

SANTA CALI GON AND OTHER FAIRS/FESTIVALS

Any group, organization or individual who is planning to operate a food booth during the Santa Cali Gon Festival must follow the following procedures:

1. Make application with the City of Independence Health Department. An application for a Temporary Event must be completed and the Health Department must be in receipt of the application no later than five (5) days prior to the event. There will be no exceptions.
2. The fee for a Temporary Permit is \$50.00 and must be paid at the time of application.
3. The \$50.00 fee will be waived for not-for-profit groups, organizations or individuals who have provided the Health Department with a copy of their exemption as a not-for-profit. The fee will not be waived for a group, organization or individual who is for-profit.
4. A Temporary Health Permit will be issued after an inspection of the operation has been conducted on opening day.
5. An Itinerant License is required for festivals and fairs only. An Itinerant License may be obtained from the Business Licensing Division which is located on the second floor of City Hall, 111 E. Maple, Independence, Missouri. The fee for an Itinerant License is \$50.00 and must be paid at the time of application. The Health Department cannot issue a Temporary Health Permit until application has been made for an Itinerant License.
6. Anyone who will be setting up a food/beverage operation on private property during the Santa Cali Gon Festival must first apply for an Itinerant License with the City of Independence Business License Division.
7. If a group, organization or individual is leasing space through the Chamber of Commerce during the Santa Cali Gon Festival, the Itinerant License fee is included in the rental fee.
8. Each group, organization or individual who is planning to have more than one booth, an application must be completed for each booth. Vendors must list all food and beverage items, including pre-packaged items, as well as those offered to the public as samples. Whether food and beverage is being sold to the public or is given free to the public, it must be regulated per the City Food Code.
9. Home canned products are absolutely prohibited.
10. Water that is sold to the public or given away must be prepackaged (bottled) from approved sources, and water that is used for washing utensils and hand washing, must be from a potable water source.

11. Food and beverages must be prepared and cooked onsite or must be prepared in an approved licensed kitchen and then transported to the site. Proper containers for transporting must be used. Example: Hot foods must be transported in containers that can maintain an internal temperature of foods at 140 degrees F or above. Cold foods must be transported in containers that maintain an internal temperature of foods at 41 degrees F or below.
12. Preparation, cooking, or storage of food and beverage intended for sale to the public or given free to the public, cannot be prepared or stored in a home kitchen, as per City Code.
13. No bare hand contact with ready-to-eat foods. Proper use of utensils, disposable plastic gloves, or deli papers may be used to handle ready to eat foods.
14. Dispensing of ice: Proper utensils must be used for the dispensing of ice. A food grade scoop with handle must be used to eliminate the possibility of hands contaminating the ice. The ice scoop must also be properly stored. Ice must be obtained from an approved source.
15. Only single service items will be allowed. Single service items such as cups, straws, plastic forks spoons, knives, etc., will be used and should be stored in original packaging to protect from contamination. Dispense/display single service eating utensils handle up and plates or bowls inverted on clean surfaces. Dispensing of cups must be from the bottom or from a dispenser.
16. Reheating leftovers is not allowed. Foods that have been held hot must be discarded at the close of business each day.
17. Hot Holding Equipment: If crock pots, steam tables, or other hot holding devices are used, they are to be used for the purpose of holding the internal temperature of foods at 140 degrees F, and by no means are they to be used to heat foods from a cold state. The Health Department recommends that foods be heated to 165 degrees F by using a grill or propane stove and then placing the food into a holding unit so it will maintain an internal temperature of 140 degrees F or above.
18. Adequate trash disposal containers with a tight fitting lid must be used inside each food facility.
19. Hand washing facility must consist of running water, pump soap, individual paper towels, and a container used for the collection of dirty water. If the concession booth or trailer does not have a built-in hand sink, the Health Department will allow for a water container, such as a large water cooler, and must have a valve or spigot that will remain open to allow for adequate hand washing. No push-button water coolers will be allowed (see attached example).
20. Utensil washing must be properly set-up for washing, rinsing and sanitizing of all utensils used for the preparation of food/beverage. If the concession booth or trailer does not have a built-in three compartment sink, the Health Department will allow a

