 – FMIT Enrollment # \_\_\_\_\_

### CONTACT INFORMATION:

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### DESCRIPTION OF ITEMS TO BE SOLD:

\_\_\_\_\_  
\_\_\_\_\_

VENDORS WILL BE ACCEPTED ON A "FIRST COME, FIRST-SERVED BASIS" WITH PAYMENTS MADE IN FULL. THOSE VENDORS HAVING PAID IN FULL ARE TO CONTACT THE FMID COORDINATOR, SAM EVANSTON II WITH INFORMATION REGARDING SET-UP/ AREA LAYOUT, A WEEK PRIOR TO THE EVENT.

[ALL PAYMENTS ARE TO BE PAID BY MONEY ORDER \(NO PERSONAL CHECKS\)](#)

PAYABLE TO: FORT MOJAVE INDIAN TRIBE, 500 MERRIMAN AVENUE, NEEDLES, CALIFORNIA 92363

ELECTRICITY IS PROVIDED BUT LIMITED TO POWER CONSUMPTION ALL VENDORS ARE SUBJECT TO NO MORE THAN 2 OUTLETS PER VENDOR BOOTH. ELECTRICITY IS OFFERED BUT NOT A RIGHT.

BRING YOUR OWN EXTENSION CORDS, TABLE, CANOPIES AND CHAIRS. ALL BOOTHS WILL BE ASSIGNED. FMID VENDOR REGULATIONS MUST BE SIGNED AND RETURNED WITH APPLICATION.

THE FORT MOJAVE INDIAN TRIBE AND MOJAVE DAYS COMMITTEE WILL NOT BE RESPONSIBLE FOR ANY INJURIES, LOST, DAMAGES OR STOLEN PROPERTY.

NO FIREWORKS, NO DRUGS, NO WEAPONS, NO ALCOHOL DURING THE FMID AND EVENT.

BY SIGNING THIS APPLICATION, YOU AS THE PRIMARY CONTACT AGREE TO THE FMID FOOD VENDOR BOOTH GUIDELINES LISTED ABOVE.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## **FORT MOJAVE INDIAN DAYS**

### **VENDOR REGULATIONS**

1. **BOOTH ASSIGNMENTS:** All booth assignments are on a “first-come, first-served” basis. While every reasonable effort will be made to accommodate all vendors and while every effort will be made to keep vendors in the same booth area during the Mojave Days event; assignments are NOT guaranteed. In the event of an emergency crisis which may result into safety hazards, the Vendor Coordinator may reassign any vendor.
2. If a Vendor is **NOT present by 11:00 a.m. on Friday, October 20, 2017** Mojave Days, that Vendor forfeits their claims to a space in the Mojave Days Event for the day. Accordingly, the Vendor Coordinator and the Fort Mojave Indian Days reserves the right to rent any forfeited and/or unrented space on a first-come, first-served basis the morning (11:00 a.m.) of the day of the event (Mojave Days). **ALL TIMES MENTION ON THIS FORM ARE PACIFIC MOUNTAIN STANDARD TIME.**
3. If a Vendor cannot attend the Mojave Days Event, a **24-hour** notice must be given. Failure to provide such notification will result into **NO REFUND**.
4. Vendor set-up is scheduled for 9:00 a.m., Friday, October 20 and Saturday, October 21, 2017 at 11:00 a.m. prior to setup, vendors must pay the full amount for vendor space to the Vendors Coordinator. If a vendor fails to make full payment, the Vendor Coordinator retains the authority to revoke the vendor's right to a space for that day. (1 Time Fee Only)
5. During set-up, vendors may park their vehicles in the designated parking areas for unloading purposes only. Vendor unloading is to be done from curb side parking. However, once a Vendor's vehicle is unloaded, they must move their vehicle to the designated parking area. All vehicles left in the non designated area lot will be towed at owner's expense. **AT ANYTIME DURING THE EVENT, VENDOR VEHICLES ARE NOT ALLOWED ON THE PARK GRASS. *(Mobile Vendors are allowed only approved by the FMID Vendor Coordinator and with a week's priors notice)***
6. Vendor booths for the Fort Mojave Indian Days Event will be 10'x15' in size with no exceptions. If a Vendor requires additional space, an additional space must be purchased from the Vendor Coordinator.
7. Vendors are responsible for providing their own tables and chairs to equip their vending area. The Fort Mojave Indian Tribe does not provide any booth furnishings for any Vendor. When vending on consecutive days (Friday and Saturday) tables, chairs, and displays cannot be left overnight; the Fort Mojave Indian Tribe will **NOT** and is **NOT** responsible for loss, theft, or damage to any belongings.
8. All Vendors must have clearly identifiable and displayed signage exhibiting their name and/or name of their business. All signage must be displayed on the vendor's table; no signage may be attached to any permanent fixture or walls within the assigned booth area.
9. Vendors are required per booth to have their own individual garbage can. Garbage cans must be aligned with trash bags and emptied immediately when full to avoid i.e. bees, flies, etc. Vendors must clean their booth area and take home all refuse and trash at the end of a sales day.

