

**CITY OF APPLETON
FOOD SAFETY GUIDELINES
FOR
NON-PROFIT FOODSTANDS
Updated 12/2016**

Use this guide as a checklist for plan review and as a pre-opening self-inspection. These guidelines must be at the foodstand during operation.

FOODSTAND CONSTRUCTION:

1. **COOKING/SERVING AREAS:** All cooking and serving areas shall be protected from contamination. Cooking or grilling areas shall be roped off or otherwise segregated from the public.
2. **ROOF AND SIDEWALLS:** A roof and sidewalls may be required to provide protection from splash, dust and inclement weather. Foodstands that engage in extensive food processing shall have a roof and sidewalls. Foodstands that limit their operation to heating and serving prepared foods (such as pre-formed meats etc.) may operate without a roof and sidewalls.
3. **SCREENING:** Screening may be required. Foodstands that engage in extensive food processing activities or conduct ware-washing operations shall have effective screening which completely encloses the food preparation, food holding, and utensil washing areas. Foodstands that limit their operation to heating and serving prepared foods (such as pre-formed meats etc.) may operate without screening.
4. **FLOORS:** Floors shall be maintained in a sanitary condition. Dirt or gravel floors shall be covered with approved material, which will provide protection from splash and dust. Approved materials include concrete, asphalt, wood, plywood or grass.
5. **LOCATION:** No foodstand may be located within 100 feet of an area where animals are kept or displayed.

WATER SUPPLIES:

6. **APPROVED SOURCE:** All water used for food preparation, utensil cleaning and employee handwashing shall be from a safe, approved source.
7. **WATER SUPPLY:** Foodstands shall have an ample supply of water available in the facility for handwashing and for equipment/utensil cleaning and sanitizing, if conducted.
8. **CONTAINERS:** Water supplies shall be stored in food grade containers which are smooth, easily cleanable, have tight fitting covers and used only for storage of potable water.
9. **WATER HOSES:** All water hoses used to deliver water to storage containers or for use at a foodstand shall be constructed of food grade materials approved by USDA, FDA or NSF. Hose connections must be elevated off the ground surface to prevent from being submerged in contaminated water.
10. **BACKFLOW/BACK SIPHONAGE PROTECTION:** An approved backflow/back siphonage prevention device shall be placed on faucets to protect water supplies.

FOOD:

11. **SOURCE:** All food prepared, sold or served to the general public shall be from an approved source acceptable to the Health Department.

12. DRY STORAGE: All food, equipment, utensils and single service items shall be stored above the floor or ground to protect it from contamination.
13. COLD STORAGE: Potentially hazardous foods must be maintained at 41 ° F or below. Frozen Foods must be kept at a temperature necessary to maintain the product frozen “solid” – varies per product.
14. HOT HOLDING: Hot food holding units shall be used where necessary to keep potentially hazardous foods at 135 ° F or above.
15. COOKING TEMPERATURES:

MINIMUM <i>COOKING</i> TEMPERATURES WITH REQUIRED DURATIONS					
165°F (74°C) for 15 seconds		Poultry; wild game animals; stuffed fish, meat, pasta, poultry or ratites (emu/ostrich) and stuffing, casseroles, layered pasta dishes containing fish, meat, poultry or ratites.			
165°F (74°C) in all parts of the food		Microwave Cooking: for raw animal foods: covered, rotated or stirred throughout or midway through cooking process and held for 2 minutes covered.			
155°F (68°C) for 15 seconds or 145°F (63°C) for 3 minutes or 150°F (66°C) for 1 minute or 158°F (70°C) for instant		Injected meat; comminuted (ground, chopped, restructured, combined, etc) raw animal foods such as fish, meat, commercially raised game animals, exotic animals or rabbits; and raw shell eggs not prepared for immediate service (pooled or hot hold) Ratites (emu/ostrich).			
145°F (63°F) for 15 seconds		Raw shell eggs prepared for immediate service; commercially raised game animals, exotic animals or rabbits; and other fish & meat not otherwise specified in this table.			
WHOLE ROAST OF BEEF, CORNED BEEF ROAST, PORK ROAST AND CURED PORK ROAST SUCH AS HAM: Note – Period of time at that temperature may include post-cooking heat rise.					
Temperature Degrees C (F)	Time (Minutes)	Temperature Degrees C (F)	Time	Temperature Degrees C (F)	Time
54 (130)	112 min.	62 (144)	5 min.	67.2 (153)	34 sec.
56 (132)	71 min.	63 (145)	4 min.	67.8 (154)	27 sec.
57 (134)	45 min.	63.3 (146)	169 sec.	68.3 (155)	22 sec.
58 (136)	28 min.	63.9 (147)	134 sec.	68.9 (156)	17 sec.
59 (138)	18 min.	64.4 (148)	107 sec.	68.9 (156)	17 sec.
60 (140)	12 min.	65 (149)	85 sec.	69.4 (156)	14 sec.
60.6 (141)	9 min.	65.6 (150)	67 sec.	70.0 (158)	11 sec.
61 (142)	8 min.	66.1 (151)	54 sec.	70.6 (159)	10 sec.
61.7 (143)	6 min.	66.7 (152)	43 sec.	71.1 (160)	10 sec.

