

# Special Event Food Safety Training

2024 Season

# **x** Contents

- Review of Risk Factors to Foodborne Illness
- Guidelines for Operation
  - Planning
  - Base of Operation (Commissary/Food Establishment)
  - Transportation
  - Onsite Operations
- Certificate Requirements
- Inspection Information
- Vendor permit application guidance
- Class review / quiz
- 2024 updates



### FDA 5 Leading Risk Factors to Food-borne Illness

Food held at improper temperature

Inadequately cooked or "Undercooked" food

Contaminated food equipment

Food from an unsafe source

Poor hygienic practices/hand washing



## **X** Time/Temperature Control For Safety Foods

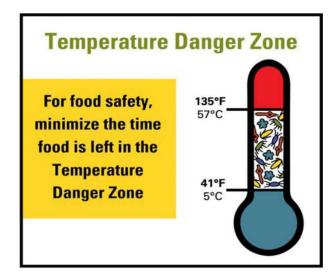
- Means a FOOD that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
- Some examples:
  - Milk / Cheese / Dairy Products
  - Eggs
  - Shellfish
  - o Fish
  - Meats
  - Meat Alternatives
  - Untreated Garlic & Oil Mixtures
  - Baked Potatoes

- Raw Sprouts
- Cooked Pasta / Cooked Rice
- Cooked Vegetables / Cooked Plant Food
- Cooked Beans
- Certain types of sliced/cut produce
  - Tomatoes
  - Melons
  - Leafy Greens



## **\*** Proper Holding Temperatures for TCS Foods

- Bacteria grow very quickly in the "temperature danger zone" between 41° F and 135 ° F
- Cold food must be held at 41° F or below
- Hot foods must be held at 135 ° F or above



# **X** Cooking Food Properly

Raw Animal Food Type	Final Cooking Temperature °F (held for 15 seconds)
Eggs	145
Fish	145
Beef (ex: steak)	145
Ground meats (ex: sausage, hamburger)	155
Pork (ex: ribs, pork chop)	155
Poultry (ex: chicken, turkey)	165
Whole Meat Roasts (ex: brisket, pork loin)	Refer to charts in 3.401-11 of Food Code

Reheating Foods: TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the FOOD reach a temperature of at least 165°F for 15 seconds.

# Sources of Contamination to Food

Type of Contamination	Example
Physical – some type of foreign object	Glass shards, plastic chips
Chemical – some type of chemical substance	Glass cleaner, lighter fluid
Biological – some type of living organism	Bacteria, viruses, parasites



### **Approved Food Sources**

- Food and food ingredients must be obtained from an approved source, such as a licensed wholesaler
- Food <u>cannot</u> be prepared or stored in a residential home



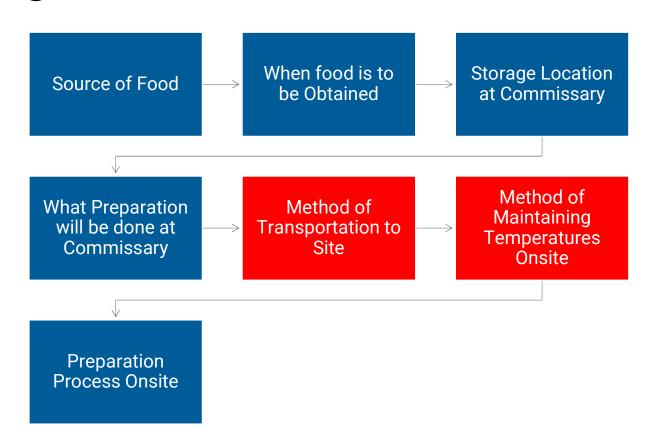
### **X** Hygienic Practices and Handwashing

- Proper hand washing technique
  - When to wash
  - Where to wash
  - How to wash
    - At least 20 seconds, etc.
- No eating/drinking in food preparation areas
- Do not come to work when sick with vomiting, diarrhea, sore throat with fever, etc.

# **Contents of Guidelines**

Planning Base Transportation Onsite Operations of Food Operations

## 🔭 Planning - Make a Flow Plan





### **X** Planning - Monitoring Record Keeping

- It is important to keep records.
  - All documents become part of the recording keeping system
  - Standard operating procedures
  - Time/Temperature log (recommended\*)
  - Logs of equipment checks thermometers
  - Checklist
  - Corrective action records
  - Receipts / invoices for ingredients.
- \*If you monitor the food temperatures, you will be better prepared for the health inspection.

instructions: This log will be maintained for gogh refrigorator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and the

Month/Year: Location/Unit Description:						
Date	Time Temp. Taken <am></am>	Temperature	Food Service Worker's Initials	Time Temp. Taken <pm></pm>	Temperature	Food Service Worker's Initials
1 2						
2						
3						
4						
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- A licensed, commercial commissary must be used in conjunction with the festival operations
- Restaurant, Shared Kitchen, Commissary
- The commissary or retail food establishment used for base of operations shall have a passing inspection within six months prior to the application date.
- All complex food preparation must be done at the commissary
  - Washing produce
  - Slicing of produce
  - Other complex food preparation activities

# **X** Base of Operation

- Areas to consider at the Base:
  - 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 pan
  - Storage Store foods after cooling and before delivering to the site



### **x** Transportation of Food

- From the Base of Operation to the Festival Site, food temperature and safety must be maintained
- Questions to consider -
  - 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)

# **Transportation**

Is this allowed?









# Onsite at the Festival



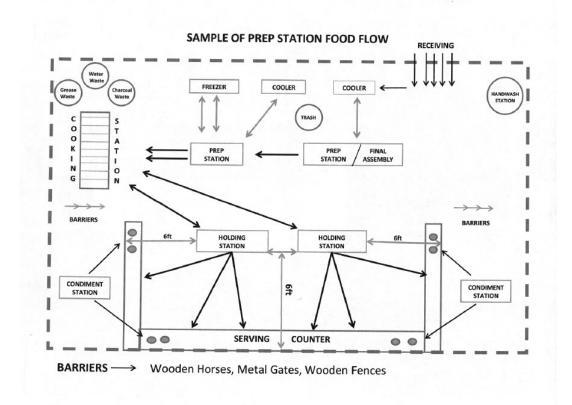


# **X** Setup at the Festival Site



# 🜟 Onsite - Site 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 - 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.
- Food items stored off the floor 6 inches.
- Corn covered with a waterproof tarp to prevent contamination from the elements.
- As needed 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.

### **Summer Festival Certificate**

### Summer Festival Food Vendor Certificate (SFFVC)

- A Person in Charge or designee must be onsite at the temporary food establishment during all times that food is being prepared, held hot, and served.
- The person with the SFFVC and their original SFFVC is required to be onsite and available for inspection.
- Copies of the SFFVC or letters from course providers are <u>not</u> accepted during booth operation.
- All food related operations shall <u>cease</u> when there is no person with an original and valid Summer Festival Food Vendor Certificate.



### **X** Types of Certificates Required

### Booth

- Summer Festival Food Vendor Certificate (SFFVC)
- (Exception, if 100% pre-packaged NON-TCS foods)

### Food Truck - Mobile **Food Preparer**

- City of Chicago Certified Food Manager
- Food Handlers Certificate

### Food Truck - Mobile Food Dispenser

- Prepackaged food only
- No certificate required

# 🗼 Onsite - Personal Hygiene

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



### Onsite – Employee Health Policy (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.
- If employees are sick, they should not be handling or preparing foods.



## **\*** Onsite - Hand Wash Facilities

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





### Please note:

Bucket set-up is NOT allowed





# **X** Onsite - Hand Wash Sink



Soap

Potable 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 <u>clean</u> 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





# **X** Onsite



Prevent crosscontamination

Keep Food
Contact
surfaces clean



### Consite - Storage at the Site

- Provide refrigerated and or freezer trucks with a thermometer.
- Check the air temperature of all refrigerators (including refrigerated trucks) every 2 hours.
- Check the temperature of the food every 2 hours.
- Record the temperature on a log (recommended).
- 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 for cold TCS foods, sufficient to maintain cold food at 41°F or below.
- Coolers filled with ice/dry ice will not be approved for use for TCS foods.
- Time as a Public Health control is not permitted at special events.





### 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

- Cook what is needed.
- Don't prepare too much food in advance of service. Keep foods out of the temperature danger zone.
- •KEEP IT HOT, KEEP IT COLD, KEEP IT MOVING.



- 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

These pictures are in violation of the rules.

# \*

# Onsite - Place a Barrier Between the Food and the Customer





# \chi Onsite - No Self-Service

#### Risk of 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





### Onsite - 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.







#### Frozen Beverage Machines (9-101.20 (C)) updated 10/01/23

- Can be used if:
  - The mechanical frozen beverage machine and its contents are approved by CDPH.
    - (disclose on application)
  - Machine is returned to the commissary each night of operation to be washed, rinsed, and sanitized in accordance the manufacturer.
  - If contaminated by dust, debris, or other contaminant, the frozen beverage machine shall not be used until it can be taken to the commissary to be properly washed, rinsed, and sanitized in accordance with the manufacturer





### **Complex Food processing (9.101-10 G)**

- "Complex food preparation including washing and slicing of food shall be completed at the retail food establishment or commissary. P"
- Based on menu and food preparation processes case by case basis
- Some processes cannot be done in booth because booth lacks necessary plumbing, space, equipment, etc.
- Examples of processes not allowed:
  - Cooking of whole roasted animals
  - Slicing and portioning of large amounts of food
  - Cooling of TCS
  - Use of oversize or specialty equipment that cannot be swapped out with replacements to meet cleaning frequency requirements
  - Washing of produce or utensils at the booth



# 🜟 Onsite - Keep Your Booth Clean



Empty the Trash and Replace Soiled Floor - Box Board





- 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.





#### **Summer Festival Inspection** Report

- Inspection completed on paper
- Same inspection report as previous years
- May be inspected more than once per event
- If provided, keep a copy in the booth



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

Violations			Visit 1	Visit 2	Visit 3	Visit 4	
V2  Summer Feetival Food Vendor Certificate							
V8) V9)	40) Hands wa	shed, good h	rygienic practice, hair restraints, clothin	9			
V10) H	and washing fo	ocities availa	ble, supplied with soap and hand dryin	9			
V15) Fo	ood separated	and protecte	d	3)			
V18) V	19) V21) V22)	TCS foods at	correct temperature				
V26) To	oxic items prop	perly stored, k	abeled				
V33) Fa	eclities to main	ntain proper t	omperature		100000000000000000000000000000000000000		
V36) T	hermometer						
V47) A	ppropriate floo	ringiground o	over				
V49) Fr	ood and non-fo	ood surfaces,	dean, protected, and maintained	10			
Other							
			Temp	eratures		wikana a	
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(US) Hands clean\$ properly weshed (V18) Proper cooking time and temperature (V19) Reheating for hot holding

(V9) No bare-hand contact with RTE (V40) Personal Cleanliness



#### **Inspection Findings - Most Common Violations**

- Temperature abuse
  - Not enough refrigeration
  - Inappropriate transportation
- No person with summer certificate
- No hand sink or hand sink issues







#### Inspection Findings – Closures

- Some examples of why a booth is closed by CDPH (not allowed to operate):
- No PIC with an original/valid Summer certificate
- Not enough mechanical refrigeration
- No hand sink or hand sink issues (no water, etc.)
- Lack of effective barriers for food protection



#### **Past Three Years**

2021\*

713 lbs.

\$3,092

\*Fewer events than usual inspected during 2021 season due to Covid-19

2022

2254.5 lbs.

\$11,426

2023

1,272 lbs.

\$11,892



### **Reasons Food is Discarded**

- Improper temperature
- Evidence of physical/chemical contamination
- Cross-contamination
- Opened or TCS foods left in unsecured booth overnight



### **X** Event Application

- The entire event (as a whole) must receive a permit from the Department of Cultural **Affairs and Special Events** (DCASE)
- The event permits are now filed online
- Event organizer should disclose full list of vendors participating



CHICAGO DEPARTMENT OF PUBLIC HEALTH FOOD PROTECTION SERVICES

#### PLEASE FOLLOW THIS CHECKLIST SO THAT **EVENTS CAN BE REVIEWED IN A TIMELY MANNER**

- PREFERABLY ONE ATTACHMENT PER FOOD VENDOR APPLICANT. INCLUDE ALL **FOOD-RELATED DOCUMENTS PER BUSINESS** UNDER ONE SCAN/ATTACHMENT.
- ORGANIZERS MUST LABEL THEIR UPLOADED (PDF) DOCUMENTS. REFER TO NAMING CONVENTION TO PROPERLY LABEL.

#### NAMING CONVENTION



The beginning should state the word Food, then business name, then type of applicant.

For 180 license applicants - Food\_NameofBusiness\_180 OR For Single Event Food Vendor Applicants - Food\_NameofBusiness\_Single

#### Examples:

- 1. Business name is Healthy and have a 180 license, then the attached document should be Food\_Healthy\_180.
- 2. Business name is Very Good and applying for a Single Event, then the attached document should be Food\_VeryGood\_Single

#### REQUIRED DOCUMENTS



For 180 license applicants:

Attach the 180 license and properly name the attachment as described above. For Single Event Food vendor applicants:



The application must be filled out completely.

- · Ensure all questions are answered. Type or Print clearly.
- Booth layout must be clearly labeled, including hand sink location.



Attach a clear scanned copy of at least one Summer Festival certificate that will



Ensure the last inspection date is within 6 months. If restaurant/commissary is outside the City of Chicago, must attach the inspection report. The report cannot have outstanding Priority or Priority Foundation (critical/serious) violations.



If not using own restaurant, must operate out of a licensed shared kitchen.

· Submit a recent notarized letter dated within 30 days.

#### SOME COMMON REASONS FOR NOT APPROVING APPLICATIONS

- 1. Using older version of Special Event application. Ensure that recent version is submitted.
- 2. Incomplete applications, such as missing:
  - · BACP Account number; Address of Food Suppliers; Hand sink nor refrigeration (if cold foods) not on booth layout.
- 3. Last inspection report over 6 months ago.



If you need a recent health inspection or have food safety questions email: CDPHFood@cityofchicago.org If you have questions for the DCASE Permits Team email: SEPermits@cityofchicago.org

# **x** Event Application

- The event permit must be submitted online
  - Event Organizer/Coordinator ← They submit, not the food vendor.
- Individual food vendor names should be disclosed on the event permit application
- DCASE processing fees for Special Events
  - Depends on how far in advance application is submitted
  - May submit up to 180 days prior to event
  - Applications are not accepted less than 21 days prior to the event
- Visit DCASE's website for fee structure



#### **X** Types of Applications

- 1. Single Event Food License Application
- 2. Single Event Food Truck License Application
- 3. 180 Day Special Event Food Booth License Application (BACP → CDPH)
- 4. 180 Day Special Event Food Truck License Application (BACP → CDPH)
- 5. Special Event Food Sampling Application





### **X** Types of Applications

Refer to DCASE website for updated applications. Some updates:

- If the 3<sup>rd</sup> party location is in Chicago, it must be a licensed shared kitchen or have a supplemental shared kitchen license. Inspection must be within 6 months.
- o If the 3<sup>rd</sup> party location is outside Chicago, a labeled plan with equipment list will be required. Additional documentation may be requested. Inspection must be within 90 days.
- When listing the supplier information on the application List the **full** name(s) and **complete** addresses of the food supplier(s) used for the event (wholesalers, distributors, etc.). Retain all receipts for inspection.



#### **X** Types of Applications – Food trucks at Special Events

Food trucks must be licensed in the City of Chicago to apply for Special Events.

To be able to apply and participate at a Special Event in Chicago:

- **First requirement** Mobile Food Preparer or Mobile Food Dispenser License (need Mobile decal on windshield)
- Then to participate in special events
  - Apply for a single event food tuck license or a (180) day) multiple event license.



#### Single Event Food License Review Process (Booth, Truck, or Sampling)

- Collection and submission by event coordinator (organizer)
- Event coordinator then uploads the completed applications to the online special events portal. ONLY event coordinators can access the portal. Individual food vendors should NOT use the online portal.
- Should be submitted at least 21 days prior to event
- Health uploads follow-up questions / concerns to online portal. We may email event coordinator and food vendor as needed.
- Late applications may not be reviewed in time for the event.
- Paper license issued



#### 180 Day Special Event Application – Multiple Event Food Vendor Permit

- For vendors that wish to operate at multiple events over a period, up to 180 days
- May contact BACP for application and instructions chicagobusinessdirect@cityofchicago.org
- Application is very similar to single event application
- BACP will forward the completed application to Health for review
- Health will reach out to applicant by email with any questions/concerns
- Paper license issued and emailed via BACP

# **x** Booth Layout

- Template included with application
- Can draw their own if it includes all booth features

#### Special Event Food Booth Layout

(Required with all applications)

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that NO DISHWASHING is allowable on-site so this should not be done or shown on the layout.

Vendor Name: Hot Cooking Holding Station Station Mechanical Beverage Refrigeration Station Wash Station Cooler



## **Sample Booth Layout**

If using own symbols on layout, must clearly label.

#### Sample Special Event Food Booth Map

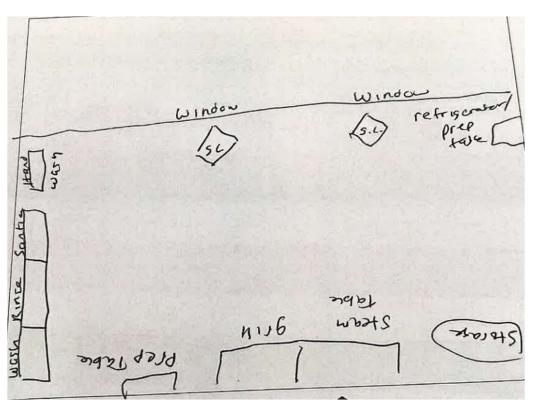




# 🔭 Sample Booth Layout – NOT Approved

• Dishwashing is **not** allowed





# **x** License Issuance



- Both 180-day vendors and single event vendors receive City of Chicago License Certificate
- Copy sent via email
- Original mailed out to address provided by vendor
- Should have a copy of the license on-site at the event (posted)
- Inspectors may ask for the license



### **X** Common send-back items on applications

- Food trucks must be licensed prior to applying
  - Trailers (not allowed in any form)
- No copy of actual summer fest certificate provided (letters, proof of registration NOT acceptéd)
- Incomplete menu processes
- Incomplete / Incorrect booth layouts
- Commissary agreement letter not notarized at licensed shared kitchen operator or licensed shared kitchen supplemental
- No mechanical refrigeration provided
- No recent passed inspection at commissary kitchen
  - Restaurants can request inspection by emailing food@cityofchicago.org
  - Include facility and contact information
  - Clarify that inspection is for special event participation



### **X** Shared Kitchen Users and Special Events

- Shared kitchen users must arrange their own inspection at the shared kitchen
  - •The inspection will take place on the shared kitchen user's own license number with the shared kitchen user present
  - Shared kitchen user must be operating at time of inspection
  - Reminder Copy of inspection report must be included with application



### **X** Contacting CDPH for Inspection

- -Make sure your facility is ready for the inspection.
- -It may take CDPH one week to come out for an inspection (based on the number of requests)
- -If an inspection is needed for the restaurant / commissary / shared kitchen user, send email to: food@cityofchicago.org

**Subject line:** Special Event inspection

Don't forget to include:

- ➤ DBA (name of business)
- Address (as listed on business license)
- ► Zip code
- Contact phone number
- > Business hours
- (If you are a shared kitchen user, include the DBA and address of the Shared Kitchen.)



#### Tips for Vendors:

- Submit application in a timely manner
- Include booth layout with application
- Plan ahead if a recent inspection is needed
  - Passed inspection should be completed BEFORE vendor submits their application to the event coordinator
  - Reminder that event coordinators must turn in vendor applications to CDPH 21 days prior to the event
- No bare-hand contact
- Wash, chop, prepare food at restaurant/commissary, no food complex preparation is to be done at festival



### Tips for Vendors:

- No food left at booth overnight
- Operator is to have a calibrated metal stem thermometer and method to clean/sanitize thermometer
  - Reminder: Monitor the temperatures of the TCS foods, foods found at improper temperature will be discarded.
- Floor covering may be required
- Protect food from contamination at every step of the process
- No home prepared foods



#### Tips for Vendors:

- Customer self-service prohibited, except for non-TCS condiments.
  - Self-serve condiment bottles are to be tethered to permanent surface
  - Individual prepackaged condiments are also an option
- Need sneeze guards/barrier/or food displayed less than 6ft from public
- <u>Dishwashing at booth/festival is prohibited</u> need to bring enough utensils
- No eating inside the booth



### **Class Review / Quiz**

- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection?
- Can you operate if you have a receipt for the Summer certificate or a copy of it?
- What temperature must cold food be kept at?
- What temperature must hot food be kept at?
- Is dishwashing (3 tubs/buckets) allowed at a festival in the booth?
- Can you prepare foods at home and sell at the festival?
- Can a milk shake machine be used onsite at a special event?



### \chi Class Review / Quiz (answers)

- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection? NO, the PIC needs the valid/original SFVC.
- Can you operate a food booth if you have a receipt for the Summer certificate or a copy of it? **NO, the PIC needs the valid/original SFVC.** (Exception, not needed if all food is non-TCS and pre-packaged at the commissary; refer to slide.)
- What temperature must cold food be kept at? 41°F or below.
- What temperature must hot food be kept at? 135°F or above.
- Is dishwashing allowed at a festival / booth? NO, must have enough utensils at festival.
- Can you prepare foods at home and sell at the festival? NO, it must be prepared at the approved commissary, shared kitchen, or restaurant.
- Can you wash produce at a booth/festival? NO, it must be done at the approved commissary, shared kitchen, or restaurant.
- Can a milk shake machine be used onsite at a special event? Yes, if approved by CDPH.



### **Special Event Updates for 2024**

- The Chicago Department of Public Health (CDPH) is updating special event applications for the 2024 season.
  - Ensure that they are completed, otherwise they will not be processed.
- The Chicago Department of Public Health (CDPH) is currently exploring the possibility of regulating food vendors at Park District events. We will provide more information prior to making any changes.



# Thank You!



Chicago.gov/Health



HealthyChicago@cityofchicago.org



@ChicagoPublicHealth



@ChiPublicHealth