system of three containers, such as plastic tubs, to be used in lieu of a three-compartment sink. The containers must be large enough to completely submerge the largest utensil used in preparation of food/beverage. When using chlorine bleach as a sanitizer for utensils, 50 PPM must be used. For the purpose of washing down table tops, counter tops and all equipment, a 100 PPM of bleach is required. In order to assure the correct amount of bleach being used, a chlorine test kit can be purchased at most restaurant supply outlets, or a swimming pool supply business.

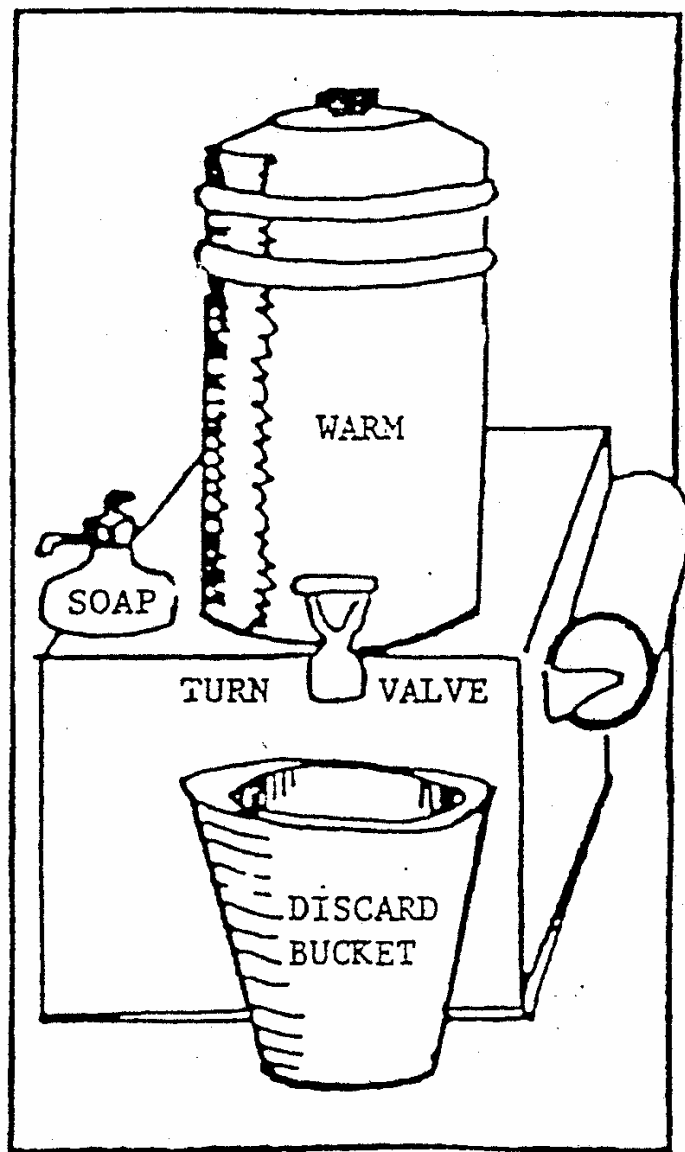
21. Wiping cloths must be stored in a sanitizing solution in between uses. This solution may also be chlorine bleach. If using chlorine bleach as a sanitizing solution for wiping cloths, 100 PPM is required. This can be measured as a full cap (not cup) of bleach per 1 gallon of water and when tested with a chlorine test strip should measure out to 100 PPM. For 50 PPM, you should only use ½ cap (not cup) of bleach per 1 gallon of water. Water should be changed often throughout the day and night, during hours of operation.
22. Thermometers are needed in all refrigeration units, coolers and freezers. Metal stem thermometers must also be available for routinely checking temperatures of foods. Hot foods must be held at 140 degrees F and above, and cold foods at 41 degrees F and below. Make sure that all thermometers have been calibrated for correct readings.
23. Booth structure: All food booth operations must have overhead protection over all food prep, food storage, and dishwashing areas. If tarps are used for overhead protection, they must be “fire retardant” per Fire Department Code. Also, fire extinguishers must be provided for each booth if food products require being cooked by flame or deep fried.
24. No smoking, eating or drinking will be allowed inside the booth. “No Smoking” signs will be provided to each operation by the Health Department. Unauthorized persons are to be kept outside the booth during hours of operations.
25. Person(s) for each shift must be designated to handle money only. This person or persons will not handle open food, ice, or other food related items.
26. No person shall work when sick. Any person who is infected with a communicable disease, such as a cold, flu, or who has infected cuts or sores on his/her hands, arms or face, will not be allowed to work.
27. Hair must be restrained. If hair is long enough to touch the collar or the neckline of the individual’s shirt, it must be properly restrained either with hair net, or pulled back into a style of braid or ponytail. If the style of braid or ponytail is long enough to sweep over the shoulder then the braid or ponytail must also be restrained. The wearing of caps and or hats is an acceptable method for proper hair restraint, however, if long hair continues to exceed the collar or neckline, it must be restrained. All mustache and beards must be kept trimmed to a short length otherwise it must be restrained.

