



Environmental Health Division
Ministry of Health and Social Development



**Guidelines for Temporary
Food Vending:
The Food Operator's Guide.**

FOREWORD

The Environmental Health Division of the Virgin Islands seeks to purposefully fulfill the mandate of Food Safety as outlined in the Food Hygiene Regulations of the British Virgin Islands.

As the division seeks to ensure compliance with the relevant legislations, it has ventured to increase public awareness of the guidelines which must be followed to ensure compliance in establishing a food service business.

The Virgin Islands celebrates cultural activities through many fairs and festival events throughout the year and food service is the main focus at these events.

The Environmental Health Division through this document seeks to promote food safety and to ensure that events coordinators, food operators and vendors are cognizant of the requirements for carrying out safe food handling practices at these events.

This booklet outlines the minimum criteria for successfully planning and implementing a temporary food establishment operation at such seasonal events. It is the division's hope that this booklet will be utilized by all event planners, vendors and the general public.

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INTRODUCTION

This Temporary Food Establishment Operator's Guide will assist food service operators to comply with the requirements of the Food Hygiene Regulations and the policies and procedures of the Environmental Health Division of the British Virgin Islands when operating a temporary food service establishment at a public or seasonal event.

Individuals or groups planning to sell or give away food at a public event are required to obtain a valid Food Vending License. Temporary food service establishments require flexibility and consideration to protect public health. Booth construction, equipment setup, personal hygiene, food preparation area and safe food handling practices must be carefully planned and implemented.

This guide will serve to assist temporary food operators and their employees meet the food safety requirements and minimize the potential for the spread of food-borne illnesses.

While the principles governing safe food handling practices remain the same for both temporary and permanent facilities, we however wish to highlight some critical differences.

Persons responsible for setting up and operating a temporary food

DEFINITION OF TERMS

‘Employee’ - means any person who, is employed in a food premises, and handles or comes in contact with any utensil or with food during its preparation, processing, packaging, service, storage or transportation

‘Food’ means any raw, cooked, or processed edible substance; ice; any beverage; or any ingredient; used or sold or intended for use or for sale in whole or part for human consumption, except tobacco or a drug

‘Food Contact Surface’ means any surface that food comes in contact with in a food premises;

‘Hazardous food’ means any food that is capable of supporting the growth of pathogenic organisms (organisms that are capable of causing disease) or the production of the toxins of such organisms;

‘Mobile preparation premises’ means a vehicle or other itinerant food premises from which food prepared therein is offered for sale to the public;

‘Multi-service article’ means any container or eating utensil that is intended for repeated use in the service or sale of food;

‘Potable water’ means water that is safe for human consumption;

‘Pre-packaged foods’ means food that is packaged at a premises other than the premises at which it is offered for sale;

‘Sanitizing’ means antimicrobial treatment, and ‘sanitize’ has a corresponding meaning;

‘Single-Service article’ means any container or eating utensil that is to be used only once in the service or sale of food;

‘Structure’ means something that is arranged in a pattern to form a surface appropriate to prepare, serve and store food products (i.e., tables, food vending cart, mobile food premises, kitchen facility)

‘Temporary Food Service Establishment’ means a food products establishment that operates at a fixed location for a limited period of time in conjunction with a single event or celebration; or a concessionaire operating under a seasonal contract with either the natural resources department.

‘Utensil’ means any article or equipment used in the manufacture, processing, preparation, storage, handling, display, distribution, sale or offer for sale of food except a single-service article.

REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS



LICENCING AND CERTIFICATION

- All persons operating a temporary food establishment must be duly

licenced to operate such business. Persons must be a current holder of a 'Food Vending Licence' issued by the Environmental Health Division and a Food Vending License issued by the Department of Trade and Consumer Affairs.

- Licence must be displayed during operation of the booth/stall.
- All persons involved in preparation and sale of food to the public must be the holder of a valid 'Food Handlers Certificate.'

STRUCTURE

- Must have a water proof overhead covering which may include canopy, umbrella or tarp) to protect the food from contamination.
- Must have an approved flooring, which may include concrete, asphalt or tight-fitting wood.
- Sides of the booth must be enclosed, except one side for customer service.
- A table skirt or other form of protection is recommended to protect food, single service articles and utensils.
- Food contact equipment and surfaces must be smooth, non-absorbent, easily cleaned, of food grade material and protected from contamination.
- Booths/Stalls must have barrier to protect food and prevent customers from entering into the booth.