10. Vendors must have their spaces cleared, cleaned, and vacated no later than 10:00 p.m. each day.

11. Vendors are to conduct themselves in a professional manner at all times. If the vendor should experience any physical, and/or verbal confrontation with any customer you are to notify the **Tribal Police Department** (928) 346-1522 and immediately notify the **FMID Vendor Coordinator, Sam Evanston II** at (928) 234-9006.

12. **ELECTRICITY:** Electricity is provided but limited to power consumption all vendors are subject to no more than 2 outlets per a vendor booth. The need of electricity must be received in advance to make every effort to meet vendor needs. These outlets are only intended for lighting fixtures, cash registers, and credit card machines (if equipment is not listed and is used, it is at vendors own risk.) The Vendor Coordinator may deny such use if it results in excessive circuit loads and may also require an additional fee for such use. Plug-ins may not exceed 150 watts per outlet. All extension cords must be heavy duty, covered and secured to prevent tripping hazards. (Not frayed or repaired). **MOBILE VENDORS MUST CONTACT FMID VENDOR FOR POWER NEEDS AND REQUIRMENTS** at (928-234-9006).

13. **OVERNIGHT SECURITY/SAFETY:** The Fort Mojave Indian Tribe does NOT provide security after 11 p.m. during the Mojave Days Event. Any and all equipment left overnight during the Mojave Days event (Friday and Saturday) will be at vendor's own risk. The Fort Mojave Indian Tribe strongly discourages leaving any items of value over night.

The Fort Mojave Indian Tribe and FMID Committee are NOT responsible for any loss, theft, or damage to inventory, booth equipment or display equipment.

**ALL ITEMS MUST BE REMOVED AT THE END OF EACH DAY.**

PLEASE NOTE: Items such as freezers or refrigerators are not to be left overnight and must be secured at all times.

14. The Fort Mojave Indian Tribe and Mojave Days Coordinator reserves the right to disallow participation of any vendor for violation at any time.

15. Camping is permitted at the close of the event day; however, camping equipment must be vacated the next morning of the event 7:00 am. For additional camping sites, Vendors may contact the Avi Resort and Casino for camping information at (702) 535-5555 or Spirit Mountain Casino at (928) 346-2000.

16. Vendor represents and warrants that vendor has obtained all necessary licenses and permits to sell products during the Mojave Days Event.

17. A Vendors location may be changed by the Mojave Days Coordinator at any time with no right of appeal.

18. **FOOD VENDORS:** Must provide the Vendor Coordinator with a current copy of a current food handler's card upon submitting application.

19. **FOOD VENDORS:** Food Vendors **MUST** comply with the August 2015 Temporary Food Establishment Guidelines outlined in the Western Arizona District Office of Environmental Health & Engineering, Phoenix Area Indian Health Services. (Copy attached) **NO EXCEPTIONS.**

Vendor's signature on this document verifies that the vendor has received, carefully read, understands, accepts, and agrees to the terms and conditions contained in the Vendor Regulations of the Fort Mojave Indian Days Event, October 20-21, 2017.

We encourage you to make a copy of Vendor Regulations for your records. Please send original form with signature to 500 Merriman Avenue, Needles, CA 92363  
Attention: FMIT Public Relations Department

**BANNED ITEMS**

- Alcohol (old products in collectible bottles; empty bottles are not allowed),
- Fireworks
- Ammunition
- Weapons and parts of weapons.
- Knives, pocket knives, swords (authentic).
- ITEMS THAT ARE-decorative or collectible are PERMITTED ;( Customer must be over 18 years old).
- No knives, guns, BB/air guns, pellet guns, pellets, No paintball guns, ETC.

All toy guns new/used/collectible must have a permanently fastened orange tip which indicates that they are toys.

Other ban items are listed below: Cork toy gun, snap rocks, cap gun(s), smoking pipes, sling shots, marshmallow Gun(s) and potato gun(s).



**IF IT DISCHARGES LIKE A WEAPON/GUN IT IS BANNED.**

Vendor's signature on this document verifies that the vendor has received, carefully read, understands, accepts, and agrees to the terms and conditions contained in the Vendor Regulations of the Fort Mojave Indian Days Event, October 20-21, 2017.

Print Name: \_\_\_\_\_

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

Vendor #: \_\_\_\_\_



---

# Temporary Food Establishment Guidelines

August 2015

Western Arizona District Office of Environmental Health & Engineering  
Phoenix Area Indian Health Service

---



# TEMPORARY FOOD ESTABLISHMENT GUIDELINES

Phoenix Area Indian Health Service ♦ Office of Environmental Health & Engineering ♦ Division of Environmental Health Services  
Western Arizona District Office

## NOTICE TO TEMPORARY FOOD VENDORS, CONCESSIONAIRES, & DEMONSTRATORS

This guideline is provided to operators of Temporary Food Establishments (TFE) interested in applying for a permit to operate at events held on Indian Reservations operating within the Western Arizona District Division of Environmental Health Services' service area. This document provides TFE operators guidelines on what is required **PRIOR** to setting up at an event, as well as what should be in place during the actual event. Special event organizers should review each section with TFE operators and ensure in advance that TFE operators understand and adhere to the guidelines.