28. Sweat Bands: During the hot weather season, the wearing of sweat bands are recommended, and must be changed as needed.
29. Fly Control: Each food booth must provide electrical fans for the purpose of controlling flies during the festival. Chemical sprays are prohibited.
30. Sufficient Electrical Power: When planning for your four-day event, please make sure you consider all electrical appliances you will be using so that your booth will have enough electrical power to assure that refrigerated units, cooking units, lights, fans, etc., will work properly and not risk losing product if equipment fails due to shortage of electricity.
31. Keeping Area Clean: The area around each booth facility must be kept clean throughout the operating day to prevent unnecessary accumulation of litter.
32. Liquid waste must be properly disposed of in an approved manner. The dumping of waste water onto the street, into storm drain or directly onto the ground is in violation of City Code.

If you have any questions, please feel free to contact the City of Independence Health Department, Food and Institution Division at 816-325-7197.

HAND WASHING TEMPORARY FOOD BOOTHS

A hand washing station must include potable water, liquid soap in a dispenser, paper towels, and a container for waste water. Water container must be clean and have a **valve or spigot that remains open to allow for adequate hand washing.** No push button water coolers or dish pans allowed.



Anyone working in food booths or a concession trailer during a temporary special event preparing or dispensing food and beverage items, must comply with the following:

- No jewelry shall be worn (bracelets, watches, rings, except for wedding ring, facial jewelry such as eyebrow rings, nose ring, lip ring, chin ring, cheek ring and absolutely no tongue studs.)
- No wearing of nail polish.
- No wearing of false fingernails.
- Fingernails must be trimmed short and kept clean.
- Hands and forearms shall be scrubbed with liquid soap and warm water for 20 seconds prior to handling food/beverage.
- When wearing disposable gloves for handling ready-to-eat foods, hands and forearms must be properly washed before putting gloves on.
- No bare hand contact with ready-to-eat foods. Per the City's Food Code, proper utensils such as tongs, spoons, spatula, gloves, or deli papers may be used for handling ready-to-eat foods.
- Gloves must be removed when leaving the food booth operation for any reason and disposed into a trash container.
- Gloves must be changed each time when changing from food products to other jobs such as using wiping cloth, cleaning equipment, etc.
- When to wash hands: After visiting the restroom or otherwise contaminating your hands (sneezing, wiping sweat from your brow, smoking, coughing, washing down tables and equipment, picking up trash, handling money, etc.).
- If there is any doubt about a food worker's health (not feeling well, achy, runny nose, etc.,) remove the person(s) in question from the food operation.
- Proper hair restraints must be used by each food service worker to minimize the possibility of hair falling into food and onto food contact surfaces. (Hair spray is not a sufficient hair restraint.)
- During the hot weather season, sweat bands are recommended by the Health Department (change as often as needed).