



**Municipality of Anchorage
Health Department**

Environmental Health Services, Food Safety & Sanitation Program
825 L Street
343-4200 www.muni.org/health



Temporary and Seasonal Food Establishment Operators

A food service 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?

Food service operators 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 Non-TCS baked goods such as cookies and muffins. If you have questions as to whether or not you need a temporary permit for your operation, please call the Food Safety & Sanitation Program at 343-4200.

Temporary event operators must apply for a permit at least 7 days prior to the event. Applications received less than 7 days prior to the event will be assessed a late fee of 50% of the permit fee. Applications received less than 3 days prior to the event may not be approved. A Health Inspector will contact you to discuss your application and how to get the permit to you if you are approved to operate. If you have not been contacted prior to the event, call our office at (907) 343-4200. 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 an operator to operate at one location for no more than 3 days in any one week and for a time period of not more than 180 consecutive days. Typically, a seasonal temporary permit is used for seasonal markets.

Permit applications may be obtained at the customer Service desk during the following Customer Service

Hours: Monday - Friday, 8:30 am – 4:30 pm. Closed 12 – 1pm for lunch.

Telephone number: 907-343-4200

FAX: 907-343-4786

Location: 825 L Street, 3rd Floor, Customer Service Counter

Mailing Address: Food Safety & Sanitation

PO Box 196650

Anchorage, Alaska 99519-6650

The application may also be downloaded at: <http://www.muni.org/food>

Event Coordinator

All temporary and seasonal food establishments must be operated under an event coordinator. The event coordinator shall:

1. Provide the department with a list of all temporary or seasonal food establishments and operators participating in the planned event at least seven days prior to the event with a map

indicating proposed sites of each food establishment and all public toilets and hand wash facilities at least 48 hours prior to the event;

2. Inform all temporary or seasonal food establishment operators participating in the event that a food establishment permit is required from the department; and
3. Ensure, at events open to the public for two hours or longer, public toilets and hand washing facilities are provided and:
 - a. The number of toilets furnished is adequate based on the peak crowd anticipated and are conveniently located and available to all vendors;
 - b. Toilet facilities are serviced as often as necessary to maintain them as clean and sanitary, have cleanable interior surfaces, screened openings for ventilation, self-closing doors, and otherwise prohibit the entrance of insects and rodents.
 - c. If running water is not practically available, portable toilets are provided instead of flush toilets and the number of portable toilets meets the minimum requirements of Title 23; and
 - d. Lavatories are supplied for washing hands from an insulated container with a minimum capacity of two gallons each, equipped with a faucet-type spigot and filled with warm water. The Department may approve other handwashing systems.

Food Worker Certification

Prior to permit issuance, operators of temporary facilities are required to obtain food worker certification. Applications will not be accepted unless a current food worker certificate is included with the application. To become certified, operators must take the food worker card training and test that is provided online by logging in to the following link at: www.muni.org/foodcard

The fee for the online food worker card is \$10.00 and can only be paid by Visa, MasterCard or American Express, and is valid for 3 years. Cash is only accepted at the customer service counter. Food workers who have completed a AHD approved 8 hour food protection manager certification program (ServSafe, for example) and have passed the exam within the last 5 years have met the certification requirement and do not also need to obtain a food worker card. Submit a copy of the certificate along with your permit application.

Information Required for Permit:

Operators submitting permit applications must provide information on the following:

- Event Coordinator name and contact information
- Contact information for operator
- Menu with the Ingredients of the Food being prepared and served
- Equipment to be used for food storage, transport, preparation, cooking and holding
- Where and how you are obtaining and disposing of water, wastewater, and garbage.
- Letter from an approved commissary, if 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.
- Location and type of bathroom, hand washing and ware washing facilities
- A diagram showing the set up area for the temporary food booth

Storage and Food Preparation Prior to an Event:

Unless purchased immediately prior to an event and stored at the event site, operators are required to store food, equipment, utensils and supplies at a commissary or kitchen approved by the Department of Health and Human Services (AHD). Food preparation, cleaning and maintenance must also be conducted in a commissary or kitchen approved by AHD, though it is preferable to have these occur on-site.