All TFE operators are encouraged to contact the local Indian Health Service Office of Environmental Health and Engineering office as early as possible when planning a food event.

Service Unit	Tribes / Communities	Contacts
<b>Colorado River</b>	<ul style="list-style-type: none"> <li>+ Chemehuevi</li> <li>+ Colorado River Indian Tribes (Parker, Poston)</li> <li>+ Fort Mojave Indian Tribe</li> <li>+ Havasupai Tribe</li> <li>+ Hualapai Tribe (Peach Springs, Grand Canyon West)</li> </ul>	<p>LT Isaac Ampadu, REHS (928) 669-3177 <a href="mailto:Isaac.Ampadu@ihs.gov">Isaac.Ampadu@ihs.gov</a></p> <p>CDR Vincent Slayton-Garcia, REHS (480) 592-0091 Ext. 222 <a href="mailto:Vincent.Garcia@ihs.gov">Vincent.Garcia@ihs.gov</a></p>
<b>Fort Yuma</b>	<ul style="list-style-type: none"> <li>+ Cocopah Tribe</li> <li>+ Quechan Tribe</li> </ul>	<p>LT Kendra Vieira, REHS (760) 572-4242 <a href="mailto:Kendra.Vieira@ihs.gov">Kendra.Vieira@ihs.gov</a></p>
<b>Phoenix</b>	<ul style="list-style-type: none"> <li>+ Ak-Chin Indian Community</li> <li>+ Fort McDowell Yavapai Nation</li> <li>+ Tonto Apache Tribe (Payson)</li> <li>+ Yavapai-Apache Nation (Clarkdale, Middle Verde, Camp Verde)</li> </ul>	<p>CDR Vincent Slayton-Garcia, REHS (480) 592-0091 Ext. 222 <a href="mailto:Vincent.Garcia@ihs.gov">Vincent.Garcia@ihs.gov</a></p>

## DEFINITION

According to the 2013 FDA Food Code, a Temporary Food Establishment "is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration." Examples of single events or celebrations include:

- + Powwows or other cultural celebrations
- + Carnivals and fairs
- + Circuses
- + Public exhibitions
- + Festivals
- + Fund raisers
- + Sporting events

Prior to any event and upon request by event organizers and the Tribe, Indian Health Service Office of Environmental Health & Engineering (OEHE) personnel can conduct a pre-opening walk-through of the TFE. If TFE guidelines are met by the operator, the I.H.S. Environmental Health Officer will recommend that the event organizers and Tribe issue clearance for the TFE to operate.

## REQUIREMENTS TO OPERATE

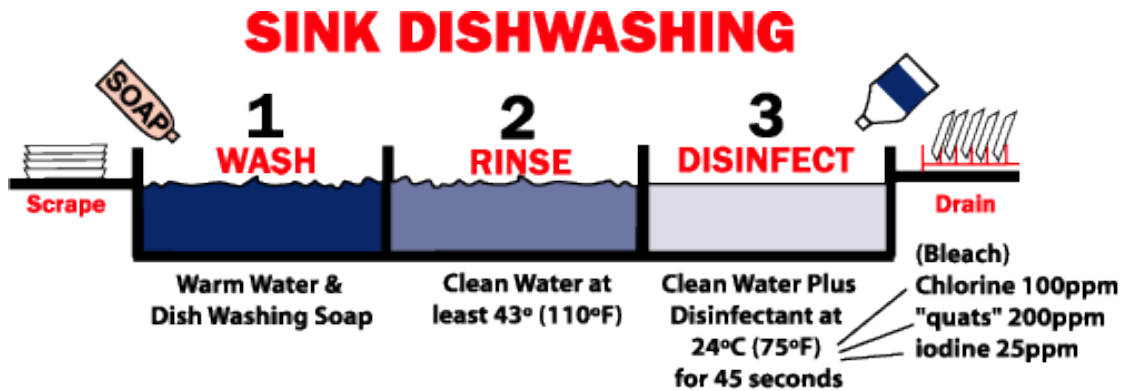
Individuals planning on setting up and operating a Temporary Food Establishment should contact special event organizers to determine requirements necessary to properly operate. The Tribe's business and license department, health and social services department and the local I.H.S. Office of Environmental Health and Engineering program may also be contacted to obtain additional information.