FOOD

- Only final cooking is permitted at the site (i.e., No dicing or cutting of food products, chopping of ingredients, marinating or other forms of food processing or preparation are allowed onsite).
- Raw products must be pre-cut, breaded or frozen, to go from the freezer to the fryer or; Product must be pre-cooked.
- **Potentially Hazardous Foods* (PHF) allowed for cooking on site from a raw state are those which are fast cooking such as:
 - hamburger patties
 - Sausage, hotdogs, etc.
- All other PHF must be prepared and cooked at a currently licensed and inspected food premises.
- Hazardous food must be transported, stored, and maintained at required temperatures.
- All meats must be thoroughly cooked and reheated to the temperatures listed on the Safe Cooking Temperature Chart in the Appendix

FOOD UTENSILS (EQUIPMENT)

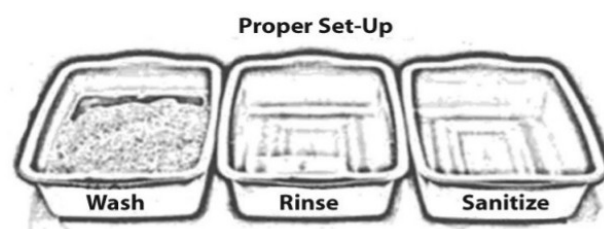
- Only single service eating utensils such as plastic knives, forks, spoons, paper plates and cups shall be used.
- Cutlery, plates and cups shall be purchased pre-wrapped and stored in a clean container up above the floor.
- Cups shall be stored in their original packaging and handled only from the bottom of the cup.
- Re-use of single service items is prohibited.
- Utensils that fall on the floor must not be re-used.

WASHING AND SANITIZATION OF UTENSILS AND SURFACES

- Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be provided and stored in a sanitizing solution.
- Where a **2**-compartment sink is not available for washing, rinsing and sanitizing utensils (spoons, tongs, ladles, ice cream scoops) a sufficient number of wrapped, clean, back-up utensils (4 sets) must be available should the original utensils become soiled or contaminated. **NO WASHING OF UTENSILS ON SITE**
- A container with soapy water solution is required for the washing of dirty utensils on site. ***This is for emergency use only.***

SANITIZING GUIDELINES

Wash, Rinse, and Sanitize



- If chlorine is used as the sanitizer, a solution of **100 PPM** is required.
- A residual of **50-100 PPM** chlorine may be obtained by placing one (1) tablespoon of bleach in one (1) gallon of water. **See Appendix C**
- All wiping cloths must be stored in an approved sanitizer solution at the proper concentration.
- Test papers must be provided to ensure that proper sanitizer level is achieved.
- Empty and rinse sanitizer buckets at least every **2** hours and replace with fresh sanitizer.

At the end of daily operation **ALL** utensils must be taken to a licensed food premises or the place where food was prepared for proper washing, rinsing and sanitizing.

WATER

- Potable water under pressure whether by pump or gravity must be provided. The supply must be adequate for hand washing, food preparation and equipment cleaning. When a sink or hand wash basin is not available a **Temporary Hand Washing Station** must be provided.
- Temporary Hand Washing Stations shall consist of a container with a spigot that provides a continuous flow of running water during hand washing, liquid soap, paper towels, and a bucket to collect waste water. **See Appendix B**
- **Hand Sanitizers DO NOT** replace the requirement for a Temporary Hand Washing Station.
- Hand Sanitizers should only be used by non-food handlers for example cashiers.
- All wastewater must drain into a leak-proof container/tank. Arrange for sanitary disposal of all wastewater.

ICE

- All ice must be made from potable water and/or obtained from an approved source.
- All ice must be transported, stored and dispensed in a sanitary manner.
- Ice must be stored in single service closed containers or bags to prevent contamination.
- Tongs and scoops used to dispense ice must be stored in a suitably sized container outside of the ice.
- **Ice for consumption must not be touched directly with the hands.**



STORAGE OF FOOD

- Food containers must be stored at least **15 cm (6 inches)** above the floor.
- Food probe thermometer (s) must be available to check the internal temperature of hot and cold hazardous foods.

