



CITY OF  
SIOUX FALLS  
HEALTH DEPARTMENT

## Temporary Food Service Requirement Checklist and Application



**Sioux Falls Health Department**  
**521 North Main Avenue, Suite 101**  
**Sioux Falls, SD 57104-5963**  
**605-367-8760      FAX 605-367-8246**

**Temporary Food Service:** Any food service establishment which operates at a fixed location for a temporary period of time, in connection with a fair, carnival, circus, public exhibition, or similar transitory gathering.

**License Fee:** a temporary food service license is \$70 (\$32 for non-profit groups). It is valid only for the location at which it is issued for a period not to exceed two weeks. Applications must be submitted to the Department of Health at least 14 days prior to beginning operation. To determine compliance with all requirements set by the Department of Health, an inspection will be conducted at each stand by an Environmental Health Specialist with the City of Sioux Falls.

## Requirement Checklist

**Application:** A completed temporary food service application is to be submitted to the Department of Health a minimum of 14 days prior to the event. Be sure to include the application, a sketch of the booth, and the license fee.

## Food and Utensil Storage/Handling

**Dry Storage:** All food, equipment, utensils, and single service items shall be stored above the floor on pallets or shelving, and protected from contamination.

**Cold Storage:** Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated container with sufficient coolant may be approved for storage of less hazardous foods. Food products must be protected from contamination and cannot be stored in direct contact with ice. Ice must be drained as necessary to remove accumulations of water. Meats and other potentially hazardous foods must be thawed under refrigeration or as part of the cooking process.

**Cross-Contamination:** Do not store raw foods (especially poultry and red meats) above or next to cooked or ready-to-eat foods in coolers. This is a source of cross-contamination.

**Drink Ice:** Ice used for drinks must be obtained from an approved source and must not be used for cooling food products or drink containers. Ice must be dispensed with a proper utensil and must be self-draining to remove accumulations of water.

**Hot Storage:** Hot food storage units shall be used where necessary to keep potentially hazardous foods at 140°F or above.

**Thermometers:** Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperatures of the unit.

A metal stem thermometer shall be provided to check the internal temperatures of both hot and cold food. Thermometers must be accurate to  $\pm 2^{\circ}\text{F}$ , and have a minimum range of  $0^{\circ}$  to  $220^{\circ}\text{F}$ .

**Food Display:** All food shall be protected from consumer handling, coughing, or sneezing by use of wrapping, food shields, or other effective barriers.

**Food Source:** All foods must be obtained from an approved source. Foods may not be produced in a private home and sold from the stand. Foods must either be prepared on-site or purchased from a licensed or inspected source.

**Restricted Food Items:** Only those foods requiring limited preparation and handling may be served. Foods such as custards, meat salads, or those requiring multiple preparation steps are prohibited.

**Utensil Washing Facilities:** All utensils and cookware must be washed and sanitized between uses. Each stand must contain adequate utensil washing facilities. This may consist of a three-compartment sink or three plastic tubs large enough to accommodate all utensils and equipment. Proper operation of these sinks/tubs includes: washing with warm water and soap in the first sink; clear water rinse in the second; and sanitizing with an approved sanitizer in the third. Household bleach is an acceptable sanitizer when used in the concentration of one-fourth ounce to one gallon of water. Adequate drainboards must be provided to properly air-dry all utensils and equipment. Hot water must be available in the stand.

# Personnel

**Handwashing:** A minimum of a two-gallon insulated container with a spigot, a catch basin, soap, and paper towel dispenser shall be provided for handwashing. The container shall be filled with hot water and operate such that when the water is turned on, it will stay on to enable the employee to wash both hands at one time.

**Health:** Employees must maintain a high degree of personal hygiene. Employees with open cuts, wounds, or sores cannot handle food items. Employees with gastrointestinal illnesses are also restricted from food handling.

**Hygiene:** Employees shall wear clean outer garments. All employees must wear hair nets, caps, hats, or other suitable hair restraint. All employees must wash their hands before beginning their work shift or after using the toilet, smoking, or handling raw animal products. Direct hand contact with food products must be avoided. Suitable utensils or disposable plastic gloves are to be used in place of direct contact.

# Stand Design

**Floors/Walls/Ceilings:** Stands must be constructed of wood, canvas, or other material that effectively protects the service area from the weather. All stands must have a floor consisting of asphalt, concrete, wood, or other similar cleanable material. High traffic areas adjacent to the stand must also be covered to eliminate dust contamination.

**Work Surfaces:** All surfaces which are used for food preparation must be nonabsorbent, easily cleanable, and durable. All exposed surfaces must be sealed. Food preparation surfaces must be cleaned and sanitized after each use, following any interruption in operations such as handling of raw meat products and ready-to-eat products (fruits or vegetables).