1. The **Person in Charge (PIC)** must have a valid Food Handler Card issued by a local health department and/or Indian Health Service and understand all PIC duties and responsibilities, as well as be present in the booth at all times.
2. Temporary food establishment operators are required to make an appointment for a **PRE-OPENING** inspection well in advance of the scheduled event. No last minute requests please.
3. **License and permits.** All Temporary Food Establishments shall be licensed by the event organizer and/or Tribe or Tribal Health Department. The approved license shall be prominently displayed to the consumers.
4. **Food Handler Cards.** All Temporary Food Establishment operators, including workers who will handle food, shall have valid food handler cards issued by a recognized environmental or public health authority. The approved license shall be prominently displayed to the consumers and local health authorities.
5. **Demonstration of knowledge.** All employees must read and understand the requirements and information contained in this Guideline. Managers and employees will be asked basic questions related to proper food handling techniques and in general, food safety techniques (e.g. how to properly calibrate a thermometer, food and equipment temperatures, cooling procedures, etc.).
6. **Thermometers.** A metal-stem thermometer or thermocouple capable of measuring all proper food temperatures must be available and used to check internal food temperatures; thermometers may be purchased from a restaurant supplier or from a large department store. It must be able to measure from 0° to 220°F. Managers and employees may be asked to calibrate thermometers during the survey/inspection.
7. **Hand washing facilities** must be provided and consist at a minimum a 5-gallon thermal container (e.g. Igloo cooler) with a spigot that provides a continuous flow of warm water between 100°F and 120°F, liquid soap, paper towels and a 5-gallon bucket to collect the dirty water. A second hand washing station is recommended in the cooking area.
8. **Food preparation sink** must be provided and adequately plumbed for washing fruits and vegetables. Pre-washed products may also be used.
9. **Utensils.** To eliminate bare hand contact with ready-to-eat foods, use disposable gloves or utensils. A backup supply of clean utensils to last during all hours of operation should be available. All utensils must be properly cleaned and sanitized.
10. **Wiping cloths.** Have on hand a separate bucket of sanitizer for rinsing/storing wiping cloths used to clean table tops and counters. The sanitizer should be changed every 1-2 hours throughout the day. There must be a separate sanitizer bucket used only for raw meats and another used for all other foods.
11. **Dishwashing facilities.** The minimum requirements for a utensil washing set up to wash/ rinse/sanitize, should consist of 3 basins, large enough for complete immersion of utensils, a potable hot water supply, and an adequate disposal system for the wastewater. It is recommended that a commercial dishwasher, or a 3 compartment sink set up be used to wash/rinse/sanitize equipment and utensils that come into contact with





food. If permitted by the regulatory authority, a centralized utensil washing area for use by multiple vendors may be used. Food contact equipment and utensils must be cleaned and sanitized every four hours.



12. **Food preparation.** To minimize the potential for foodborne illness, ALL food preparation must be done in the food booth or in an Indian Health Service (or County) pre-approved kitchen facility. **Absolutely no home preparation of foods will be allowed.**
13. **Cooking and safety.** All food cooking should be done toward the back of the food booth and meet local Fire Department regulations. When barbecuing or using a grill, the equipment must be separated (roped off) from the public by at least four (4) feet for public safety and to prevent potential food contamination.  
  
Barbecue grills must have an adequate cover if used for hot holding foods after the initial cooking. Covers are also highly recommended for BBQ's used for cook-to-order foods.  
  
Uncovered BBQ grills and deep fryers are not allowed for use in rain or other adverse weather conditions.
14. **Smoking, eating or drinking** in food booths while working is strictly prohibited. All non-working, unauthorized personnel are to be kept out of the booth.
15. **Reheating.** Crock pots, steam tables, or other hot holding devices must not be used for reheating foods; they are to be used only for hot holding food at 135°F or above. Potentially hazardous food that is cooked, cooled, and re-heated for hot holding shall be re-heated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Re-heating must be done rapidly so that the food is reaches 165°F for 15 seconds within two hours. No re-heating foods that have already been re-heated.
16. **No reuse of leftovers.** Use of leftovers is NOT allowed. Freshly-cooked and hot-held food not sold or used by the end of the day must be discarded.

