

# Hendricks County Health Department



## Environmental Health

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Danville, IN 46122  
Phone (317) 745-9217  
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## Nursing

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**Public Health**  
Prevent. Promote. Protect.

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March 5, 2010

Regarding: Temporary Food Establishments Operating in Hendricks County, Indiana

To Whom It May Concern:

All Temporary Food Establishments in Hendricks County are required to meet minimum sanitation requirements and obtain permits as set forth in the Hendricks County Food Ordinance and the Indiana Retail Food Establishment Sanitation Requirements 410 IAC 7-24. A summary of these basic requirements for Temporary Food Establishments is provided.

**Temporary Food Establishments may need a Certified Food Handler (i.e. ServSafe, National Registry of Food Safety Professionals, or Certified Professional Food Manager).** A copy of the Food Handler Certificate must be provided, if required by law, before a permit may be issued. The certified food handler requirement does not apply to a food establishment when the food establishment's food handling activities are limited solely to exempted food types listed in 410 IAC 7-22. Due to the complexity of the exemptions, please contact a Hendricks County Health Department food specialist prior to making application. You may visit the following web site for answers to frequently asked questions regarding the food handler rule and list of exempt/nonexempt food items:

[www.in.gov/isdh/21059.htm](http://www.in.gov/isdh/21059.htm)

Please complete a copy of the enclosed Temporary Food Permit Application for each food stand. These permits are valid only for the specific temporary event and stand specified. Permits may not be transferred from one unit to another or switched between sites or events. An application fee is required for each permit. **Application for a Temporary Food Establishment Permit must be submitted to the Health Department at least 48 hours prior to start of the event, or a late application fee of \$25.00 will apply.**

You may mail your completed Temporary Food Permit Application(s) and the appropriate fee to the Environmental Health address provided on the top of the page. Permit application may also be made by visiting the Health Department from 8:00 a.m. to 4:00 p.m. Monday through Friday. Permit application must be submitted and reviewed before the establishment will be allowed to operate, as Health Department staff cannot accept the application and fee while on-site.

If you have any questions, you may contact Ms. Krista Click by email at [kclick@co.hendricks.in.us](mailto:kclick@co.hendricks.in.us) or by telephone at (317) 745-9217. Thank you in advance for your cooperation.

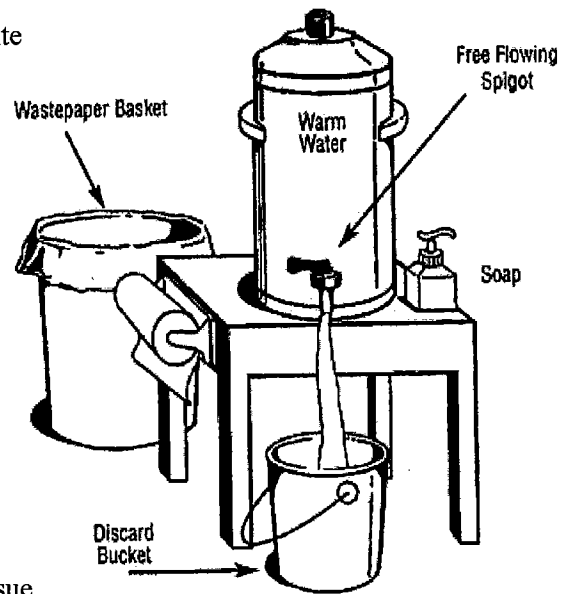
Sincerely,

Cathy Grindstaff, Director  
Environmental Health

Enclosure(s)

# Basic Requirements for Food Establishments in Temporary Settings

- No ill employees
- Copy of Food Handler Certificate provided with application and on site
- Potable (drinkable) water for hand washing and food prep
- Employees must wash hands at appropriate intervals
- Adequate insect and rodent control
- A trash receptacle must be provided
- Employees wearing hats, hair nets, or visors
- Chemicals stored separately from the food and single service items
- Adequate facilities and equipment to maintain food temperatures
- No bare hand contact with ready-to-eat food; gloves, utensils, deli tissue, tongs, etc. must be used
- Hand washing station should be equipped with soap and paper towels (set-up should be similar to the one pictured on the right)
- Catch basin provided to hold hand washing wastewater until the water is disposed into sanitary sewer system (do not discharge the waste into storm sewers or on the ground)
- Food from approved sources (no home-prepared foods can be used or offered to the public)
- Potable water hoses are of food grade quality and incoming sources of water must have backsiphonage preventers installed
- Thermometer for checking food temperatures (potentially hazardous foods must be held below 41° F or above 135° F)
- Flooring to cover the ground if food is to be stored at the site (clean cardboard is acceptable)
- A three-compartment sink supplied with potable water if washing and sanitizing food equipment on-site
- Sanitizer such as chorine (bleach) or quaternary ammonia to sanitize all food contact surfaces.  
Proper sanitizing concentrations: chlorine 50-100 ppm\* and quaternary ammonia 200 ppm\*  
(\* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product)
- Chemical test strips to test concentration of sanitizers
- Employees not permitted to smoke or eat in food prep areas (drinks must be from a closed beverage container)
- Food, utensils, and all single service items must be stored at least six inches off the floor or ground
- Do not store food or other items in ice that is to be used for human consumption
- Food must be protected from consumer contamination at all times



## Hendricks County Temporary Food Permit Application

The following information must be filled out completely and payment must be received before temporary permit will be issued. Contact a Food Specialist at (317) 745-9217 with any questions.

<b>Name of Stand:</b> _____	
<b>Name of Event:</b> _____	
<b>Event Address:</b> _____	<b>City:</b> _____
<b>Beginning and End Date of Event:</b> _____	
<b>Hours of Operation During Event:</b> _____	

<b>Operator's Name:</b> _____	
<b>Operator's Address:</b> _____	
<b>City:</b> _____	<b>State/Zip:</b> _____
<b>Contact Phone Number(s):</b> _____	

<b>Certified Food Handler: (Name)</b> _____	
<b>Type (circle):</b> ServSafe    National Registry of Food Safety Professionals    Certified Professional Food Manager	
<b>Expiration Date:</b> _____	

<b>Water Source:</b> _____	<b>Electrical Source:</b> _____
<b>How will waste water be disposed:</b> _____	
<b>List of all Food Items to be served and Food Suppliers:</b> _____	
_____	
_____	
<b>How will excess quantities of food be stored outside of Temporary Food Establishment?</b> _____	
_____	
<b>Does <i>each</i> stand have its <i>own</i> Hand Washing Station on Site?</b> (Yes)      (No)	

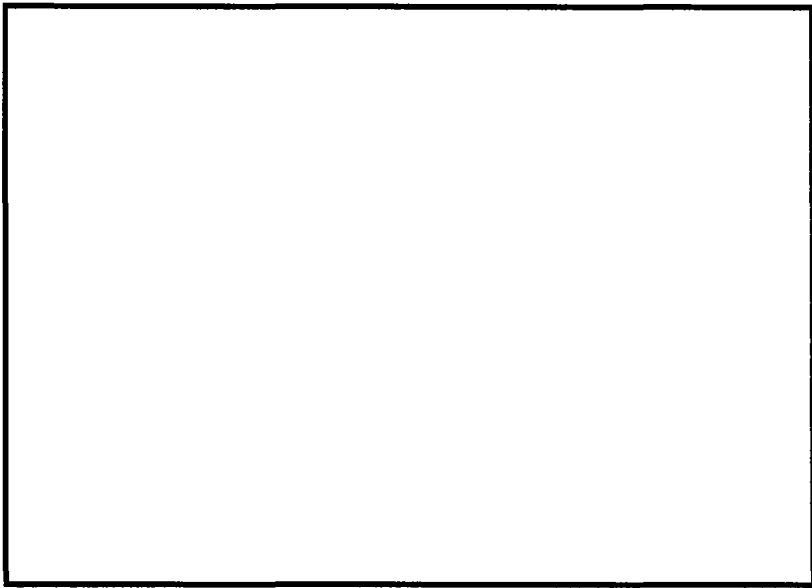
Note: Temporary Food Establishment shall comply with the provisions as set out in  
410 IAC 7-24 and Hendricks County Food Ordinance.

Permit is valid only for the above specified event and valid for no more than 14 consecutive days.

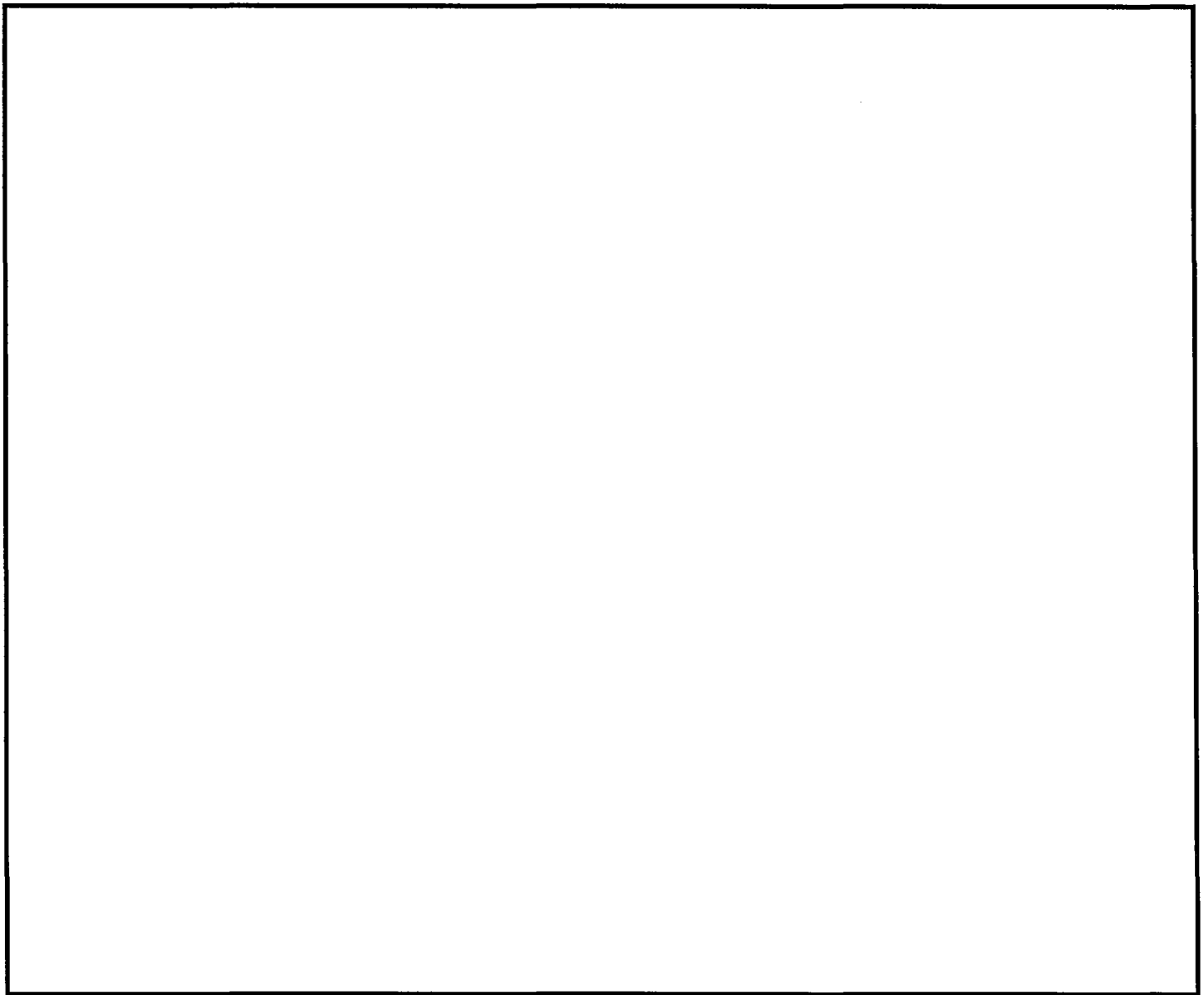
**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Temporary Food Establishment Application without 48 hour notice</b>	<b>\$25 per event / per stand \$25 late fee</b>
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For office use only: Receipt # _____	Receipt Amount \$ _____	Date Payment Received: _____	Permit # _____
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**Location of stand in relation to entire event  
(i.e. next to expo. hall)**



**Diagram of the layout of the Temporary Food Establishment including all equipment and hand washing stations**