# Water/Wastewater/Garbage

**Water:** All water used in the stand must be obtained from an approved source. Adequate supplies of both hot and cold water must be provided.

**Wastewater:** All wastewater must be disposed of in a sanitary sewer system. If a sanitary sewer system is not readily available, suitable storage devices must be provided.

**Garbage:** Garbage and rubbish shall be stored in leak-proof, nonabsorbent containers which shall be kept covered with tight-fitting lids. If garbage containers are not already provided at the event site, vendors must provide garbage containers for consumer use. Garbage and rubbish must be removed as necessary to prevent a nuisance or health hazard.

**Recycling:** The City of Sioux Falls requires all vendors to recycle paper, cardboard, aluminum cans, steel cans, and plastic containers #1 and #2, however, vendors are encouraged to recycle commodities beyond this requirement. All recycled items must be free of food scraps. Additional waste reduction practices are encouraged. The use of styrofoam products is discouraged. If you have questions, please contact the City of Sioux Falls' Sustainability Coordinator at 367-8695.

**Fire Extinguisher:** Each vendor shall have a fire extinguisher of a minimum 2A:10BC rating. Where deep-fat frying operations occur, a class 'K' rated extinguisher, in addition to the 2A:10BC extinguisher, shall be required.

An inspection tag indicating that it has been serviced and tested within the past year from a company authorized to service extinguishers shall be required.

# Food Preparation/Operations

**Minimum Cooking Temperatures:** All eggs, fish, poultry, meat, and foods containing raw animal foods shall be cooked to heat all parts of the food to a temperature that will destroy harmful bacteria. These temperatures must be verified with a product thermometer. Minimum cooking temperatures include:

Ground meats—155°F  
Poultry—165°F  
Beef/lamb—145°F

Pork/pork products—150°F  
Fish/seafood—140°F

**Cooling:** Cooked potentially hazardous foods shall be cooled from 140°F to 70°F within two hours and from 70°F to 41°F within four more hours.

**Reheating:** All leftover products shall be reheated to 165°F within 60 minutes. This must be verified with a product thermometer.

**Thawing:** Meats and other potentially hazardous foods must be thawed either under refrigeration; under potable running water at a temperature of 70°F or below for not more than two hours; or as part of the cooking process. Do not thaw at ambient temperature.

**Wet Wiping Cloths:** All wet wiping cloths must be rinsed and stored in a sanitizing solution. A concentration of one-half ounce of household bleach to one gallon of water is acceptable.

**Insect Control:** Proper measures must be taken and maintained to eliminate flies and insects from the food booth. Keep the booth and surrounding area clean and sanitary. Keep garbage containers covered and properly maintained. Store garbage containers as far away from the food booth as possible. If chemical insect sprays are necessary, they must be "Pyrethrin" based and used only outside the food booth.

# City of Sioux Falls Health Department Temporary Food Service Application

---

Operator's Name

Telephone Number

---

Establishment Name

---

Mailing Address

City

Zip Code

---

Event/Location

Dates of Event

1. Menu: List all food and beverage items that will be served. No changes will be allowed before or during the event.

---

---

---

2. On the back of this page, draw a sketch of the booth.
3. Please provide any other pertinent information you deem necessary. \_\_\_\_\_

---

I certify that the information provided is true and accurate. I understand the requirements and agree that the above-described establishment will be operated and maintained in accordance with those requirements and consent to allow inspections by authorized inspectors during business hours upon presentation of identification.

---

Applicant's Signature

Date

# Sanitation

1. What facilities will be provided for washing hands in the food stand?  
\_\_\_\_\_
2. Where are employee restroom facilities located?  
\_\_\_\_\_
3. What type of hair restraint will be provided for employees?  
\_\_\_\_\_
4. How and when will food prep equipment and surfaces be cleaned?  
\_\_\_\_\_
5. How will utensils and food contact surfaces be sanitized?  
\_\_\_\_\_
6. What is the source, and how will water be supplied to the food stand?  
\_\_\_\_\_
7. Where will wastewater be disposed?  
\_\_\_\_\_
8. How will garbage in and around the stand be contained?  
\_\_\_\_\_
9. Where will cooking oils and grease be disposed?  
\_\_\_\_\_

## Booth Sketch

- A. Draw in the location and identify all equipment including handwash facilities, dishwash facilities, ranges, refrigerators, worktables, food/single service storage, etc.
- B. Describe floor, wall, and ceiling surfaces:  
\_\_\_\_\_  
\_\_\_\_\_

## Department Comments:

Receipt \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Copy to Applicant:  In Person  Mailed  Date \_\_\_\_\_