17. **All “Priority Items (P)” and “Priority Foundation Items (PF)”** revealed during the course of the inspection/survey must be corrected immediately. **Other violations** (those related to sanitation, design, and maintenance of the food booth) must be corrected within the time determined by the IHS Environmental Health Officer (inspector).
18. **Communicable disease transmission.** Any person infected with a communicable disease (cold, flu), has open sores or infected cuts on hands, is vomiting or has diarrhea, shall NOT work in any food service establishment. Individuals with the following illnesses (“Big 6” pathogens) are prohibited from working in the food establishment:
  - 1) *Salmonella typhi*
  - 2) Nontyphoidal *Salmonella* (NTS)
  - 3) *Shigella* spp.
  - 4) E.coli 0157:H7
  - 5) Hepatitis A
  - 6) Norovirus
19. **Chemicals** such as liquid bleach, detergents and cleaning supplies must be stored in a separate area away from food preparation and display areas.
20. **Liquid waste** must not be dumped into streets, storm drains or onto the ground. Use a container to collect the dirty/grey water and discard in a sanitary manner (i.e., plumbed public restrooms...not in portable toilets).
21. **Equipment containing flammable materials**, such as deep-fat fryers must be on stable surfaces and shielded from the public (approved by the local Fire Marshal).
22. **Refrigeration.** Mechanical refrigeration is ideal and recommended; however, an ice chest with ice from an approved source (i.e., store-bought, bagged ice) may also be used to keep food cold. Ice chests must be able to maintain 41°F or less. If using an ice chest to keep food chilled, melted ice must be drained and ice replenished.
23. **Fire safety.** All food establishments must be inspected and cleared by the local Fire Marshal. All food establishments must have approved portable fire extinguishers available and easily accessible.
24. **Counter/Shelves.** All food contact surfaces shall be smooth, easily cleanable, durable and free of seams or difficult to clean areas. All other surfaces shall be finished to be easily cleanable.
25. **Floors.** Unless otherwise approved, floors of outdoor TFE’s should be constructed of concrete; asphalt; non-absorbent matting; tight wood; or removable platforms of duct boards to minimize dust and mud. The floor area should be sloped to drain moisture away from the TFE.
26. **Walls and Ceilings.** Unless otherwise approved, or the food items offered are commercially pre-packaged food items dispensed in their original containers, the TFE must be covered with a canopy or other type of overhead protection. Walls surrounding the food booth must be of tight and sound construction for the protection against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
27. **Openings.** Service openings shall be protected by tight fitting screening (at least 16 mesh to the inch) and/or effective air curtains to protect outside openings from the entry of insects.
28. **Lighting.** Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated, or otherwise shatter resistant in areas where there is exposed food, clean equipment and utensils; or unwrapped single-service and/or single-use articles.

29. **Clothing.** Personal clothing and belongings should be stored in a designated place in the TFE away from food preparation, food service, food storage and ware washing areas.
30. **Toxic Materials.** Poisonous or toxic materials shall be properly labeled and stored so potential contamination of food cannot occur. Only those chemicals necessary for the operation of the TFE shall be provided.

## FOOD HANDLING REQUIREMENTS

1. **Food handlers** must have a valid food handler card issued by the Indian Health Service, tribal health department, and/or local county health department. Food handlers must be able to demonstrate knowledge of basic food handling and safety principles. The Indian Health Service **Online Food Handler Training** program may also be completed by temporary food establishment personnel. To access the Online Food Handler Training site, visit this link <http://www.ihs.gov/foodhandler/>. Upon completion of the online training module, take the post-training test. If you pass, you'll be able to print out a copy of your Food Handler Certificate. Post a copy of your certificate in your food booth.
2. **Time/Temperature Control for Safety Food (formerly "Potentially Hazardous Food" (PHF)).**
  - A. **"Time/temperature control for safety food"** means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
  - B. **"Time/temperature control for safety food"** includes:

An animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation; and

Any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, apple cider, sprouts, citrus juices, all cut melon, or other material or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. Examples of Time/Temperature Control for Safety Food (TCS) include:

- |              |                        |               |                   |                                      |
|--------------|------------------------|---------------|-------------------|--------------------------------------|
| + Hamburgers | + Tacos                | + Hot Dogs    | + Spaghetti       | + Sandwiches                         |
| + Chili      | + Unpasteurized juices | + Cooked rice | + Cooked potatoes | + Cooked beans                       |
| + Cut melons | + Cut tomatoes         | + Chicken     | + Sprouts         | + Cooked plant food (fruits/veggies) |

## FOOD PROTECTION

1. Always use disposable gloves or utensils when assembling ready-to-eat food such as buns, lettuce, and tomatoes. **Bare hand contact of ready-to-eat food is not allowed.**
2. Protect food on display from contamination. Serve condiments such as ketchup, mustard, coffee creamer, sugar, etc. in individual packets or from squeeze containers. Keep self-service foods in containers protected by sneeze guards. Supply adequate serving utensils and monitor to protect against contamination. Liquid coffee creamers that are not pasteurized should be kept chilled at all times.
3. Use only disposable plates, cups, plastic forks and spoons for serving food to the public.



4. Cover all food and food-contact surfaces and store up off the ground on pallets (at least 6" off the ground).
5. Have available a supply of back-up clean spoons, tongs, and cutting boards.
6. **Use of ice.** Store pre-packaged foods (i.e., sandwiches) in sealed containers and not in direct contact with ice to prevent contamination from melting ice water. Ice used for cold-holding or consumption must be from an approved source. Ice used for cold holding of bottles, cans, and pre-packaged food **MUST NOT** be used in beverages and sold for consumption.
7. **Food sources.** All foods must come from approved sources. Home canned and home prepared foods, ice made at home, raw milk or storage of foods at private homes are not allowed.
8. **Disclaimers.** When raw or undercooked meats, eggs, dairy products, seafood or unpasteurized juices are offered for sale as ready-to-eat, they must be disclosed as such in one of the following ways:
  - A. on the menu
  - B. on the label
  - C. or on a clearly visible sign such as: "*Juice is squeezed from raw fruit/vegetables*"
  - D. as a health reminder such as "*Consuming raw or undercooked foods may increase your risk of foodborne illness*"

## CLEANING & SANITIZING

1. **Sanitizing.** Chlorine bleach, or other approved sanitizers (e.g. quaternary ammonia), used at the appropriate strengths shall be provided for sanitizing food contact surfaces, equipment, and wiping cloths. An approved sanitizer test kit must be available to accurately measure the concentration of sanitizing solutions. If you choose to use bleach as the sanitizer, the recommended concentration is one teaspoon of liquid bleach added to one gallon of cool water. Do not add soap to the water (it uses up the chlorine).
2. **Wiping cloths.** Wiping cloths that are used for wiping food spills shall be used for no other purpose and shall be stored clean and dry or in a clean chlorine sanitizing solution with a concentration of at least 100 PPM.