UNDERCOOKED MEATS: The permit holder may serve undercooked intact whole muscle, non-injected meats (i.e., steak, prime rib, etc.) if specifically ordered by the consumer.

COOKING PLANT FOODS FOR HOT HOLDING: Fruits & vegetables that will be held hot shall be cooked to the hot holding temperature of 135°F (60°C).

16. COOLING TEMPERATURES: Use rapid chill methods! 140°F to 70°F (60°C to 21°C) within 2 hours, and 70°F to 41°F (21°C to 5°C) within next 4 hours. Ambient temperature ingredients: cooled to 41°F (5°C) within 4 hours, i.e., reconstituted foods such as canned tuna.
17. THAWING PROCEDURES: In the refrigerator ≤ 41°F (5°C); or as part of an uninterrupted cooking process; or any procedure for thawing a Ready-to-Eat food (RTE) for immediate service; or submerged under running water ≤ 70°F (21°C), and no portion of the RTE food rises above 41°F, or for any raw animal foods that will be properly cooked and do not rise above 41°F for more than 4 hours (includes time exposed to running water, preparation & cooling to ≤ 41°F (5°C). Running water shall have sufficient velocity & flow to float off loose particles in an overflow.
18. REHEATING: Cold, precooked potentially hazardous foods to be served hot must be rapidly reheated to an internal temperature of 165 ° F within one hour. NOTE: Some steam tables and crockpots may not be able to reheat potentially hazardous foods to 165 ° F within an hour!
19. WET STORAGE: Unpackaged food may not be stored in direct contact with undrained ice. Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping or container or its positioning in the ice or water. Wet storage of canned or bottled beverages is acceptable when the water contains at least 50 ppm. available chlorine and the water is kept clean.
20. FOOD DISPLAY: All food shall be protected from consumer contamination by the use of packaging, food shields, display cases or other effective means.
21. CONDIMENT DISPENSING: Condiments (i.e. sugar, cream, relish, onions, pickles, mustard, ketchup, etc.) shall be served from individual packages, squeeze bottles or pump dispensers, unless served by the employee.

UTENSILS AND EQUIPMENT:

22. CONSTRUCTION: Multi-use equipment and utensils shall be constructed (and repaired) with safe materials, including finishing materials. They shall be corrosion resistant, non-absorbent and be smooth, easily cleanable and durable under normal conditions of use.
23. COOKING DEVICES: Barrels and other containers, which have been used for the storage of toxic products, shall not be used as a cooking device.
24. STORAGE: All equipment and utensils shall be stored at least 6 inches above the floor/ground and in a manner that protects them from dust, spillage, inclement weather and other sources of contamination.