Cold Storage

- Cold storage can either be provided by refrigerator, i.e. if electricity is available or in coolers with ice.
- Insulated coolers must be used when transporting food with ice or ice packs inside the chest;
- Foods must be pre-chilled to **5°C (41°F) or below** before placing them in the ice;
- There must be sufficient ice to adequately surround the food stored inside the cooler or display case.
- **Cold Foods** must be kept at **5°C (41° F) or less**
- Enough ice must be provide at all times to maintain food temperature of **5°C (41°F);**
- Ice used for refrigeration (keeping foods cold in coolers) **MUST NOT BE** used for human consumption, including beverages;
- Store prepackaged foods (i.e. sandwiches) in sealed containers rather than in direct contact with ice to prevent contamination from melting ice water;
- Unpackaged food **MUST NOT BE** stored in direct contact with un-drained ice;
- Raw foods must be stored in separate ice coolers from ready-to-eat foods.



B. HOT HOLDING

- Potentially hazardous foods must be stored at temperatures for **Hot Foods** at **60°C (141° F) or above** at all times.
- Electrical equipment, propane stoves, grills or other approved units must be capable of holding foods at **60°C (141° F) or above**.
- Adequate amount of sternos should be available to maintain food temperatures when using chafing dishes and hot holding cabinets.
- Before placing hot foods in a steam table, chafing dishes using water, or other type of hot holding method, the units **MUST** be heated to at least **60°C (141° F) or above** prior to placing food for storage.



AT THE END OF EACH DAYS' EVENT, HOT PERISHABLE FOODS MUST BE DISCARDED. ABSOLUTELY NO COOLING OF FOOD AT THE FOOD BOOTH/STALL.

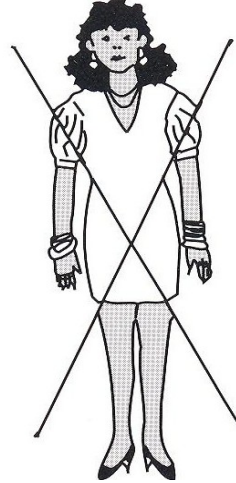
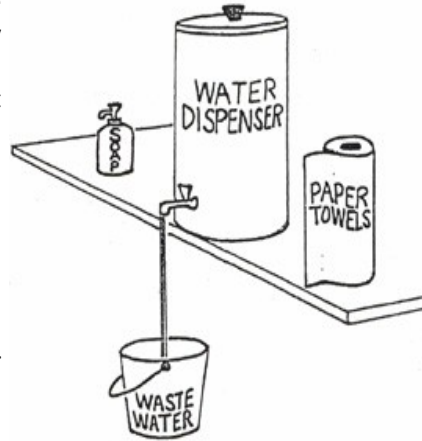
C. REHEATING FOOD

- **ALL** potentially hazardous foods, which have been previously cooked and cooled at a **LICENSED FOOD ESTABLISHMENT** must be rapidly re-heated for hot holding from **5°C(41° F) to 75°C(165° F) within 1 hour** so that all parts of the food reach **75°C(165° F) for at least 15 seconds**.
- Food produced and packaged inside a commercial food processing plant (i.e. canned chili, bagged soups, fully cooked beef, etc.) must be heated for hot holding from **5°C(41° F) to 60°C (141° F) or above within 1 hour**.
- **ONLY** equipment such as microwaves, ovens, burners, or grills can be used for reheating food.
- **FOODS MUST ONLY BE REHEATED ONCE AND MUST BE DISCARDED AFTER BEING HOT HELD. ABSOLUTELY NO COOLING OF FOOD AT THE FOOD BOOTH/STALL.**
- Crock pots, steam tables, bain-maries, chafing dishes, or other hot-holding devices **CANNOT BE USED** to **REHEAT** foods.
- site must be protected against contamination from dust, insects and other sources. **Provide adequate protection by covering the food entirely with a lid, plastic wrap, and aluminum foil or wrap items individually.** Where possible provide sneeze guards.



PERSONAL HYGIENE

- Hand washing facilities must be provided at each temporary food establishment. Where a sink or hand wash basin is not available a clean container with a spigot at the bottom may be used.
- Liquid anti-microbial soap in a dispenser and paper towels must be provided.
- All food handlers must wash their hands with clean water and soap before starting work, after each visit to the toilet, after smoking, handling garbage, handling cash and as frequently as possible to maintain clean hands.
- All food handlers must wear clean outer clothing and must confine the hair by wearing hairnets, baseball caps, scarves, etc.



- Eating, drinking, and smoking is prohibited by the food handlers while working in the temporary food establishment.
- Nails must be closely trimmed and maintained. **No sculptured nails or chipped nail polish is allowed.**
- Gum chewing is **prohibited** in the food preparation and service areas.

FOOD PROTECTION AND HANDLING

- All individual pre-packaged food must be served in their original package.
- All foods while being stored, prepared, displayed or transported to the
- All foods, food containers, utensils napkins, straws and other single service articles must be stored at least **15 cm (6 inches)** off the floor and adequately protected from splash, dust, insects, weather and other contamination.
- All condiments, including onions, relish, peppers, catsup, mustard, etc., which are available for customer self-service must be available in individual packets or be dispensed from an approved dispenser.
- When self-service ice dispensers are not used, ice scoops are required. Ice used for human consumption may not be used to refrigerate other foods and beverages. Ice storage units must be drained to a waste water receptacle or a sanitary sewer system to prevent submergence of beverage containers into melted ice.
- **FOOD MUST NOT BE DISPLAYED OPEN AND UNPROTECTED.**
- Chafing dishes, must have covers to ensure at least half of the food remains covered at all times.

WASTE DISPOSAL

A. SOLID WASTE

- Pedal operated garbage bins must be available in food preparation area.
- Adequate supplies of large plastic garbage bags must be provided.
- An additional bin must be provided for patrons use outside of the booth or temporary establishment.

B. LIQUID WASTE

- All waste water from dish washing and hand washing sinks, and drained ice must be contained in a leak proof container to be disposed of in an approved sewer collection system. If one is not available on site.

Appendix A
Special Events Check List for Food Vendor

FOOD PROTECTION	YES	NO
Food probe thermometer (s) available to check the internal temperature of hot and cold hazardous foods.		
Cold Hazardous foods transported, stored and displayed at a temperature of at least 41°F or 5 °C or less		
Thermometers for each cooler/refrigerator		
Hot hazardous foods transported, stored and displayed at a temperature of 60°C or 140°F or greater.		
Platforms for elevating food and paper goods 15cm off the ground.		
Clean container (s) for food storage		
Roll of plastic wrap or aluminum foil for protecting food		
UTENSILS AND EQUIPEMENT		
Serving spoons, spatulas, tongs, etc., and w rapped backup supply of utensils (4 sets)		
Adequate number of tables with washable surfaces		
Wiping cloths/ sponges for cleaning and sanitizing preparation and service areas		
Adequate supply of potable water for hand washing, food preparation and equipment cleaning		
Leak-proof containers/tanks for the storage of wastewater		
Ice container and ice scoop		
HANDWASHING FACILITY , CLEANING AND SANITIZATION		
Detergent, bleach and bucket		
Liquid soap in a dispenser and paper towels for hand washing		
Clean water container (s) with a spigot for hand washing		

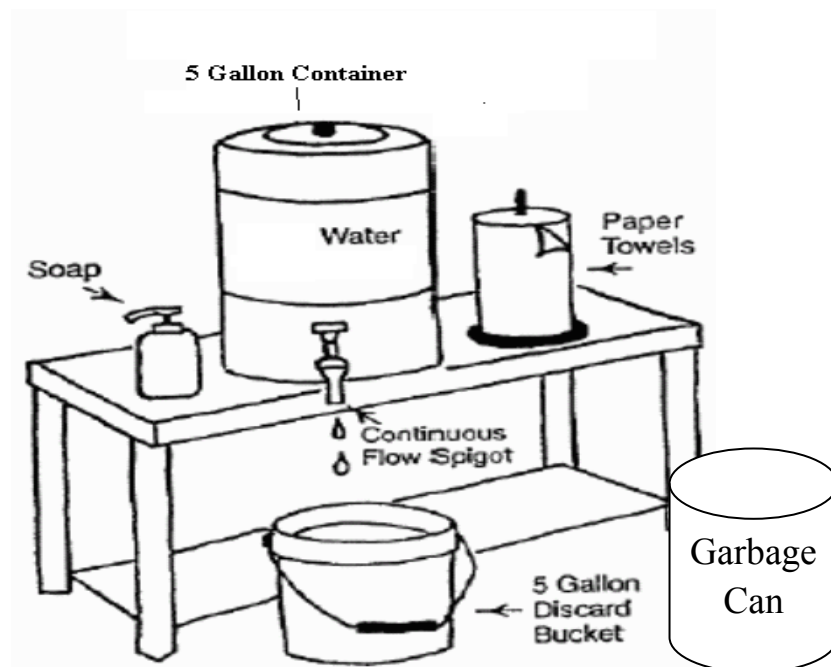
Appendix A

Special Events Check List for Food Vendor

FOOD HANDLER	YES	NO
Clean clothes and aprons must be worn at all times in the preparation area.		
Hairnets, caps or other hair restraints must be worn at all times while handling food		
No eating, drinking / smoking allowed in any food preparation area or where food is served		
SOLID WASTE MANAGEMENT		
Adequate supply of large plastic garbage bags		
Garbage containers must have tight fitting covers.		
STRUCTURAL REQUIREMENTS		
Floor: Concrete, Wood, Asphalt		
Roof: Zinc, Tarp		
For hand washing: Piped sink or a Temporary Hand Washing Station, liquid anti-microbial hand soap and paper towels.		
Waste Water: Disposed in sewerage system or in a holding tank on site.		
Power source/backup supply. e.g. generator, propane burner., etc		

APPENDIX B

Outline of How to set up a Temporary Hand Wash Station.



The temporary hand washing station shall consist of

- water in a container with a spigot that provides continuous flow of water during hand washing.
- Liquid anti-microbial hand soap
- Single use paper towel
- A bucket to collect—one which can be covered.
- A garbage bin for waste paper.

NOTE:

Hand Sanitizers do not replace the requirements for Temporary Hand Washing Station. They should only be used by non-food handlers i.e. cashier, busboy, garbage maintenance.

APPENDIX C

HOW TO MIX CHLORINE BLEACH SOLUTION

FOR

SANITIZING.

Equipment, Utensils and Surfaces	Ratio	Should Test to <u>Minimum</u> PPM	If Low / If High
Pots, Pans, Dishes and Utensils	2 ounces/ 5 gal- lons (~0.3%)	50-100 PPM	Add Bleach/ Add Water
Food Contact Surfaces	1.5 ounces/ 3 gallons (~0.4%)	100 PPM	Add Bleach/ Add Water
Food Pro- cessing Equipment	3.5 ounces/ 3 gallons (~1%)	200 PPM	Add Bleach/ Add Water

APPENDIX D

SAFE INTERNAL COOKING TEMPERATURES

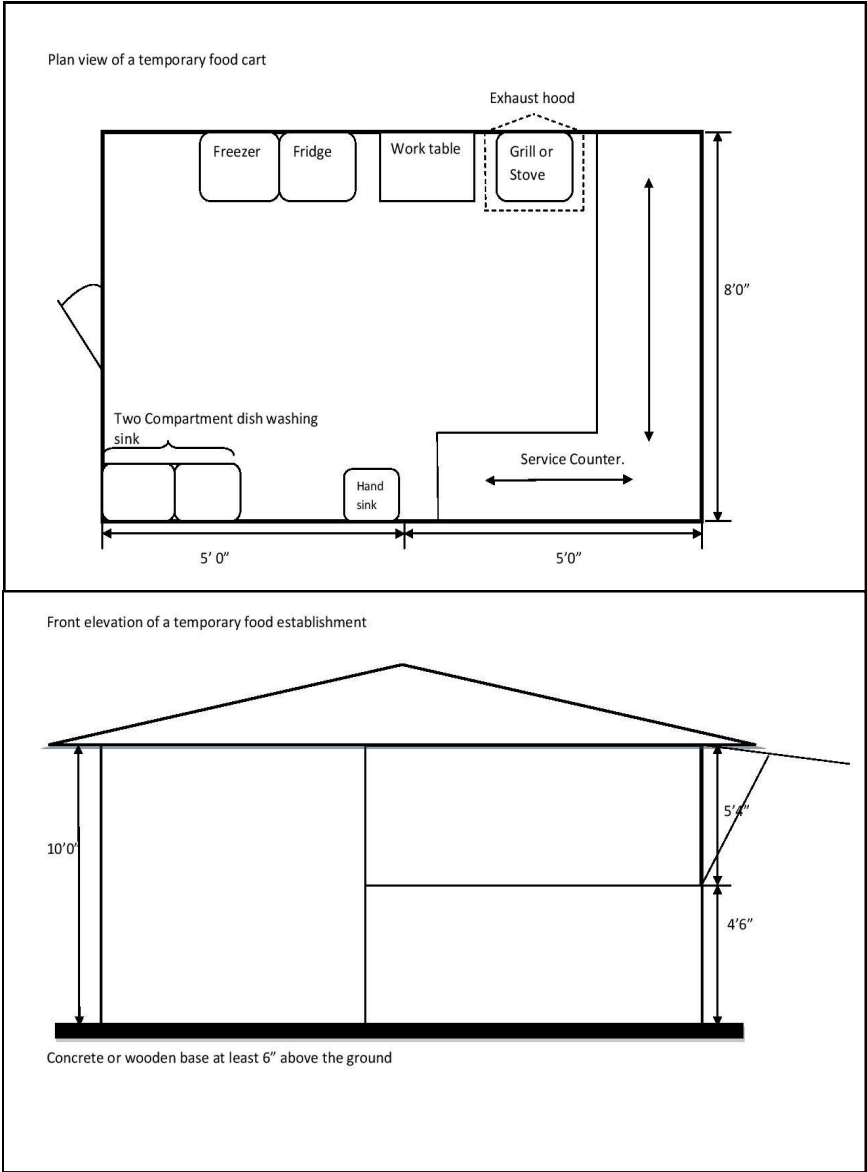
FOR POTENTIALLY HAZARDOUS FOODS

GROUND MEAT & MEAT MIXTURES	
Beef, Pork, Veal & Lamb	71 °C (160 °F)
Turkey, Chicken	74 °C (165 °F)
FRESH BEEF, VEAL, LAMB	
Medium Rare	63 °C (145 °F)
Medium	71 °C (160 °F)
Well Done	77 °C (170 °F)
POULTRY	
Chicken & Turkey, whole	85 °C (185 °F)
Poultry parts	74 °C (165 °F)
Duck & Goose	74 °C (165 °F)
Stuffing (cooked alone or in bird)	74 °C (165 °F)
FRESH PORK	
Medium	71 °C (160 °F)
HAM	
Fresh (raw)	71 °C (160 °F)
Pre-cooked (to reheat)	74 °C (165 °F)
EGG & EGG DISHES	
Egg dishes and casseroles	74 °C (165 °F)
SEAFOOD	
Fin Fish	70 °C (158 °F) For one minute. Flesh is opaque
Shrimp, Lobster & Crabs	74 °C (165 °F) flesh is pearly & opaque
Clams, Oysters & Mussels	shells open during cooking
Scallops	milky white or opaque & firm
LEFTOVERS & CASSEROLES	74 °C (165 °F)

APPENDIX E

SIMPLE PLAN VIEW OF A TEMPORARY

FOOD ESTABLISHMENT



APPENDIX F

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT SPECIMEN



Environmental Health Division
Ministry of Health & Social Development

Application for Registration & Licensing of Temporary Food Service Establishment.			
Name of Event: Music Festival			
Date	From May 25	To May 27, 2012	Opening Times 8 p.m.
Location/Site: Cane Garden Bay Beach			
Coordinator/Organizer: BVI Tourist Board		Phone: Home: 555-555	Work: 333-1111
		Cellular: 666-3333	
REGISTRATION APPLICANT			
Date of Application: April 30, 2012			
Name of Applicant/Owner: John T Public			
Address: Broad St, Cane Garden Bay			
E-mail: jtpublic@gmail.com	Phone	Home: 555-555	Work: 333-1111
		Cellular: 666-3333	
Associated Food Establishment (if applicable) or Name of residence where foods were prepped: Mario's Restaurant			
DO YOU HAVE A FOOD VENDING LICENSE? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, please attach a copy with this appli			
BOOTH			
Booth Name: Mario's Restaurant & Bar			
Type of Booth: Food or Drinks		Booth Number: 22	
<i>*Please list the names of ALL food handlers that would be employed for the event on the attached sheet of paper, also provide a copy of their food handler's certificate.</i>			
I (We),.....John T Public..... hereby apply for registration and licensed, and by this application agree to comply with the provisions of the Food Hygiene Regulations of 1972, in the operation of the business for which			
Signature(s).....Date:.....			
FOR OFFICIAL USE ONLY			
Date Application received 1-May-12		Received by E.H. Staff.	
Application :		Approved:	Denied: Conditional:



For further information please contact :
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