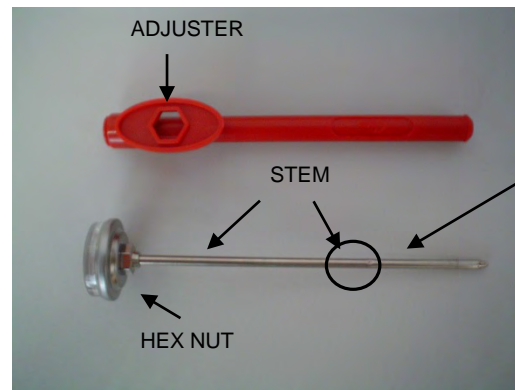
## PROPER TEMPERATURE CONTROL

1. **Cooking.** Hot foods must be maintained at 135°F or higher. Foods must be cooked to the minimum internal temperatures and temperatures must be held at the minimum times as specified:
  - 165°F for 15 seconds - Poultry; stuffing containing fish, meat or poultry; stuffed fish, meat, pasta, or poultry
  - 155°F for 15 seconds - Ground, injected or restructured meat and fish products (hamburger, pork sausage)
  - 145°F for 15 seconds - Fish, shellfish, lamb, intact beef, intact pork and whole shell eggs
  - All ground beef must be cooked to 155°F or above. Once cooked, ground beef products must be hot held at 135°F or above at all times. Verify temperatures using a thermometer.
2. **Reheating.** All potentially hazardous foods that have been cooked in pre-approved kitchens and then refrigerated, require rapid reheating from 41°F to 165°F or more within 60 minutes before being served or placed in hot food storage equipment
3. **Thawing.** Thaw food in approved facilities using one of the following methods:
  - Inside refrigerated units at temperatures not to exceed 41°F;

- ❑ In a microwave unit only when immediately cooked to the proper temperature using a stove, grill or approved cooking equipment;
  - ❑ Completely submerged under running water at a temperature of 70°F or lower; or
  - ❑ As part of the continuous cooking process
4. **Hot and Cold Holding.** Keep food out of the *Temperature Danger Zone* of 41°F - 135°F. Time/temperature for safety food (TCS) must be stored at temperatures below 41°F (cold holding) or above 135°F (hot holding) at all times. Room temperature storage of TCS foods is not allowed. **Foods found in stored or held in the Temperature Danger Zone will be subject to destruction or removal from sale and service immediately.**
  5. **Using time as a method of control.** Time cannot be used as a control unless a HACCP plan and variance is on file with the Indian Health Service. Food that falls below the temperature of 135°F for two hours or longer must be discarded due to the amount of bacteria present after two hours.
  6. **Thermometers.** Have available and use a metal-stem thermometer (e.g., bi-metallic or digital) to check internal food temperatures. Thermometers must be able to measure temperatures from 0° - 220°F. Thermocouples are highly recommended for thin or irregularly shaped food such as hamburger patties. Each refrigeration unit should have a numerically scaled thermometer accurate to + 3°F to measure air temperature of refrigeration units.



SAMPLE THERMOMETERS



PROBE MUST BE INSERTED AT LEAST UP TO THIS POINT

*\*\*\*TFE operators should consult with the local regulatory authority (Indian Health Service Office of Environmental Health & Engineering) if and when considering cooking roasts (whole beef, cured pork [ham] and corned beef) to ensure compliance with the provisions of the food code.*

## WATER SUPPLY, WASTEWATER, & SOLID WASTE

1. **Water.** An adequate supply of potable water shall be available on site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for hand washing. Water must come from an approved public water supply. The water supply system and hoses carrying water must be constructed with approved food contact materials. The water supply must be installed to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply shall be maintained a minimum of 6" above the ground or top plane surface. A supply of commercially bottled drinking water or sanitary potable water storage tanks may be allowed if approved by the regulatory authority.

**NOTE: Temporary Food Establishment Operators should contact event organizers PRIOR TO THE EVENT AND BEFORE SETTING UP to determine whether or not potable water will be made available to TFE's and if so, where potable water may be obtained. PLAN AHEAD TO MAKE SURE YOU HAVE WHAT YOU NEED.**

2. **Toilet Facilities.** An adequate number of approved toilet and hand washing facilities shall be provided for food service workers at each event. The toilet facilities should be located conveniently to the food preparation areas

(greater than 50 but less than 500 feet). Toilet facilities may consist of properly designed, operated and maintained portable toilets, and/or permanent toilet facilities if available.

