



**For Office Use Only**

Date Application Received: \_\_\_\_\_ By (Initial): \_\_\_\_\_

Date Payment Received: \_\_\_\_\_ By (Initial): \_\_\_\_\_

Check here if FEE EXEMPT

## 2023 TEMPORARY FOOD SERVICE (TFS) PLAN REVIEW APPLICATION

**TFS Plan Review Categories (check one)**  
*Please make check or money order payable to CCHD*

**\$85** Establishments with 2 or fewer employees working at any one time at event (includes first permit)

**\$115** Establishments with more than 2 employees working at any one time at event (includes first permit)

**Fee Exempt** Non-Profit Organization (as defined in 50-50-102 MCA)

**\$50 Expedited Fee:** Required for application submitted 3 or less business days prior to event date

Licensee (Operator/Owner) Name: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Licensee Mailing Address: \_\_\_\_\_

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

Contact Telephone: (\_\_\_\_) \_\_\_\_\_ Contact FAX: (\_\_\_\_) \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

**TEMPORARY FOOD SERVICE (TFS) RESTRICTION: AUTHORIZES THE TFS TO OPERATE AT THE SPECIFIED TEMPORARY EVENT, FOR THE DATES OF OPERATION SPECIFIED ABOVE. THE TFS MUST PREPARE AND SERVE ONLY THE FOOD(S) LISTED ON THE APPROVED MENU AND MUST FOLLOW ATTACHED REQUIREMENTS AS SPECIFIED BY THE LOCAL HEALTH AUTHORITY.**

*I hereby certify that the information I have supplied is true and correct. Upon approval, I agree to operate by the standards outlined in the following TFS Plan Review. I understand any future changes to the TFS Establishment menu and/or set-up will require submission of a new TFS Plan Review Application.*

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

***Section below to be completed and signed by the Regulatory Authority ONLY!***

**Approved Menu:**

\_\_\_\_\_

\_\_\_\_\_

License Limitations and Restrictions: \_\_\_\_\_

Plan Review Approved?  Yes  No Reason(s) for denial: \_\_\_\_\_

Regulatory Authority Name (Print): \_\_\_\_\_

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

List each food to be served and identify how it will be prepared (cooking, thawing, hot and cold holding) and where it will be prepared (on site or in a licensed kitchen).

Food	Preparation Steps and Location
Hamburger	Will buy pre-formed patties at grocery store. Will transport to event in cooler with ice. Will keep on ice until ready to cook. Will cook on grill. Will hold in roasting pan above 135°F. Will throw away all patties left at the end of the day.

For Food items that will be prepared at other locations, provide the following information:

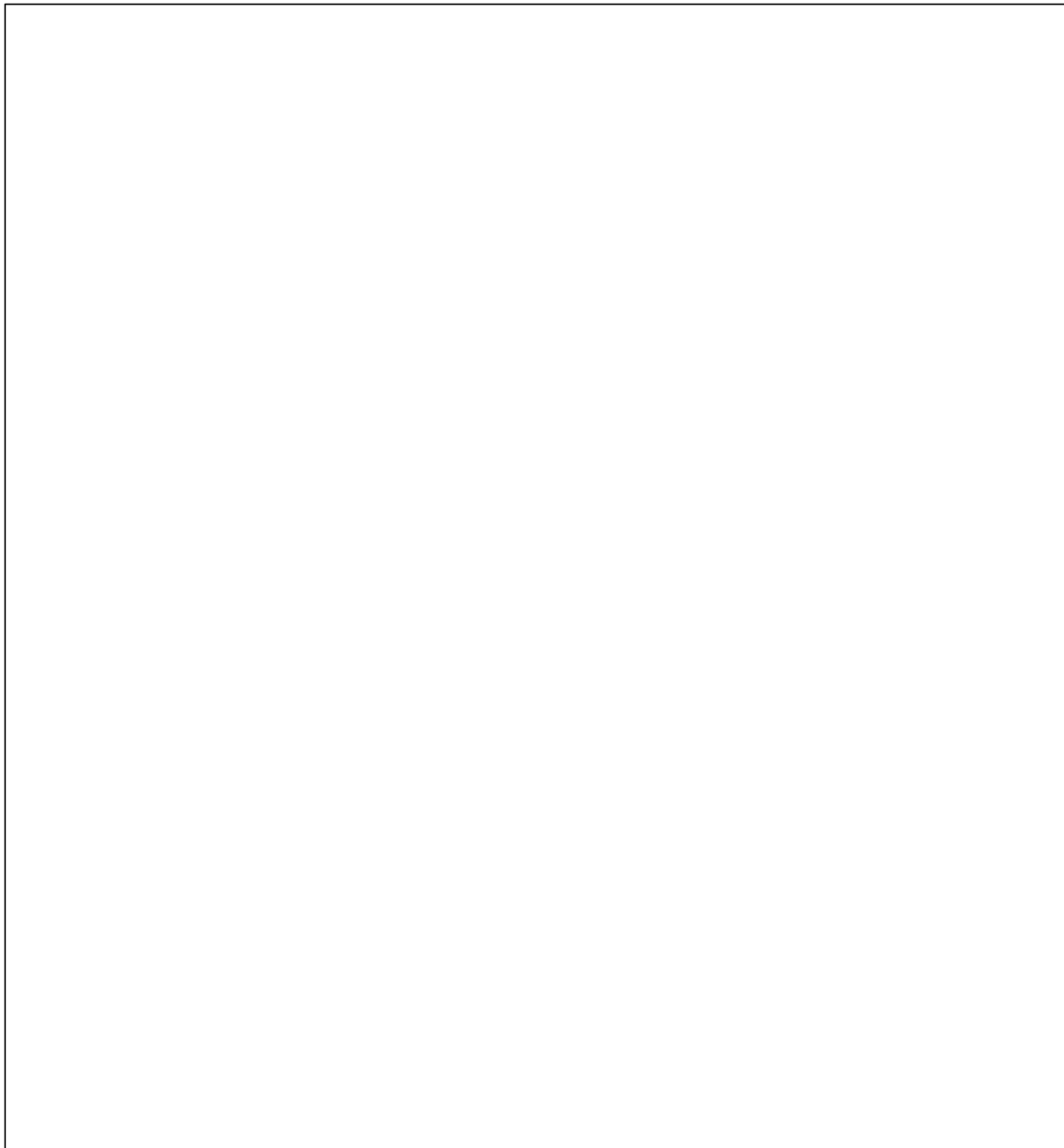
Retail Food Establishment Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of License Holder: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Sketch the general layout of the Temporary Food Establishment, indicating the location of the following:**

1. Location of cooking and holding equipment
2. Location of handwashing and utensil washing facilities (if not using shared facilities)
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage



## TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

### Booth Construction (Select Applicable)

Overhead Covering  Canvas  Wood  Other: \_\_\_\_\_

Floor  Asphalt  Concrete  Wood  Other: \_\_\_\_\_

Walls  Screens  Concrete  Wood  Other: \_\_\_\_\_

Booth supplied by:  TFE Operator  Event Organizer  Rent from: \_\_\_\_\_

**Sketch the general layout of the Temporary Food Establishment on page 4 of this application.**

### Utensils and Equipment (When Applicable)

Single-serve eating and drinking utensils

Multi-use kitchen utensils

Type of Utensil Washing Set Up:

Three basin set-up

Shared three compartment sink

Three compartment sink within a food establishment

Sanitizer to be used:

Chlorine  Quaternary Ammonia  Iodine

### Handwashing Facilities (When Applicable)

Provided by :  Event Coordinator  FE Operator

Type of handwashing facility:

Gravity-fed water with spigot/bucket

Self-contained portable unit (with potable water and waste water holding tanks)

Plumbed with hot and cold water under pressure

***Hand Soap, single-use towels, and trash receptacle must be provided at all handwashing sinks.***

### Food Storage or Display Equipment

Identify all holding equipment that will be used:

### Toilet Facilities for Food Employees

Provided by :  Event Coordinator  FE Operator

### Cooking Equipment

Identify all cooking equipment that will be used:

### Electrical Supply:

Refrigerator or Freezer available

Lighting available

### Food Transportation

Identify how food will be transported to event:

### Refuse Removal

Identify responsible party for waste removal:

### Food Employees (When Applicable)

Certified Food Manager available  Yes  No

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

# of food employees: \_\_\_\_\_

### Liquid Waste Removal

Identify responsible party for liquid waste removal:

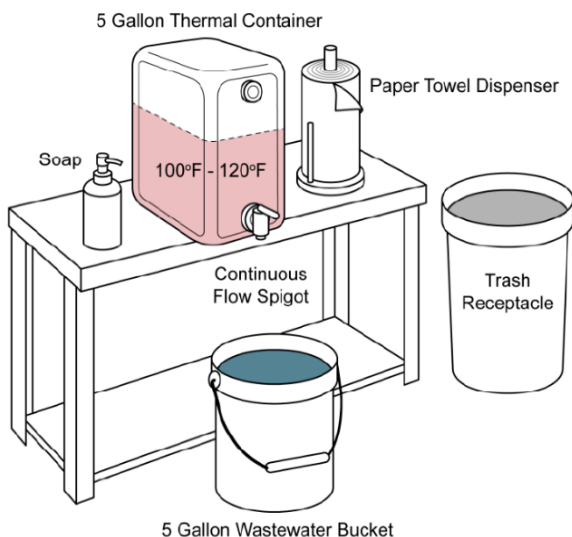
Frequency of liquid waste removal: \_\_\_\_\_ per day

## MINIMUM REQUIREMENTS FOR SAFE FOOD HANDLING

1. **Holding temperatures:** **Hot food  $\geq 135^{\circ}\text{F}$**  **Cold food  $\leq 41^{\circ}\text{F}$**
2. **Cooking temperatures:** **Whole Beef/Pork  $\geq 145^{\circ}\text{F}$**  **Ground Beef/Pork  $\geq 155^{\circ}\text{F}$**  **Chicken  $\geq 165^{\circ}\text{F}$**
3. **Reheat temperature** (heating precooked food):  **$\geq 165^{\circ}\text{F}$**
4. **Thermometers:** Metal stem food thermometer must be available to check food temperatures. Cold holding equipment must have ambient air thermometers.
5. **Thawing procedures:** Thaw under cold, running water ( $\leq 70^{\circ}\text{F}$ ) or in fridge ( $\leq 41^{\circ}\text{F}$ ).



### Temporary Handwashing Sink



6. **Wash hands** thoroughly before putting on disposable gloves or handling food; after visiting a restroom, smoking, eating, or drinking; after handling raw meats, garbage, soiled linens, or dirty dishes; or any time hands become contaminated. Highly recommend assigning staff to specific duties to limit the chance of contamination and reduce the need for handwashing (e.g., one person work register, other prepare food).

### 7. No bare hand contact with ready-to-eat (RTE) foods!

Disposable food handler gloves, deli paper, or utensils **must** be used when handling or serving RTE foods (e.g., cooked foods, buns, salad).

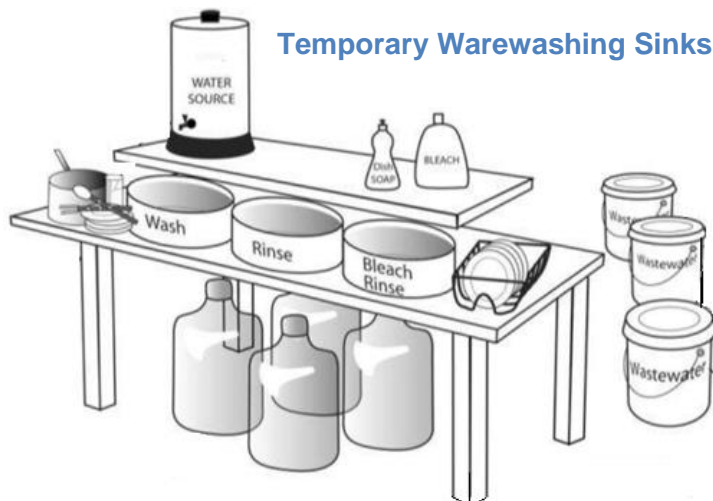
8. **Exclude ill individuals from food prep!** Staff with diarrhea, vomiting, jaundice, sore throat with fever, skin infection, open or draining wounds, or with uncontrolled cough, runny nose or sneezing must not prepare food.

9. **Separate raw foods from cooked or RTE foods** during food prep and storage.
10. **Wash raw fruits and vegetables** before being served or cooked.
11. **Clean and Sanitize food contact surfaces** (e.g., tables, counters, cutting boards) prior to use, at least every 4 hours during use, and after contact with raw meats.

- a. **Bleach Sanitizer:** mix  $\frac{1}{2}$  cap regular, unscented bleach/gal. water (100 ppm chlorine).
- b. **Quaternary Ammonium Sanitizer:** mix as directed on container (150-400 ppm QA).
- c. **Use appropriate test strips to test concentration.**
- d. **Store in-use wiping cloths in sanitizer bucket.**



### Temporary Warewashing Sinks



12. **Clean and sanitize all utensils and dishes** in this order: **Wash > Rinse > Sanitize > Air dry**. Mix sanitizer as describe above. If utensil such as knives, tongs, or spatulas are used continuously, clean and sanitize at least every 4 hours or bring extra clean utensils.