Items may be stored in a private home under certain conditions. Commercially prepared and prepackaged foods (such as hot dogs or canned goods) may be stored at a private home so long as the items are separated from personal food items and are clearly identified as separate from personal food items. Foods must remain in the original commercially prepackaged containers while stored at the private home. Foods that are commercially prepared and packaged can not be repackaged in a private home. ***Under no circumstances may food for a temporary event be prepared or otherwise handled in a private home.*** Foods that are believed to be prepared or adulterated in a private home or facility not approved by the AHD may be detained and the food service permit revoked. At the discretion of AHD, an inspection of the storage area at a private residence or unapproved facility may be required.

The same sanitation rules apply to foods stored in a private home as those that apply to an inspected site. All food, utensils, equipment, and single service items (paper napkins, plates, etc.) must be protected from contamination. Items must be stored at least 6 inches from the floor to prevent contamination from spills or rodents. Foods that require refrigeration must be kept at or below 41°F. ***Again, food may not be prepared at a private home or an unapproved kitchen.***

Inspections:

After your permit application has been submitted and approved, and permit issued, 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 indicated on your application. The sanitarian will discuss corrective measures needed (if any) upon inspection. 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 Health Services Program, Food Safety & Sanitation Section at 343-4200.

Temporary Health Permit Checklist

Temporary food stands must comply with the Anchorage Food Code. Use this checklist to verify your compliance with the Anchorage Food Code. Expect and be prepared for a health inspection. If you have questions, please call **(907) 343-4200** and ask for a health inspector.

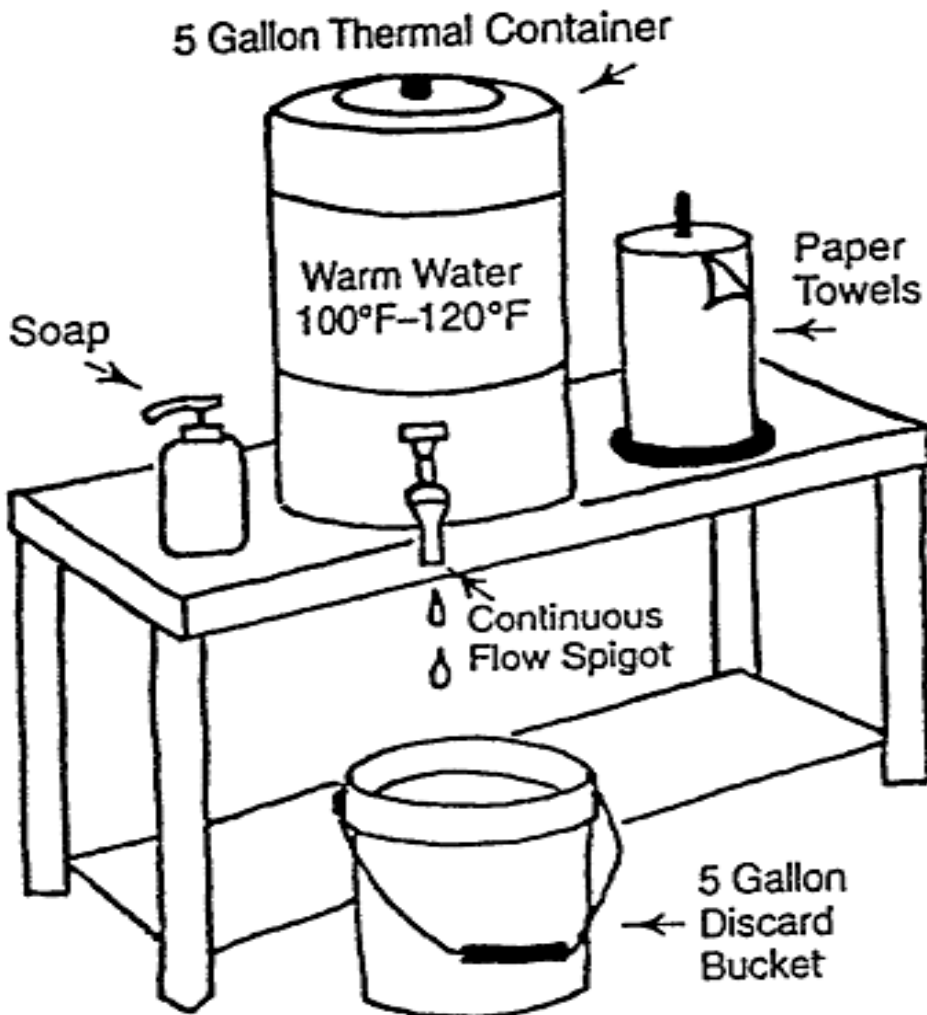
Before the Event: Apply for a Health Permit

- Submit completed application with permit fee to 825 L Street, Third Floor, 8:30am-4:30pm Monday through Friday. The application must have the menu, a list of ingredients, dates, times, and location of operation. The application must have the full name of the operator and the operator's daytime phone number.
- Submit copy of Food Protection Manager Certificate or valid food worker card. The operator must have a food protection manager certificate or a food worker card.
- Submit signed commissary letter from an approved kitchen (if necessary). Foods must be prepared on site at the temporary event or at an approved kitchen. The approved kitchen must meet all the requirements of the Anchorage Food Code. The commissary letter must state how and when (days and times) the commissary will be used.

Day of the Event: At Your Temporary Food Stand

- Food must be from an approved source. Food that has been prepared or cooked anywhere except on site or at the approved kitchen is strictly prohibited. Food may not be prepared or cooked in a private home. Approved sources include grocery stores and commercial food suppliers.
- Hand wash station, set up and accessible at all times. See diagram of typical hand wash station on the other side of this page. Push button water containers are not allowed. All food workers must use the hand wash station before beginning work and anytime they may have contaminated their hands.
- No bare hand contact with ready to eat foods. Workers may not touch foods that can be served without further cooking with their bare hands. Workers must use gloves, tissues, tongs, or other suitable utensils when working with ready to eat foods.
- Employee health. Do not allow anyone with diarrhea, vomiting, sore throat with fever, or jaundice to work at the food stand.
- Metal stem thermometers. Use a thermometer to check food temperatures.
- Keep hot foods hot. Keep hot foods at **135°F or hotter.**
- Keep cold foods cold. Keep cold foods at **41°F or below.**
- Thawing. All food must be thawed in a cooler or while cooking. Never set food on the counter to thaw.
- Prevent contamination. Store all food, equipment, and utensils at least six inches off the ground. Keep food covered. No pets, children, or unauthorized people in the food preparation or service areas.
- Sanitizing. If wiping cloths are used, store wet wiping cloths in 50-100 ppm chlorine (bleach) or other approved sanitizer. 50-100 ppm chlorine is approximately 1 teaspoon of bleach in a gallon of water. Check the sanitizer with test strips. Test strips are available at restaurant supply stores.
- Customer service items. Provide only single service, disposable items for customers.
- Trash and waste water removal. All trash, food waste, and waste water must be disposed in an approved manner. Waste water must be disposed of in a sanitary sewer or toilet. Do not pour waste water into the street or down a storm drain.

Proper Hand Wash Station



Minimum Cooking Temperatures

Fish	145°F for 15 seconds
Ground beef (Hamburgers)	155°F for 15 seconds
Poultry (Chicken)	165°F for 15 seconds

All food workers must wash their hands thoroughly with soap, warm water and paper towels.

Workers **MUST** wash their hands anytime they may be contaminated. This includes, but is not limited to: after cleaning; handling garbage; touching face, nose or other body parts; and after using the restroom.

Workers must wash their hands **BEFORE** putting on gloves. Gloves must be discarded anytime they may have been contaminated. Workers must wash their hands before putting on new gloves.