

## FOOD PROTECTION, Continued

- Only single service (disposable) items may be provided for customer use. They must be kept wrapped to prevent contamination from dust, insects, and hands. Straws must be individually wrapped.
- Ice used for cooling or serving food or drinks must come from an approved source (no ice from home will be permitted).
- Baked sweets should be individually wrapped for sale and must come from an approved source, such as a bakery. No home-baked goods or sweets are allowed.

## WASTE DISPOSAL

- All liquid waste produced must be disposed of at an approved waste disposal site.



- All booths must have garbage containers that are watertight, with tight-fitting, self closing lids and liners. Vendors are responsible for the cleanliness of the area within 10 feet of their food booth.

## COMPLIANCE WITH REGULATIONS

- **No food sales will be allowed until permit has been issued.**
- Bernalillo County Environmental Health Inspectors will inspect every booth at every event. Vendors are responsible for compliance with all County guidelines.
- Sample foods and drinks may be taken and examined by the Inspectors as deemed necessary for detection of improper handling, adulteration, or any other health hazard.
- Environmental Health Inspectors may condemn or retain any food or drink which is found to have been improperly handled, adulterated, or unfit for human consumption.
- Immediate corrective action on any identified deficiency will be taken. Failure to address food safety issues will result in immediate suspension of your operating permit.
- Permits will be issued ONLY for one location in connection with a single event, and for the duration of the event, not to exceed 14 days. FEES MUST BE PAID PRIOR TO OPERATION.

## QUESTIONS OR TECHNICAL ASSISTANCE

If you have any questions or need technical assistance in planning your event, please do not hesitate to contact:

**Bernalillo County  
Health and Social Services  
111 Union Square SE, Suite 300  
Albuquerque, NM 87102  
Phone: (505) 314-0310**

**Bernalillo County  
Health and Social Services  
Presents**



## Guidelines for Food Vendors at Fiestas and Temporary Events



## FOOD VENDOR GUIDELINES

*Simple steps to a safe and fun event!*

Bernalillo County is committed to helping you run the safest food booth possible in order to have a successful and fun event for your organization.

**This pamphlet contains an outline of the requirements that must be met by all food vendors in the planning and operation of temporary food establishments (booths).**

**A Temporary Food Establishment is:** "Any food service establishment which operates at a fixed location for a temporary period of time, not to exceed two weeks, in connection with a fair, carnival, circus, public exhibition or similar transitory gathering." (Bernalillo County Food Code 1978)

### INITIAL NOTIFICATION

Vendors must contact the Bernalillo County Office of Environmental Health at 314-0310, thirty (30) days before the event. This will allow sufficient time for permit application, scheduling of the required *Food Safety* course and answering any questions regarding operation. An Environmental Health Inspector will assist you with all necessary steps and answer any questions you may have.

### PERMIT APPLICATION

Vendors must apply for a temporary food permit for *each* booth. The cost for a temporary permit is \$30. This fee may be waived for non-profit events with proper proof of non-profit status. As part of the permit application, vendors will be required to submit a **menu** for analysis and approval.

### PERMIT APPLICATION, Continued

Permits will be effective for the duration of the event only. The event coordinator will be responsible for verifying that each vendor has obtained the proper permits.

### TRAINING

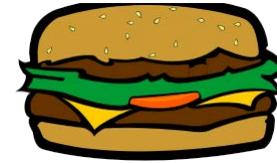
All vendors will be **REQUIRED** to attend a *Food Safety* course conducted by the Bernalillo County Office of Environmental Health prior to the event. Scheduling of the course may be done at the time of application or by contacting this office. We will honor certification from a Bernalillo County Office of Environmental Health *Food Safety* course if taken within the last twelve months.

### CONSTRUCTION OF BOOTH

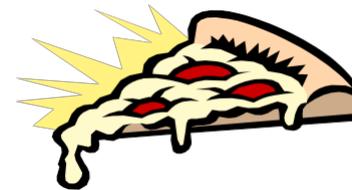
- Floors of all temporary food booths must be of wood, asphalt, or other durable and easily cleanable material.
- Booths must be enclosed on all four sides with a 1 1/2 Ft. X 2 1/2 Ft. opening to pass food through.
- Ceilings shall be made of wood, canvas, or other materials that protect the interior from inclement weather and wind-blown dust.
- All booths must have a hand washing station with clean running water (temporary units such as coolers with a free-flowing spout are permissible), soap, and paper towels.
- Booths are subject to fire regulations, and may be inspected by the Fire Department to ensure compliance.

### FOOD SAFETY HANDLING REQUIREMENTS

- Food must be prepared onsite or at approved food preparation sites. Food from an unapproved site (home) is not allowed.



- Potentially hazardous food (meats, dairy products, seafood, etc.) must be maintained below 40 °F (6°C) for cold foods and above 140°F (60°C) for hot foods.



- Previously prepared foods that are re-heated must reach 165°F (74°C) within 30 minutes either in a microwave, on a stove, or on a grill. The food must then be maintained at 140°F (60°C) or above in a steam table or other approved hot-holding equipment.



- Thermometers are required to monitor the hot or cold temperature of all potentially hazardous food. All food must be served the same day that it is prepared. Prepare food in small amounts and discard any food that is left over at the end of the day.

- Everyone working in the food booth must wash their hands and arms with soap and water prior to commencing work, after breaks, and after contact with their mouth, hair, or any area that could transfer germs to the food.



- Disposable gloves are required for handling ready-to-eat food.**
- In order to minimize the risk of cross-contamination, NEVER allow the same person to handle money then serve food.
- All persons working in the food booth **must** wear clean clothes and a **hair restraint** (net, cap, etc.)
- The use of tobacco in any form is **prohibited** within the food booth.
- Each operator must take suitable steps to control insects in the food booth. Check with the Office of Environmental Health for information on approved methods of pest control.



### FOOD PROTECTION

- All food and drinks must be covered or wrapped at all times to prevent contamination from insects and dust.
- All food and supplies used in the booth must be stored at least 6 inches off the floor.