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Mayor

**Municipality of Anchorage
Department of Health and Human Services
Environmental Services Division
Food Safety & Sanitation Program**

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Temporary and Seasonal Temporary Operators

A vendor operating a temporary food service facility within the Municipality of Anchorage must obtain a temporary food service permit issued under the Anchorage Food Code (AMC 16.60) and must meet all food code requirements.

Who needs a permit:

Vendors providing food, food products and/or beverages to the public must obtain a temporary food service permit. Service of certain foods does not require a permit, such as cotton candy, popcorn, prepackaged ice cream novelties and baked goods such as cookies and muffins. If you have questions as to whether or not you need a permit for your operation, please call the Food Safety & Sanitation Program at 343-4200.

Vendors must apply for a permit at least 7 days **prior** to beginning operation at their facility. A late fee of \$10 is assessed for temporary applications that are submitted or received less than 7 days prior to the event. A temporary food service permit allows operation in only one location for no more than 21 consecutive days in conjunction with a single event. A seasonal temporary permit allows a vendor to operate at one location for no more than 2 days in any one week and for a time period of not more than 120 consecutive days. Typically, a seasonal temporary permit is used for Saturday Market and similar markets.

Permit applications may be obtained Monday through Friday from 8:00 AM to 5:00 PM (4:30 PM on Friday) at 825 L Street, 5th Floor in Anchorage. The application may also be downloaded at <http://www.muni.org/iceimages/healthesd/allinoneapplication.pdf>.

Food Protection Manager Certification:

Prior to permit issuance, operators of temporary facilities are required to obtain food manager certification. **Applications will not be accepted unless a copy of a food manager certificate is included with the application.** To become certified, vendors may take the Temporary Event Food Protection Manager Certification Exam between 8:00 AM and 3:30 PM at 825 L Street, 5th Floor in Anchorage. The temporary food manager exam is offered on a "walk in" basis. A passing score (80% or higher) is required on the exam to obtain the required certification. The certification is valid for three years. The exam is based on the *Serving Safe Food In Alaska* handbook and may be obtained at our office or may be downloaded on the internet at <http://www.ci.anchorage.ak.us/healthesd/sanity.cfm>. The cost of each temporary food handler exam is \$10, payable prior to the exam. Persons taking the exam are provided a free copy of the handbook and may keep it for use at their temporary event. Exams

are not timed and are “closed book”. Exams are usually graded immediately afterwards and the temporary food handlers card is issued immediately upon passing.

Vendors who have completed a DHHS approved 4 or 8 hour food protection manager certification program (ServSafe, for example) and have passed the exam within the last 3 years have met the certification requirement. Submit a copy of the certificate along with your permit application.

Information Required for Permit:

Vendors submitting permit applications must provide information on the following:

- Menu
- Ingredients of Food
- Equipment to be used
- Utensils used in product preparation and cooking
- Letter from an approved commissary, if you are using one. If foods are prepared and/or stored at another location, that is a commissary. A commissary is subject to the same requirements as the temporary food service site and may be inspected by a sanitarian.
- Contact information for vendor

Food Protection:

Vendors are required to store food, equipment, utensils, supplies and to conduct any preparation of food and to clean equipment and utensils at an approved commissary, approved kitchen or on-site if feasible. Food, equipment or other supplies may **not** be prepared or stored at a home or an unapproved kitchen.

Inspections:

After your permit application has been submitted and approved, an opening inspection will be conducted by a sanitarian. You do not need to wait for the Department to “open” your booth or stand. If your booth or stand is properly equipped, you may begin operating at the time and place you put on your application. When the inspector arrives he/she will discuss corrective measures needed (if any) and issue your permit. Your permit must be posted in a conspicuous place in full public view. A sanitarian may inspect the commissary as part of the inspection process.

A copy of the Anchorage Food Code (AMC 16.60) is available at our office and also online at <http://www.municode.com>. For further information please call the Environmental Services Division, Food Safety & Sanitation Program at 343-4200.

Temporary Health Permit Checklist

Permit Application:

- Copy of Food Protection Manager Certificate.
- Letter from approved commissary or approved kitchen if necessary. If foods are prepared and/or stored at another location, that is a commissary. A commissary must meet all requirements of the Anchorage food code. Include dates, times, and how the commissary will be used.
- Menu and list of ingredients.
- Dates, times and location of operation.

Setting Up Your Stand:

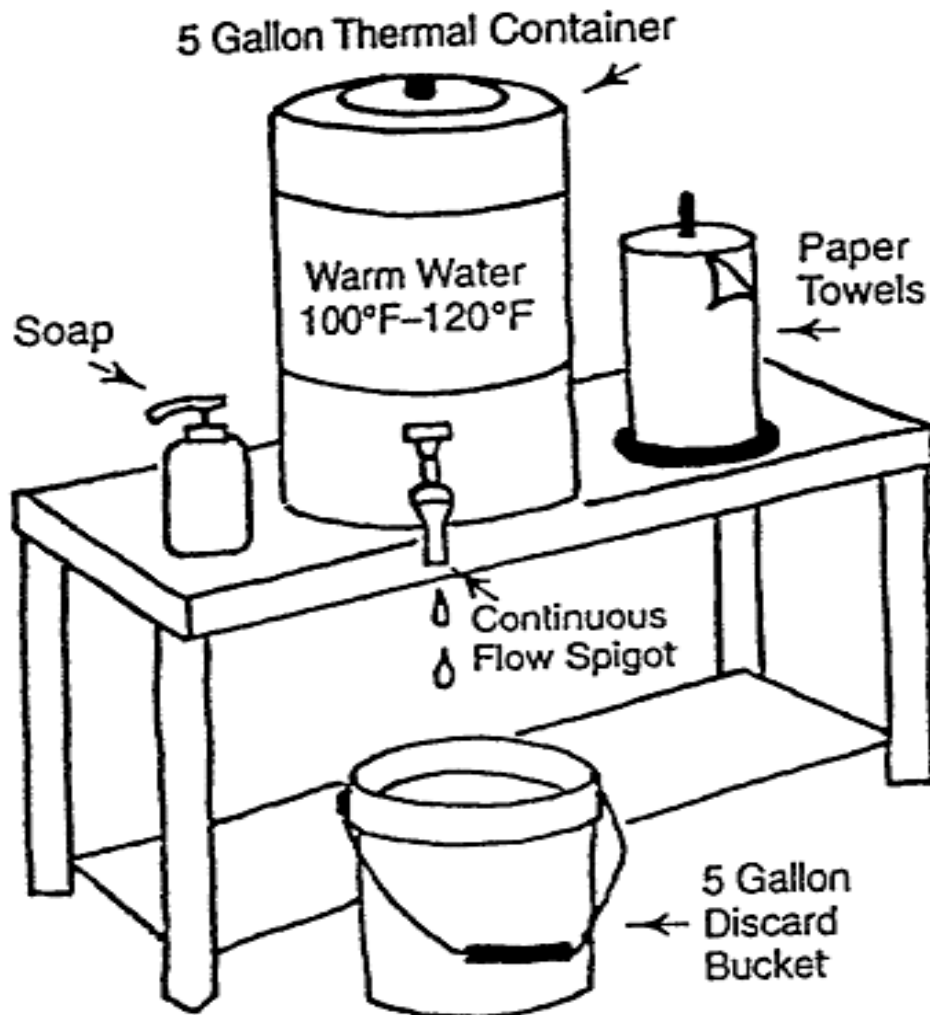
- Food from an approved source.** Food that has been prepared, cooked or stored anywhere except on site or at the approved kitchen or commissary is strictly prohibited. Approved sources include grocery stores and commercial food suppliers. If you do not have a commissary and prepare all food on-site, you must purchase food the day of the event. Save the receipt to show the sanitarian during the inspection. **Home canned foods are prohibited.**
- A hand wash station, set up and accessible at all times.** Push button types are not allowed. See diagram of typical hand wash station. More importantly, all food workers must **use** the hand wash station.
- Metal stem thermometers.** Use thermometer to check food temperatures.
- Keep hot foods hot.** Minimum acceptable temperature for hot-holding is **140° F**.
- Keep cold foods cold.** Food temperatures in cold holding units must be **41° F** or less.
- Prevent contamination.** Store foods, equipment, and utensils up off the ground, provide covers for food, and drain ice water melt from single service beverage containers or use a 10ppm chlorine solution.
- Sanitizing.** Use a wiping cloth solution of **50-100 ppm** chlorine, approximately 1 teaspoon of bleach per gallon of water. Check sanitizer strength with test strips. Change water as necessary. Test strips are available at restaurant supply stores.
- Service Items.** Provide only single service, disposable items for customers.
- Toilets.** Toilet facilities must be convenient and located within 200 feet of the food service operation.
- General sanitation.** The concession must be clean & maintained in good repair. No pets, children, or unauthorized persons allowed.
- Trash removal.** All trash, food wastes and waste water must be disposed in an approved manner. Wastewater must be disposed of in a sanitary sewer or toilet, **not** a storm drain.
- Thawing:** All food must be thawed in a cooler or while cooking. **Never** set food on the counter to thaw.

Proper Cooking Temperatures

The following is a list of required *minimum* temperatures for cooking potentially hazardous food:

- 165°F** (for 15 seconds) for stuffed meat, seafood, or poultry, stuffing containing meat, seafood, or poultry, and casseroles containing potentially hazardous food.
- 155°F** (for 15 seconds) pork, ground or restructured meat or seafood, and injected meat. However, ground beef may be cooked to a temperature below 155°F if ordered by the consumer.
- 145°F** (for 15 seconds) for other potentially hazardous food requiring cooking. However, eggs may be cooked to a temperature below 145°F if ordered by the consumer.
- 130°F** (for 15 seconds) for rare roast beef and rare beef steak. However, beef steak may be cooked to a temperature below 130°F if ordered by the consumer.

Proper Hand Wash Station



Be sure all workers frequently wash their hands thoroughly with soap, water and paper towels.

Wash hands each time employees change duties: After cleaning up, handling garbage, touching face, nose and other body parts, between breaks, after handling money, and after using a restroom.