3. **Wastewater Disposal.** Wastewater shall be disposed in an approved wastewater disposal system. Wastewater may not be dumped onto the ground surface; into waterways; or into storm drains, but shall be collected and dumped into a receptacle (15 gallon or more tank, for example) or sink drain designated for the collection of wastewater or into a toilet directed to a sanitary sewer.

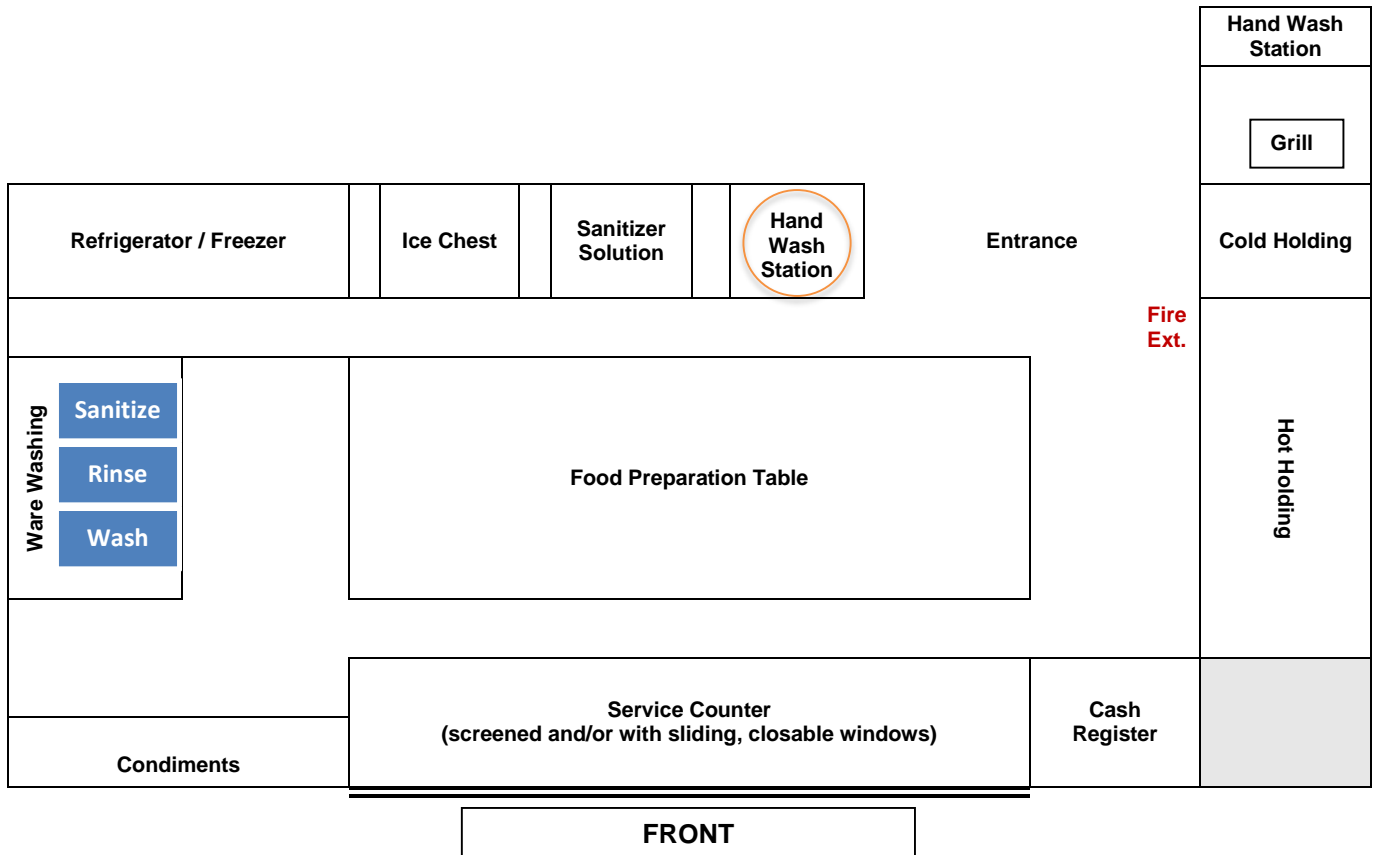
**NOTE: Temporary Food Establishment Operators should contact event organizers PRIOR TO THE EVENT AND BEFORE SETTING UP to determine where the designated wastewater disposal site is located.**

4. **Solid Waste (Garbage).** An adequate number of non-absorbent, easily cleanable garbage containers should be provided both inside and outside of each TFE site. Dumpsters must be covered, rodent-proof, and non-absorbent. Grease must be disposed of properly and shall not be dumped onto the ground surface. Event premises shall be kept clean and free of trash and standing water.

