

ENVIRONMENTAL HEALTH DEPARTMENT

809 N CUSTER AVE

HARDIN, MT 59034

Phone: 406-665-8720

Fax: 406-665-1025

Email: megan.spry@onechc.org



Temporary Food Events

Rules regarding Temporary Food Events (TFE):

1. Event coordinator or operator must obtain a Temporary Food Event Permit (pg 2) from the Big Horn County Public Health Department.
2. The menu is restricted to the items included on the Plan Review Application (pg 3) and approved by a BHCPH Sanitarian. All foods must come from an approved source and prepared in an approved manner.
3. No bare hand contact is allowed with ready-to-eat foods. Use non-latex disposable gloves, tongs, spoons, utensils, etc., when directly handling ready-to-eat food.
4. Provide single-use silverware and bring plenty of serving utensils with food.
5. A hand-washing station is required at all food events unless only prepackaged foods are dispensed.
6. If cooling bottled drinks in a tub, the tub must be self-draining or contain 10 ppm chlorine.
7. Temperature log sheets (pg 8) must be maintained during the event and returned to BHCHD within one week after the event end date.
8. Use a metal stem-type thermometer with a temperature range of 0 to 220 degrees Fahrenheit to monitor food temperatures during cooking, cooling and reheating. Sterilize the thermometer with an alcohol swab between uses.
9. All meats shall be cooked to proper temperatures: whole muscle beef, pork and fish to 145°F; ground beef, pork and fish to 155°F; poultry wild game, stuffed beef, pork and fish to 165°F
10. When serving, hot foods shall be kept hot (at 135°F or higher) and cold foods shall be kept cold (at 41°F or less).

Temporary Food Event (TFE) Permit Application

Directions for applying for a Temporary Food Event Permit:

1. The operator or coordinator of **each** Temporary Food Event site shall complete this application.
2. The application must be completed, and all pages submitted to the BHCHD at least **14 days BEFORE the event.**
3. Mail application to Big Horn County Public Health Department, 809 N Custer Ave., Hardin, MT 59034, email to megan.spry@onechc.org, or fax to (406)665-1025.

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Temporary Food Event Permit

Organization Name: _____

Contact Name: _____ Contact Number: _____

Mailing Address: _____ City: _____ Zip: _____

Event Information

Event Name: _____

Location: _____

Date(s) of event: _____ Hours of Operation: _____

I understand and will take responsibility for the proper methods of food preparation, handling, storage and service standards at this food event. I agree that no changes will be made to this TFE plan without the approval of a BHCPHD Sanitarian.

Applicant Signature: _____ Date: _____

Sanitarian's Comments:

Temporary Food Permit is: _____ Approved, _____ Approved as Amended, _____ Denied

Sanitarian Signature: _____ Date: _____

Montana law requires food licenses/permits to be posted for review by citizens at all food establishments.

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TFE Application: Plan Review

Page 1 of 6

Date of Submission: _____

Organization

Name: _____

Name of Applicant: _____ Contact Number: _____

Email: _____ Fax Number: _____

Mailing Address: _____

City: _____ Zip Code: _____

Temporary Food Event Information

Event Name: _____

Location: _____

Date(s) of event: _____ Hours of Operation: _____

Number of people to be served: _____

Facility where food is prepared: _____

Will food be prepackaged? _____

How will food be transported? _____

Date and time TFE will be set up and ready for inspection: _____

I Understand and will take responsibility for the proper methods of food preparation, handling, storage and service standards at this food event.

Applicant Signature: _____ Date: _____

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TFE Application: Plan Review

Page 2 of 6

Please answer the following questions in as much detail as possible:

- 1.) List all food and beverage items to be prepared and served. Attach a separate sheet if necessary. (Note: Any changes to the menu must be submitted to and approved by a BHCPHD Sanitarian at least five days prior to the event.) _____

- 2.) Describe where foods, beverages and ice will be obtained/purchased. (i.e. Costco, Wal-Mart, etc.):

- 3.) Food must be maintained frozen, below 41°F or above 135°F during transport to the TFE. Describe (be specific) how frozen, cold, and hot foods will be transported: _____

- 4.) How will food temperatures be monitored during the food event? A metal probe (stem-type) thermometer that measures from 0 to 220°F is required to take temperatures. List the kind and numbers of thermometers to be used. Proper holding temperatures must be maintained at all times, including overnight. _____

- 5.) Describe how foods will be kept hot or cold during holding or serving, including information on equipment provided. Thermometers must be provided in holding units for temperature monitoring. Proper holding temperatures must be maintained at all times, including overnight. _____

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TFE Application: Plan Review

Page 3 of 6

- 6.) Describe how foods will be cooked, including information on what equipment will be used. *Potentially hazardous foods must be prepared on site or in a commercially licensed kitchen. If planning on using a commercial kitchen for food preparation, please provide location and kitchen contact name.* _____

- 7.) Describe how, where, and what cold foods will be prepared. A minimum amount of food handling is encouraged.

- 8.) Describe how foods will be protected from contaminants during holding, display and serving (i.e. squeeze bottles, individual packets, covered containers, etc.). Indicate the number of workers who will be present to serve and prepare food. Food handlers and workers who handle customer transactions must be separated.

- 9.) Describe what will be done with leftovers at the end of each day: _____

- 10.) A handwash station with warm running water, soap and paper towels is required. Wastewater must be disposed of into an approved system. (See next page for a diagram of an accepted portable handwash station.) describe the handwashing facilities: _____

- Water Source: _____
- Size of container: _____
- Gallons of backup water storage: _____

****If a non-public water supply is being used, test results from within the last 30 days must be provided with application. ****



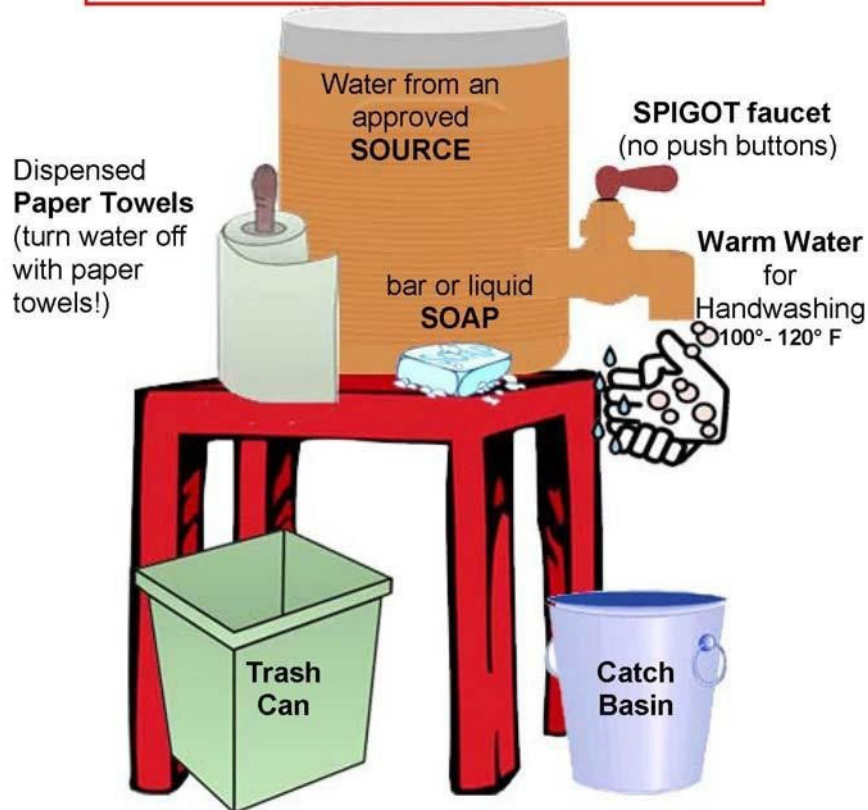
TFE Application: Plan Review

HANDWASHING STATION

Use it OFTEN!

Use CLEAN water jugs:

1. SANITIZE with 2 tbsp unscented bleach in 1 gallon of water – SLOSH to cover all surfaces.
2. Let STAND 5 minutes and DRAIN. DO NOT RINSE!
3. FILL with approved drinking water



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TFE Application: Plan Review

11.) Describe how and where wastewater from handwashing and utensil washing will be collected, stored, and disposed: _____

12.) Will there be a restroom available? Is so, where? _____

13.) Utensils used with potentially hazardous foods that are not held in the food must be washed, rinsed, and sanitized at least every two hours or they must be changed out with clean utensils within the same time period. Describe how food preparation utensils are to be cleaned and sanitized. If no facilities are available on site, describe the location of back-up utensil storage: _____

14.) Describe how electricity will be provided to the Temporary Food Event: _____

15.) Please attach a drawing of the temporary facility set up, including the location of equipment that will be available. Describe the floors, walls, ceiling surfaces, and lighting within the Temporary Food Establishment Facility or food booth that will be provided.



I agree that no changes will be made to this TFE plan without the approval of a BHCPH Sanitarian.

Applicant Signature: _____ Date: _____