HANDWASHING:

25. REQUIRED FACILITIES: At minimum, a two-gallon container with a **non-self closing** spigot or valve shall be provided for handwashing purposes. A container for holding wastewater shall also be provided under the spigot or valve. Wastewater shall be properly disposed of in a sanitary sewer (drains at street curbs are not to be used for disposal of wastewater).
26. SOAP AND TOWELS: All employee handwashing facilities shall have soap and a supply of single-service paper towels at all times.
27. FREQUENCY: Food workers shall thoroughly clean their hands and exposed portions of their arms whenever they become soiled. Specifically, hands shall be washed prior to handling food; after touching bare body parts; using the restroom; after coughing or sneezing or using a handkerchief or disposable tissue; after handling raw meats or unwashed produce; after any other activity that may contaminate the hands.

28. HAND SANITIZERS: Hand sanitizers may only be applied to hands that have been thoroughly washed.
29. NO BARE HAND CONTACT WITH READY-TO-EAT FOODS: Food workers shall utilize tongs, spoons, forks, deli paper, disposable gloves etc. when handling ready-to-eat foods. GLOVE USE: Gloves may not be worn as a replacement for good handwashing practices. Hands must be thoroughly washed prior to wearing gloves and each time the gloves are replaced to prevent contamination.

THERMOMETERS:

30. REFRIGERATORS: Refrigerators must be able to hold potentially hazardous foods at 41 ° F or below. Refrigerators and freezers shall be equipped with an accurate numerically scaled thermometer accurate to plus or minus 2 ° F.
31. METAL STEM THERMOMETER: A metal stem thermometer shall be provided to check the internal temperatures of both hot and cold food. Thermometers must be accurate to plus or minus 2 ° F and have a range of 0 ° - 220 ° F.

PERSONNEL:

32. HEALTH: Food workers shall not have any open cuts or sores, or diseases that can be transmitted through food. Specifically, employees with a fever, diarrhea, vomiting, jaundice, sore throat with fever, or with a lesion containing pus such as an infected wound that is open or draining may not be involved in the preparation or serving of food.
33. HYGIENE: Food preparation employees shall wear clean outer garments and hair restraints. They shall maintain a high degree of personal cleanliness and conform to good hygienic practices while engaged in food preparation and service.
34. SMOKING MATERIALS: Food employees shall not use tobacco in any form while engaged in food preparation or service, nor while in areas used for food preparation or equipment or utensil washing.

CLEANING AND SANITIZING:

35. WASH, RINSE AND SANITIZE BASINS: When utensils are being washed on site, three dishpans of adequate size are required for washing, rinsing, and sanitizing equipment or utensils. The water level in the dishpans shall be adequate to effectively clean and sanitize the items.
36. CLEANING PROCEDURE: Equipment and utensils shall be washed after use in the following manner; 1) pre-scrape food particles from the equipment or utensil over a waste can, 2) wash in an effective detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at the required strength (e.g. 100 ppm. bleach solution) for two minutes, and 5) air-dry.
37. APPROVED TEST KIT: When utensils are being washed on site, an approved test kit for the type of sanitizer used, must be available and used for checking the concentration of sanitizer.
38. SPARE UTENSILS: When utensils will not be washed on site, an adequate supply of spare, clean utensils shall be provided.

SINGLE SERVICE UTENSILS:

39. STORAGE: All single service utensils shall be stored in the original closed container or effectively protected from dust, insects, inclement weather or other sources of contamination.
40. DISPENSING: Unwrapped single service articles such as knives, forks and spoons, unless dispensed by the employee, shall be presented so that customers touch only the handles to prevent contamination of the food or lip surface. Unwrapped single service straws, toothpicks etc. should only be dispensed by the employee.

ICE HANDLING AND STORAGE:

41. DRINK ICE: All ice intended for human consumption shall not be used for cooling food or containers of food.
42. DISPENSING: All ice used for human consumption shall be dispensed by the use of suitable scoops to prevent contamination. Between uses, dispensing scoops shall be stored in the ice with the handle extended or stored clean and dry on a clean surface or by another approved method to prevent contamination.
43. STORAGE: All ice used for human consumption or cooling shall be stored at least six inches above the floor or ground and in a manner that protects it from dust, splash, insects, inclement weather or other sources of contamination. Containers of drink ice shall be covered when ice is not being immediately dispensed.

TOXIC OR POISONOUS PRODUCTS:

44. USE: The use of pesticides in or around a foodstand is prohibited.
45. LABELING: Containers of toxic or poisonous materials (such as charcoal lighter fluid) shall be prominently and distinctly labeled for easy identification.
46. STORAGE: When not being actively used, toxic or poisonous materials shall be stored in a physically separate place located to prevent contamination of food, equipment, utensils and single service articles.

WASTEWATER STORAGE AND DISPOSAL:

47. WASTEWATER STORAGE: Each foodstand shall provide a covered container of sufficient size for the collection and storage of liquid wastewater. When not in use, containers shall be maintained in a clean, sanitary condition.
48. WASTEWATER DISPOSAL: Wastewater storage containers shall be emptied when necessary into a sanitary sewer. Drains at street curbs are not to be used for disposal of wastewater as these discharge directly to the Fox River.

GARBAGE AND REFUSE:

49. STORAGE: Garbage and refuse shall be kept in durable containers that do not leak and do not absorb liquids. The use of a garbage bag lining a cardboard box is acceptable.
50. REMOVAL: Garbage and refuse shall be routinely removed from the immediate area around a foodstand to prevent the attraction of flying insects and the creation of odor nuisance problems.

Appleton Fire Department Requirements for Booths

1. A minimum of one 2A10BC U/L listed fire extinguisher (properly serviced within the last 12 months) must be available in every stand/booth using a heating/electrical device for the purpose of heating or cooking.
2. Anyone using deep fat fryers or other grease in-depth appliances shall also have a minimum of one 40BC dry chemical or K-Rated wet chemical U/L Listed fire extinguisher (properly serviced within the last 12 months). No open flame shall be within 16" of any grease in-depth appliance unless approved by the Appleton Fire Department.
3. All equipment used for this purpose must be listed and/or approved for the specific use. The appliance area must be properly secured and monitored by an adult at all times.

4. Personnel staffing the stands or booths should have a working knowledge of the proper use of fire extinguishers.
5. All combustibles must be kept a safe distance from cooking devices.
6. Any cooking appliance exceeding 2 sq. ft. of surface area needs prior approval from the Appleton Fire Department prior to use.
7. Electrical cords must be plugged directly into an outlet or into a power strip which is plugged directly into an outlet. Precautions should be taken to prevent damage to all electrical cords (i.e. fraying, pinching, coiling, etc.). Precautions should be taken to prevent tripping and falling hazards.
8. The use of generators should be avoided if at all possible. If a generator is used, the generator may only be refueled when the generator is not running and has had a sufficient time to cool. Fuel tanks on generators must be the original manufacture installed tanks. No modifications may be made to increase the fuel tank size. A minimum separation of 20' must be maintained between generators and tents or canopies and shall be isolated from public contact. Certain special events may ban the use of portable generators (For example: Oktoberfest does not allow the use of portable generators). Please consult with the coordinator of your special event prior to using a portable generator to see if they will be allowed.
9. Storage of flammable/combustible liquids (i.e. gas or fuel cans) is prohibited within 50' of any tent/booth or other combustibles.
10. A minimum separation of 20' must be maintained between all cooking appliances and an occupied tent. A tent is defined as a structure capable of being enclosed at least 75%. Canopies open on at least 3 sides, for a minimum of 75%, may be used for cooking purposes to cover charcoal or propane cooking appliances. All canopies in excess of 200 sq. ft. shall be constructed of a fire resistive material and should have a label affixed indicating such. All cooking fuels shall be allowed to fully cool before proper disposal and shall not be disposed of in dumpsters provided for trash.
11. For tents and canopies exceeding 200 sq. ft., or tents/canopies combined to create one area exceeding 200 sq. ft. a permit must be obtained from the Appleton Fire Department.
12. Tents or canopies in excess of 200 sq. ft. must be secured in a manner approved by the Appleton Fire Department.
13. All compressed gas cylinders (CO2 tanks for dispensing soda, LP tanks, etc.) shall be properly secured to prevent tipping. LP cylinders used for fueled cooking appliances placed under canopies, will be evaluated on a case-by-case basis.

If you have questions about any of these requirements, please feel free to contact the Appleton Fire Department:

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