

2019 Special Event Neighborhood Festival Training Information

Contents

- Application Requirements
- Certifications
- Risk Factors to Foodborne Illness
- Inspection Information
- Guidelines for Operation
 - Planning
 - Base of Operation (Commissary/Food Establishment)
 - Transportation
 - Onsite Operations

Special Event Permit



Contact
DCASE for
a Special
Event
Permit

Application Process



- Must **submit application to DCASE** before the event. May be **denied** if not submitted timely.
- Sponsors and vendors are required to attend the **Summer Food Service Sanitation Managers Course** each year.
- Food must be prepared and stored in a licensed kitchen. **No food from home! The application must be completely filled out.**
- Once approved, the permit must be displayed at the event.
- The **health department may prohibit the sale of some or all potentially hazardous foods, or may waive or modify requirements of these rules and regulations when in their opinion a health hazard is not likely to result from such modifications.**



2019
CITY OF CHICAGO
Special Event
Resource Guide

CHICAGO DEPARTMENT OF Business and Consumer Protection
SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT
INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION
FEE: \$75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.
(Digital photo or print clearly. Application will be returned if not completed in its entirety.)

EVENT INFORMATION:

Name of Event	Hours of Event	Phone Number
Address of Event		
District of Event	Vendor Coordinator	Phone Number
Name of Event Sponsor	Contact	

VENDOR INFORMATION:

Name of Food Vendor	Business Account Number (if digital)	City	Tax Code
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Department of Business Affairs & Consumer Protection, BUSINESS ACCOUNT NUMBER (if digital)
If you do not have your account number please call (312) 744-2222.
If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number, you will need to complete the City of Chicago Business Information Sheet on pages 24 & 27 of this packet or visit www.dcbapchicago.org/businessaffairs.

Name of Food Vendor	Vendor Permit Application Certificate Number	Title	Date
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(Must be signed by its owner or officer)

Signatures of the licensed kitchen or food establishment to be used for the initial food presentation and storage of equipment before food sale and equipment is furnished and stored. If equipment may not be stored in the home (Attached signed Affidavit)

Serving food and the temperature it will be held in the event site (i.e., refrigerated cold storage containers, refrigerated walk-in coolers and equipment is furnished and stored. If equipment may not be stored in the home (Attached signed Affidavit))
temperature of 42°F or below, hot foods 140°F or above)

The event site (i.e., refrigerated cold storage containers, refrigerated bulk capacity of maintaining temperatures of maintained at a temperature of 140°F or above. Let the temperatures food items will be cooked to.

A white proximity to the food vending booth on the attached sign plan.
washing hands. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

JOB AND SPECIAL EVENTS 2016 Permit Application

 CHICAGO DEPARTMENT OF Business and Consumer Protection

SPECIAL EVENT PERMIT APPLICATION

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SPECIAL EVENT FOOD TRUCK SINGLE EVENT LICENSE APPLICATION

FEE: \$ 75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event _____
Address of Event _____
Host of Event _____
Sponsoring Event/Coordinator _____
Phone Number _____
City _____ Zip Code _____
License Expiration Date _____
Do you have a City of Chicago licensed Mobile Food Vehicle (no outside booth/tent) in your account number please phone (312) 74-0080? If yes do not have a City of Chicago Department of Business Affairs & Consumer Protection Account _____
YES NO
If you are a vendor from a City of Chicago licensed Mobile Food Vehicle (no outside booth/tent) in your account number please phone (312) 74-0080? If yes do not have a City of Chicago Department of Business Affairs & Consumer Protection Account _____
YES NO
If you are a vendor from a City of Chicago licensed Mobile Food Vehicle (no outside booth/tent) in your account number please phone (312) 74-0080? If yes do not have a City of Chicago Department of Business Affairs & Consumer Protection Account _____
YES NO

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For the 180 Day
Special Event
Permit Contact
BACP

DCASE

Permit Fee Schedule

10-8-335 OUTDOOR SPECIAL EVENTS

Unless the special event is to be conducted in January or February, applications must be filed in the calendar year in which the event is to take place. If the event is to take place in January or February, the application must be filed no earlier than one year prior to the event.