## SAMPLE TEMPORARY FOOD ESTABLISHMENT/BOOTH SET UP

A temporary food establishment/booth must have weatherproof overhead coverage with only one open side allowed for customer service. Flooring and walls are required when the potential for contamination is present. Examples of physical contaminants include:

- Dust, dirt, mud
- Streets with motor vehicle and pedestrian access
- Open fields (fields normally used by farm animals are not recommended)



Reference: 2013 Food and Drug Administration [Food Code](#).



# Temporary Food Establishment Survey Form

Phoenix Area Indian Health Service – Office of Environmental Health & Engineering  
Western Arizona District OEH&E – Division of Environmental Health Services



Use this checklist to ensure that your temporary food service establishment is prepared for inspection on the day of the event. Failure to properly prepare for an event can result in unnecessary difficulty in complying with Environmental Health requirements which may result in poor food safety practices that may result in closure.

EVENT:	EVENT COORDINATOR:	DATE:
TFE NAME:	CFM:	PHONE:
	Y      N	
TFE OPERATOR NAME:	TRIBAL PERMIT(S):	
	Y      N      N/A	
MAILING ADDRESS:	CITY:	STATE:      ZIP:

YES?	Description	YES?	Description
<input checked="" type="checkbox"/>	Items on this column are CRITICAL and MUST BE CORRECTED ON SITE (COS). Failure to COS may result in closure.	<input checked="" type="checkbox"/>	<b>Additional Requirements</b>
*	KNOWLEDGE: All Food Service Employees have had training in safe food handling and possess current Food Handler Cards issued by local health authority.		Booth is set up to minimize patron contamination; Food is prepared and cooked towards the back of the booth and patrons are served from the front of the booth.
*	APPROVED SOURCE: Foods are purchased from an approved source. <u>Home processed or canned foods are not acceptable.</u>		Floor surfaces are constructed of a durable and easily cleanable material such as tile, metal, concrete, or asphalt. Dirt areas are covered with cleanable wood platforms or duckboards.
*	FOOD PREPARATION: All food must be prepared on site OR in an approved and inspected commissary.		Serving utensils provided, stored properly, and washed, rinsed, sanitized every 4 hours or when soiled.
*	HANDWASHING STATION: Hand wash station equipped with potable water, soap and single service paper towels. A portable sink or gravity feed water dispenser with at least 5 gallons of water provided. A container for wastewater generated from handwashing provided.		Single-service articles are furnished to patrons at all times during the temporary food event. (Paper/Styrofoam cups and plates, paper napkins, plastic silverware, etc.)
*	EMPLOYEE HYGIENE: Good personal hygiene is practiced. Hands are washed thoroughly and often. Clothing is clean. Employees present are not ill nor have an infection. Food service workers use hair restraints (e.g., hat, hairnet) to prevent contamination of food.		Single-service articles are stored inverted or within the original packaging until used.
*	NO BAREHAND CONTACT: All ready to eat foods which will not be reheated are prepared and served without contact with bare hands. Gloves or other suitable utensils are used.		If food operations are conducted at night, artificial light of at least 20-foot candles must be supplied.
*	FOOD PROTECTION: Foods are protected from contamination. Food protected at all times including during transportation to the event site.		All food items, utensils, equipment and single-service items are stored <u>at least</u> six inches above floor level.
*	COLD STORAGE: An ice chest or refrigerators for cold food storage is provided. Adequate ice is provided and water is drained often. Food items within the refrigeration units maintain a temperature of 41°F or less. Foods are <u>not stored in un-drained ice.</u>		A smooth, durable, non-porous, and easily cleanable cutting surface for food preparation is used. Boards are washed, rinsed, and sanitized after each use.
*	ICE: Ice is purchased or made from approved sources and made from potable water. Ice is properly bagged in single use plastic bags until the time of use.		Sanitizing and wiping clothes are used. Sanitizing cloths are rinsed frequently. When not in use, wiping cloths are stored in clean sanitizing solution.
*	COLD HOLDING: PHF/TCS foods stored at a temperature of <u>less than 41°F</u> . Thermometer provided and calibrated.		Adequate garbage containers with plastic liners and tight fitting covers are provided. Recycle whenever possible.
*	HOT HOLDING: PHF/TCS foods held at a temperature of <u>at least 135 °F</u> . Thermometer provided and calibrated.		Fire extinguisher is present, easily accessible, charged, and type (e.g. ABC, K) approved by local fire marshal. Type of extinguisher dependent on menu items.
*	WAREWASHING: Utensil washing station with 3-compartment sink or 3 portable containers provided & used. One compartment or bucket contains warm soapy water for washing. One with clear water for rinsing. One with sanitizing chemical at the proper concentration.		FOOD TEMPS:
*	SANITIZER: Appropriate sanitizer used and at the proper concentrations. Chlorine Bleach $\geq$ 50-100 PPM   QAC $\geq$ 200 PPM Appropriate sanitizer test kit provided and used.		EQUIPMENT TEMPS:
*	WATER, WASTEWATER & SOLID WASTE: Potable water provided. Wastewater disposed in approved manner (e.g. 15-gal holding tank). Solid waste properly managed, disposed (e.g. covered trash can, insect/rodent-proof).		OTHER FINDINGS: