

# 43rd Annual Old Port Festival

## Sunday, June 12, 2016

### 11AM – 5PM



### **NOTICE TO ALL FOOD VENDORS:**

**City inspectors are on duty the day of the event and will be inspecting food vendors starting at 8:00 am. You cannot operate until you have been inspected.**

- You **must** have a State of Maine Mobile or Temporary license to participate. **Fees will not be collected on the day of the event and you will not be able to operate.** Many food vendors will already have an “Eating Place – Mobile” license from the State of Maine. If you do not have one (which covers you for an entire year), then you are required to have an “Eating Place - Temporary” license.
- Please have all of the required equipment and supplies or you cannot operate.
- You must have a Person in Charge (PIC) over 18 years of age at your location who will be responsible for managing the operations. Some stations require a Certified Food Protection Manager (CFPM) on-site, please see the Temporary Food Service Establishment (TFSE) Rules and Regulations handout.

Please contact Carol Gott at 287-5675 or [carol.gott@maine.gov](mailto:carol.gott@maine.gov) to obtain your **STATE OF MAINE** food license. You can print a license application from:

<http://www.maine.gov/dhhs/eng/el>

**Have questions? Please contact the City of Portland Food Service Inspection Hotline at 207-756-8365 or [phweb@portlandmaine.gov](mailto:phweb@portlandmaine.gov)**

# City of Portland

## Temporary Food Service Establishment (TFSE) Rules and Regulations

- City of Portland and State of Maine licenses must be obtained before operating. Applications and fees will not be collected on the day of the event. Failure to comply will result in closure.
- All food must be from an approved source.
- All food must be prepared in a licensed kitchen or on site. It cannot be prepared at home.
- A Person in Charge (PIC) is always required on site.
- A Certified Food Protection Manager (CFPM) is required when the temporary FSE operates for more than 14 days per year and prepares potentially hazardous foods or foods that require time/temperature control.
- All food and single service products must be at least 6 inches off the ground/floor. This includes boxes of bread, bags of onions, potatoes, napkins, cups, plates, etc.
- All food must be properly protected from customer contamination. Wrapping and labelling the food is one option. Labels must include the name of the food, quantity of contents, name of business or manufacturer and list of ingredients from the most predominant to least. Buffet style service or samples should be provided with toothpicks, forks, or other serving implements.
- All temporary and mobile FSEs must have a hand sink with hot water under pressure. Temporary mobile units can use a gravity or pressure system. No pump coffee urns. Hot water needs to be a minimum of 100F. Hand drying is to be done with paper towels, not cloth towels. Hand soap must also be available. No hand sanitizer.
- All equipment and personnel must meet sanitary standards. No open cuts, wounds or sores on hands, arms or facial area; long hair and beards must be restrained by caps, hats, nets, etc. Hands and clothing must be clean.
- Facilities for keeping potentially hazardous foods at required temperatures must be provided. **Cold food at 41 degrees or lower; hot food at 135 degrees or higher.**
- All wipe cloths shall be kept in an approved sanitizing solution of ½ capful of bleach per gallon of water when not in use and sanitizer test strips must be available to confirm the safety of sanitizer.
- Food handlers are required to wash hands after using toilets, smoking, eating or handling potentially contaminated items.
- Ready to eat foods must be handled with gloved hands, serving utensils or other protection from direct hand contact.
- Food is to be protected from contamination, including from above. Common forms of overhead protection include umbrellas. All overhead protection above grills must meet Fire safety standards.

- All open grills or cooking surfaces are to be protected from contact with customers.
- Water for drinking and cooking shall be from a Public Water System or nonpublic Water System that meets state Drinking Water quality standards.
- All electrical wiring shall be in conformance with the current National Electric Code with special attention given to Articles 300, 305, and 310 of the NEC. Electrical permits are required and can be obtained from the Code Enforcement office.
- All vendors having any type of open flame cooking (e.g.; gas grill, gas range, etc.) must have a 2a, 10 BC fire extinguisher.
- All vendors having a fryer must have a 40 BC fire extinguisher.
- Trash bags may not be used for food storage.
- Propane tanks shall be secured and installed following the guidelines of the State's LP Gas Safety Check List.

The Temporary Food Service License will not be released until all requirements are met. Any violations during the course of the event may result in closure.

For more information, please contact the City of Portland Food Service Inspection Program at (207) 756-8365.

## TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS

- USE GLOVES, UTENSILS OR DELI PAPER TO HANDLE FOOD.
- HOLD COLD FOOD AT 41F OR LESS.
- HOLD HOT FOOD AT 135F OR MORE.
- PROTECT FOOD FROM CONTAMINATION W/ OVERHEAD PROTECTION.
- WEAR A HAIR RESTRAINT.
- KEEP FOOD AND SINGLE SERVICE ITEMS OFF THE GROUND.
- SANITIZER AND TEST STRIPS FOR FOOD CONTACT SURFACES (1 cap bleach/gal.water).
- GET A STATE TEMPORARY OR MOBILE LICENSE.
- HANDWASH STATION (100F water in self-dispensing container, soap, paper towels, and catch basin. No pump coffee urns).



## Compliance Checklist for Mobile Units

### All units need:

- ☐ State license
- ☐ Municipal license
- ☐ Fire Extinguisher (40 BC for all vendors using fryolators, 10 BC for all other food vendors)
- ☐ Hand Wash Sink (100F Hot Water),
  - Soap
  - Paper towels
- ☐ 3 bay sink
- ☐ Gray water tank – 15% larger than potable water tank
  - Location of disposal \_\_\_\_\_
- ☐ Refrigeration (Cold hold)
  - Thermometer inside
- ☐ Food thermometer
- ☐ Nonporous and smooth surfaces
- ☐ Dry good storage
- ☐ Dishwashing detergent
- ☐ Sanitizer and testing strips

### Some units need:

- ☐ Base station
  - Location \_\_\_\_\_
- ☐ Certified Food Protection Manager (see exemption list)
  - Date \_\_\_\_\_
- ☐ Ice
  - Name of supplier \_\_\_\_\_
- ☐ Sneeze-guard
- ☐ Umbrella (overhead protection)
- ☐ Lightshield (food truck)
- ☐ Food Protection - Sliding Window, Screening or Air Curtain (food truck)