Each application submitted is subject to a nonrefundable processing fee of:

- \$100.00 if the application is submitted more than sixty days prior to the event;
- \$200.00 if the application is submitted between fifty-nine and forty-five days prior to the event;
- \$500.00 if the application is submitted between forty-four and thirty days prior to the event;
- \$1,000.00 if the application is submitted between twenty-nine and fifteen days prior to the event.
- \$2,000.00 if the application is submitted between fourteen and seven days prior to the event.
- **No application will be accepted less than seven days prior to the event**

Pre-Inspections



- Each Vendor must have a **PASSING** food inspection – within (6) six-months of the planned event submitted with applications.



Summer Certificate



- **Summer Festival Food Vendor Certificate (SFFVC)**
- **At Least one person possessing SFFVC is required to be on duty at all times food is handled.**
- **The person with the SFFVC and the original SFFVC is required to be onsite and available for inspection.**
- **Copy of SFFVC is to be submitted with Special Event Application. Proof of course date prior to event will be accepted with the application.**

Types Certificates Required

Booth

- Summer Festival Food Vendor Certificate
- (SFFVC)

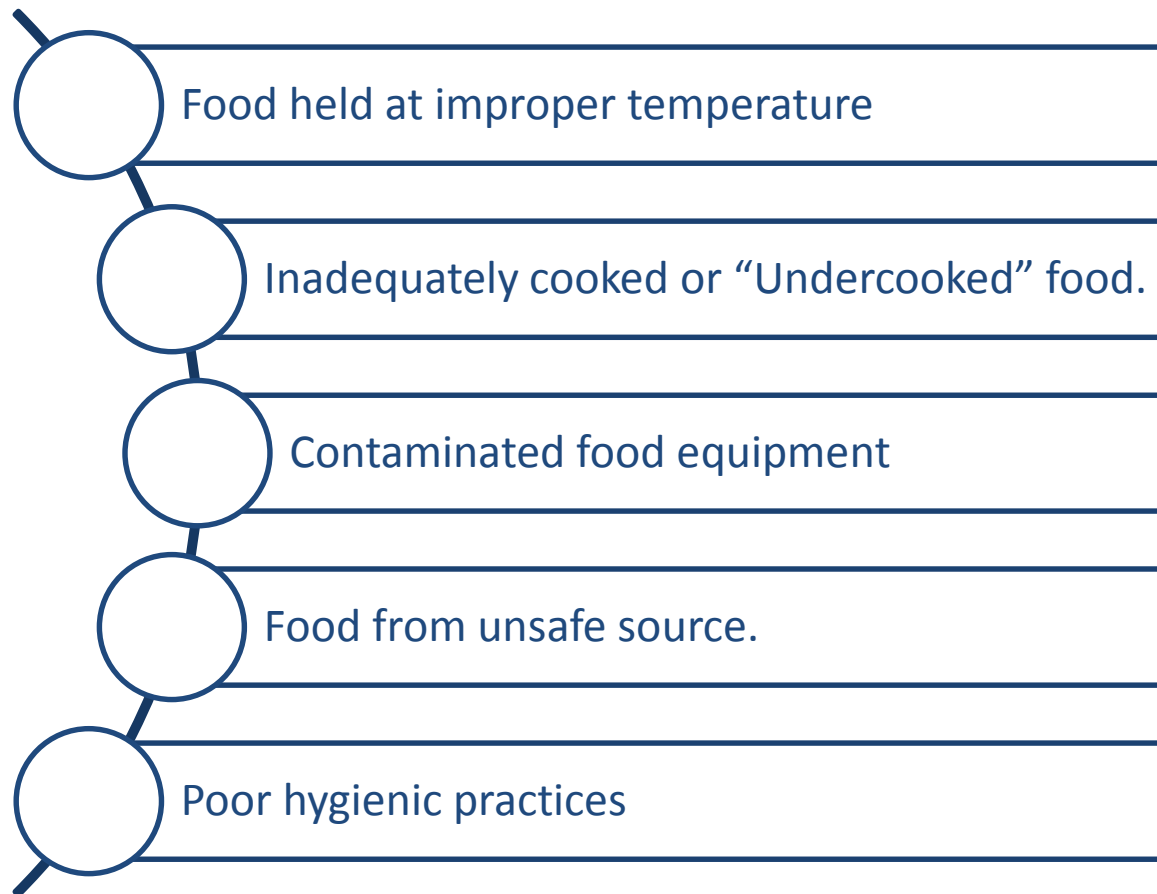
MFP

- City of Chicago Certified Food Manager
- Food Handlers Certificate

MFD

- Prepackaged food only
- No certificate required

FDA 5 Leading Risk Factors for Food-borne Illness



Inspection History

Pounds of Food Discarded

Year Past Three Years

2016	2017	2018
4,090 LBS	4,485LBS	4,218LBS
\$14, 886	\$11,995	\$16,393

2017 Most Common Violations

- Temperature abuse
 - Not enough refrigeration
 - Inappropriate transportation
- No person with summer certificate
- No hand sink or hand sink issues
- Effective barriers for food protection



Guidelines for Operations

**Food Handling at Neighborhood
Festivals, Special Events an/ or
Temporary Food Service Events**

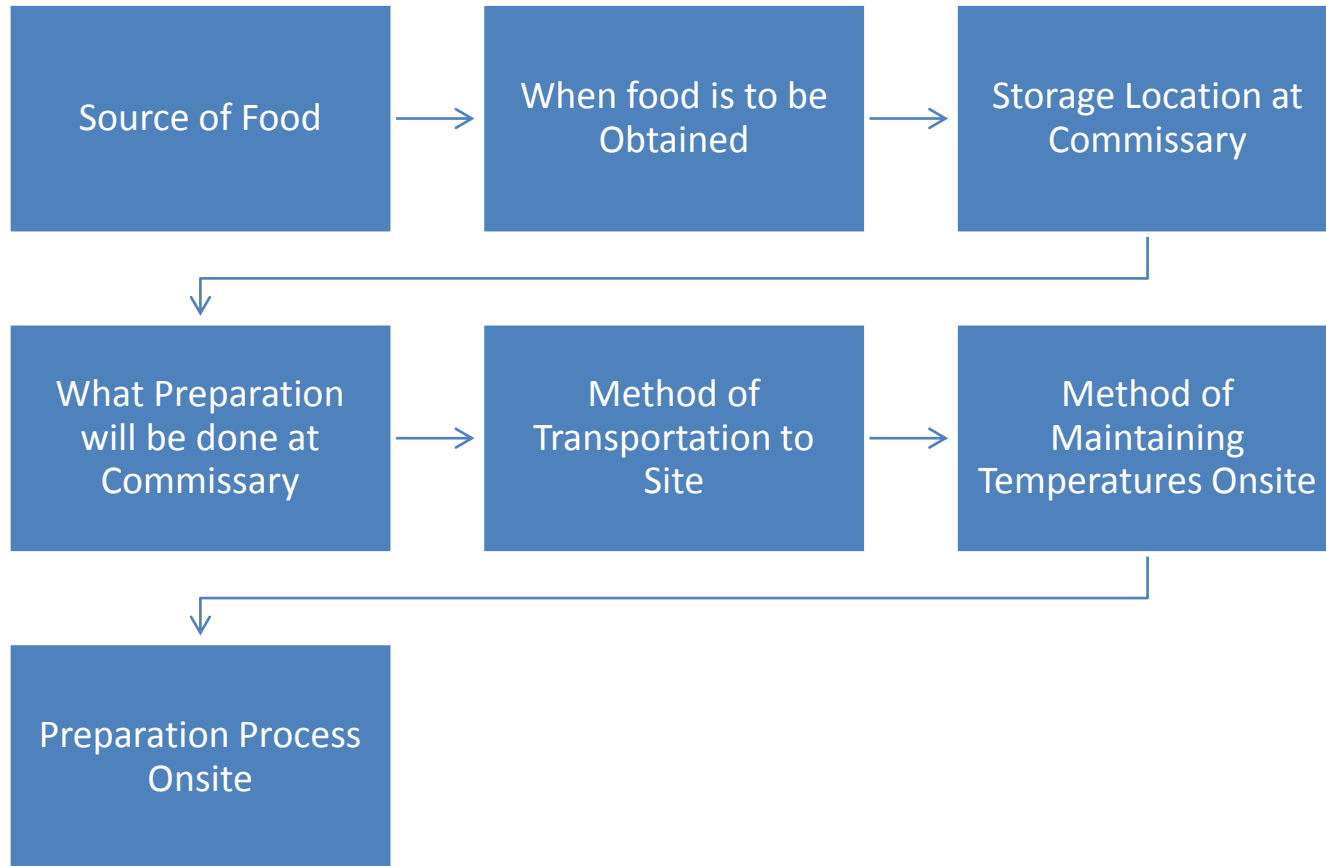
Contents of Guidelines



Planning Base
Operations Transportation
of Food Onsite
Operations

Planning

Make a Flow Plan



Monitoring Record Keeping

- It is important to keep records.
 - All documents become part of the recording keeping system
 - Time/Temperature log
 - Logs of equipment checks - thermometers
 - Checklist
 - Corrective action records
 - Standard operating procedures

Daily Refrigerator / Freezer Temperature Log

Instructions: This log will be maintained for walk-in and reach-in refrigerators and freezers (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. It is not necessary to check temperatures of food products but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36°F and 41°F. Freezers should be between -10°F and 0°F.

Month/Year: _____ Location/Unit Description: _____

Date	Time Temp. Taken <AM>	Temperature	Food Service Worker's Initials	Time Temp. Taken <PM>	Temperature	Food Service Worker's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Supervisory Employee's Initials and Date: _____

Corrective Actions Planning

Take into consideration the risk involved if a contaminated food item is consumed.

◎ When developing your plan think about:

- Who is responsible for handling the food; How the problem can be fixed;
- Whether preparation should be stopped;
- How to separate the suspected food item(s);
- How the suspected product should be handled;
- How the occurrence should be reported and documented.

Verification Planning



- Verification and validation
- Ask questions like *Is the Plan Working?*
- **Verification:** A systematic, periodic check of the entire operation to ensure that the plan is implemented and properly working.
- **Validation:** It must be determined if the HACCP plan designed is effective in controlling food-borne illness?

Accurate Record Keeping Planning

- Entering information ahead of time;
- Entering false information;
- Failing to correlate time of day with the record;
- Failing to record information that allows it to be tracked or followed through with other records;
- Failing to record process deviations or corrective actions; and
- Failing to record calibration of equipment.

Food Allergies

Planning



- Food Allergy occurs when the body's immune system reacts negatively to a chemical contained in a specific food or food ingredient.
- Symptoms can be sudden and most can occur within a few hours.
- Symptoms may include: hives or rash; difficult breathing; swelling of the lips, tongue, mouth and throat; cramps, vomiting, and /or diarrhea.

Food Allergies

- Inform the customer of ingredients upon request.
 - Milk
 - Eggs
 - Peanuts
 - Tree Nuts
 - Fish
 - Crustacean Shellfish
 - Soybeans
 - Wheat



Base of Operation

Restaurant, Shared Kitchen,
Commissary

Food Establishment Base of Operation

- Restaurant, Grocery Store or Commissary- must have received an inspection within the previous six months.
 - Receiving – Foods from approved sources
 - Storage – Foods stored at proper temperatures
 - Cooking – Cook foods to the proper temperatures
 - Cooling – Cool foods with ice baths or shallow pans
 - Storage – Store foods after cooling and before delivering to the site

Receiving Base of Operation

- Is their food from an approved source?
- How do you verify your food is from an approved source?
- What kind of refusal policy is in place?
- Do you keep receiving logs?

Cold Storage

Base of Operation

- How do you monitor your refrigeration temperatures?
- Is the date marking procedures acceptable?
- How do your employees know what food is to be used first?
- Are the storage practices for ready-to-eat and raw food acceptable?
- Do you keep temperature logs?

Preparation

Base of Operation



- What steps do you use to prevent cross-contamination?
- What training is given for hand washing?
- How do you clean and sanitize your equipment?
- How do employees eliminate bare hand contact with Ready-to-eat food?
- How do employees minimize bare hand contact with food that is not RTE?
- How do you process fruits and vegetables before service?
- Do you serve a highly susceptible population?

Cooking

Base of Operation

- Does the staff know the correct cooking temperatures?
- Are cooking temperatures monitored?
- What corrective actions are taken when food does not reach the proper temperature?
- Are cooking temperature logs maintained?

Cooling

Base of Operation

- How are foods cooled? How do you ensure that the prescribed time/temperature frames are met? What corrective actions do you take if the time/temperature frames are not met? Are cooling records maintained?
- Improperly cooled food is a leading cause of food-borne illness. If food cools too slowly, bacteria can grow to harmful levels. If the reheat process is not done correctly, these bacteria will cause illness. Some types of bacteria produce toxins which will not be destroyed even by proper reheating procedures.

Cooling Materials

Base of Operation

- Effective Cooling Methods
 - Ice Baths
 - Cooling Wands (ice paddles)
 - Shallow pans in a walk-in cooler
 - Adding ice as an ingredient
 - Blast chillers

Transportation

Base of Operation
To
Festival Site

Tranoportation



Transportation



- From the Base of Operation to the Festival Site
 - How will the product be transported?
 - Is product protected from contamination?
 - How will products be maintained at the proper temperature?
 - How will the product be kept cold? (41°F or below)
 - Will the product be transported hot? (135°F or above)

Onsite at the Festival

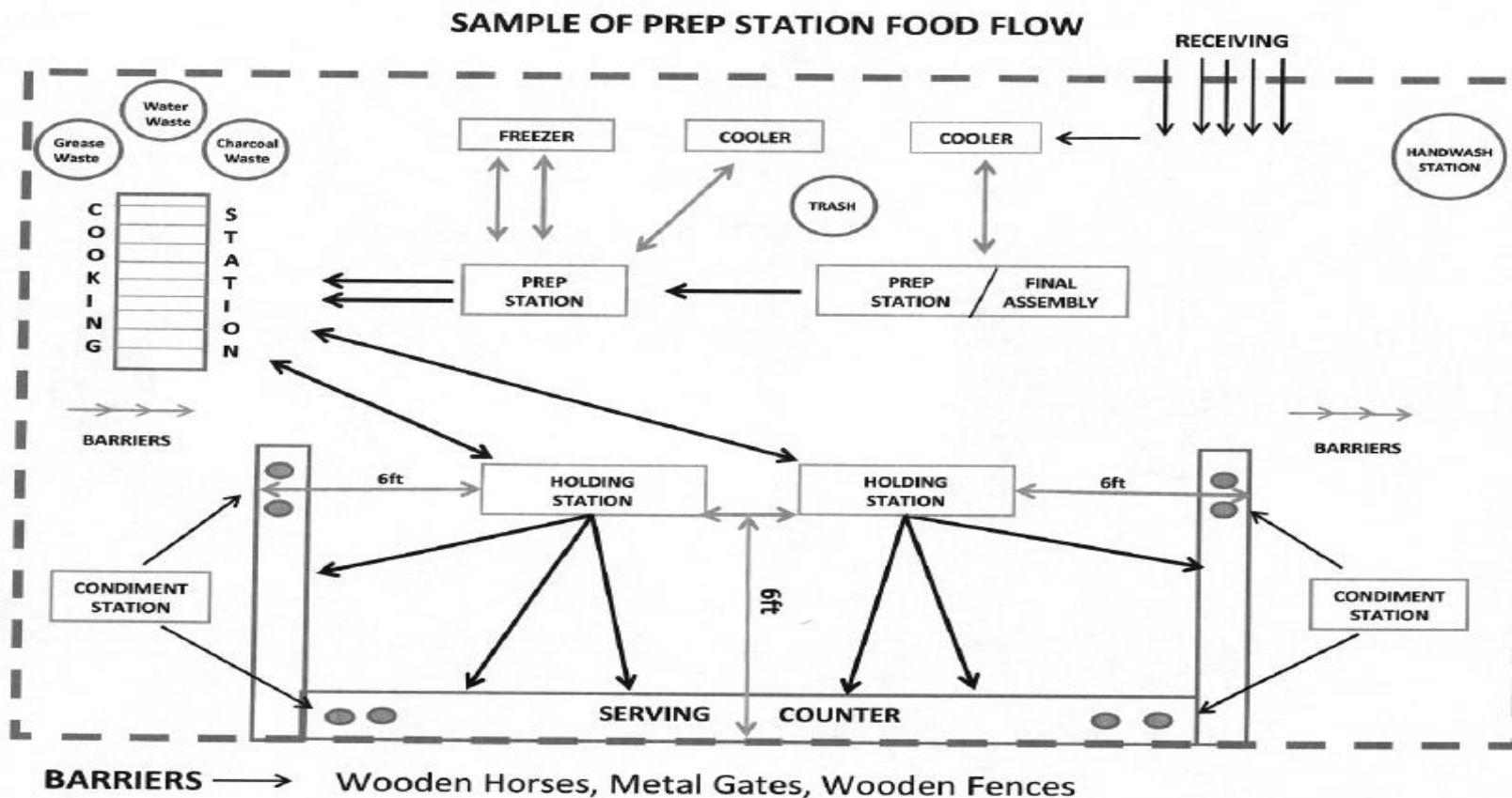
Setup at the Festival Site



Onsite Set up

- **CONSIDER THE FOLLOWING FACTORS:**
 - Good workflow – minimum handling of food
 - Avoid opportunities for cross contamination
 - Provide a clear exit path
 - Do not block the fire hydrant
 - Hand sink location and access

Onsite Sample Festival Site Layout



Onsite Operations

- Clean and proper setup



Onsite Setup



- Setup booth correctly before the event begins.
- Equipment to keep hot foods hot and cold foods cold.
- Place equipment for the proper flow of food and easy cleaning.
- Food items stored off the floor 6 inches.
- Corn covered with a waterproof tarp to prevent contamination from the elements.
- Proper floor covering to keep the booth clean. (Use corrugated box board. Remove and replace when soiled.)
- Ensure the event is set up in a clean area free from rodents.
- Setup in a dry location. Free from puddles of water to prevent water from pooling and insects from breeding.

Onsite Personal Hygiene



- Clean clothing
- No Sleeveless shirts
- Proper hair restraints
- No shirts with exposed mid-drifts
- All employees must wash hands as required to prevent the spread of disease
- Sick employees with diseases transmitted via food are excluded

Onsite Sick Employees

- No person, while affected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, or infected wound, or acute respiratory infection, shall work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food contact surfaces with pathogenic organisms or transmitting disease to other persons.
- Frequent trips to the restroom may indicate a person who is ill with diarrhea.

Onsite

When to Wash Hands?

- After touching raw food products and before touching cooked or ready-to-eat products,
- Before preparing food or putting on gloves,
- After touching your face or other body parts,
- After coughing, sneezing, using a tissue or handkerchief, using tobacco, eating or drinking,
- After handling dirty or soiled utensils or equipment, handling cleaning chemicals,
- After using the toilet,
- After taking out the garbage or mopping or
- After any contamination of your hands.

Onsite Hand Wash Facilities

- Portable self-contained hand wash facilities with water under pressure must be available
- Filled with potable water, soap, supply of paper towels and handwashing sign at every sink.



Onsite Hand Wash Sink



Soap

Running
Water

Paper
Towels

Onsite

No Bare Hand Contact with Ready-to-Eat Foods. Use....

- Gloves,
- Tongs,
- Tissues,
- Or other approved barriers to protect ready-to-eat food from direct hand contact.

Onsite Glove usage

- Gloves should be put on clean hands
- Replace when ripped or torn
- Replace before beginning a new task
- Replace after handling raw foods and before handling ready-to-eat food
- Change every hour during continuous use



Gloves, Tongs or Tissues Change before Use



Onsite



Prevent cross-
contamination

Keep Food
Contact surfaces
clean

Onsite Storage at the Site



- Provide refrigerated and or freezer trucks with a thermometer.
- Check the air temperature of the trucks every 2 hours.
- Check the temperature of the food every 2 hours.
- Record the temperature on a log.
- Correct all problems immediately and keep a record of the action taken.
- Store cold refrigerated foods in the coolest part of the truck without freezing the product.
- Ensure proper product temperature before putting food on the truck for storage and when removing the food from the truck. Use your clean and calibrated thermometer to take temperatures of the food.

Onsite

Cold Holding

Mechanical refrigeration is required



Onsite

Cold Holding (9-101.20)

- Many potentially hazardous foods are held cold for preparation.
- Time/Temperature Control for Safety (TCS) foods must be maintained at 41 °F or below. Holding foods at this temperature does not kill harmful bacteria, it merely inhibits their growth.
- Approved mechanical refrigeration devices should be used to hold food products at the appropriate temperature. These include refrigerators or cold tables.

Onsite

Minimum Cooking Temperatures

3-401.11, 3-401.13, 3-401.14



- Poultry and stuffed meat products - 165 ° F for 1 second (instantaneous).
- Ground meats (including ground beef and ground fish) 165 ° F for 1 second (instantaneous).
- Shell Eggs (made to order) 145 ° F for 15 seconds.
- Pasteurized eggs can also be used.
- Beef steak, veal, lamb and fish 145° F for 15 seconds.
- Whole roast cooked according to 3-401.11(B) 1).

Onsite

Hot Holding Units 9-101.20



- TCS foods that are held hot for service must be maintained at 135°F or above.
- The harmful bacteria that typically contaminates foods and causes foodborne illness is not able to multiply, or multiplies very slowly, when they are held at temperatures above 135°F.
- Food is to be held hot in approved hot holding units. Steam tables, baine maries, and steam cabinets are designed for maintaining food at or above 135° F. A double boiler on a stove can also be effective for holding some hot food items.
- Hot holding equipment is only designed to maintain product temperature and should never be used to heat or reheat product.

Onsite Hot Food Holding Unit



Onsite Don't Prepare Too Much Too Soon

- Keep your food moving through the temperature danger zone.
- Don't prepare too food in advance of service. Keep foods out of the temperature danger zone.
- **KEEP IT HOT, KEEP IT COLD, KEEP IT MOVING.**

Onsite Display

- Display foods away from the public and other sources of potential contamination.
- Foods should be displayed 6 ft away from the customer.
- Protect refrigerated display cases from the sun to prevent food from warming into the temperature danger zone.

Onsite Never Display Food Next to the Customer



Display 6 ft from the Public



Prevent Public Contamination

Onsite Place a Barrier Between the Food and the Customer



Onsite No Self-Service

Risk
Contamination



Onsite Drinking Water

- Provide safe drinking water such as bottled water or water from an approved source.
- Purchase crushed ice from an approved supplier. Hand shaven ice is not allowed.



Onsite Not an Approved Drinkable Water Source



On Site

Approved Beverage Dispensers

- Use approved beverage dispensers that provide protection of the beverage.
- Contact the Chicago Department of Health to see if your dispenser will be approved for use at an outdoor festival.



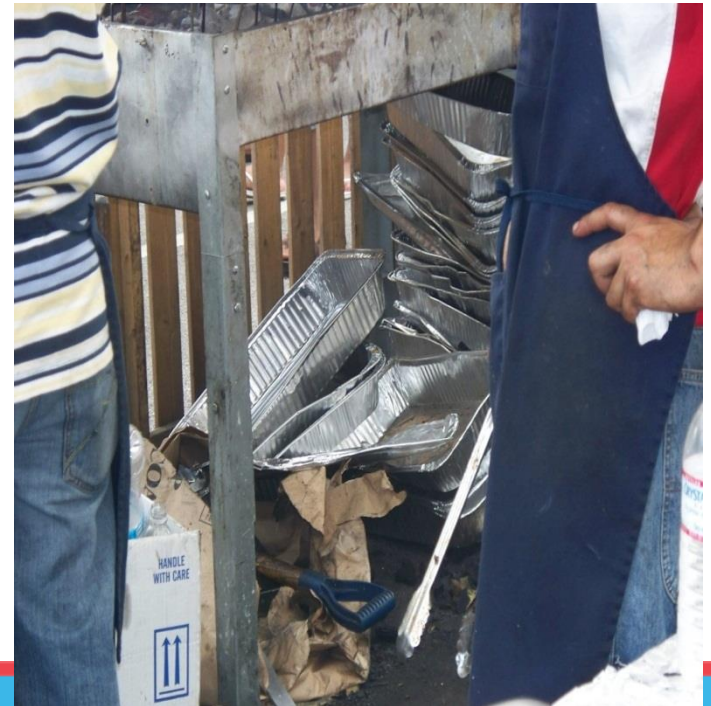
Onsite

Keep everything Clean



Onsite Keep Your Booth Clean

Empty Trash and
Replace Soiled
Floor - Box Board



Onsite

- Discard Leftover Foods at the End of the Day
 - **Leftover cooked foods cannot be reserved.**
 - Do not put cooked foods back into your coolers to be reserved.
 - Leftover foods must be discarded.



Onsite

- If and inspection is conducted:
 - Keep the Inspection Report Posted in Your Booth

Chicago Department of Public Health
Food Protection Division
Special Events Food Vendor Inspection Report

Vendor Name	Booth#		Date:				
Violations	Visit 1	Visit 2	Visit 3	Visit 4			
V2) Facilities to maintain proper temperature							
V3) Potentially hazardous foods at correct temperature							
V6) Hands washed and clean, good hygienic practice							
V12) Hand washing facilities available, supplied with soap and hand drying							
V16) Food is protected at all times							
V25) Toxic items properly stored, labeled							
V33) Food and non-food surfaces, clean, protected, and maintained							
V42) Employees wearing proper clothing and hair restraints							
V41) Premises maintained, no clutter, appropriate ground cover							
V45) Other							
Temperatures							
Visit 1	Time	Visit 2	Time	Visit 3	Time	Visit 4	Time
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
°C		°C		°C		°C	
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
°C		°C		°C		°C	
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
°C		°C		°C		°C	
Temperature °F		Temperature °F		Temperature °F		Temperature °F	
°C		°C		°C		°C	
Comments:		Comments:		Comments:		Comments:	
Comments here		Comments here		Comments here		Comments here	
Visit	Violation #	Violation Description					
Comments:							
Vendor Signature		Vendor Signature		Vendor Signature		Vendor Signature	
Vendor Signature		Vendor Signature		Vendor Signature		Vendor Signature	

Onsite Pest Control



- Setup in a **clean dry area** away from railroad tracks or areas known for rodent activity.
- **Cover food** to prevent contamination from insects and other blowing objects.
- Keep your **booth clean** and dry to ensure there is no standing water in the area.
- **Remove garbage** from your booth throughout the day.

Food Defense –ALERT



Tether and
label
unprotected
items to the
booth

In today's world it is important to be **ALERT** to protect your business.



- **A** How do you **Assure** that the supplies and ingredients you use are from safe and secure sources?
- **L** How do you **Look** after the security of the products and ingredients in you facility or booth?
- **E** What do you know about your **Employees** and people coming in and out of your facility or booth?
- **R** Could you provide **Reports** about the security of your products while under your control?
- **T** What do you do and whom do you notify if you have a **Threat** or issue at your facility, including suspicious behavior?

Being Alert



- Ensure trucks and storage areas are secure to prevent intentional contamination.
- Unlocked and unmonitored storage areas can be a security breach where food can become contaminated.
- Limit access to these areas, keep storage facilities locked, check for missing or extra products, and train staff.
- Have a written security plan in place to ensure food defense.

Thank You

