



**Island County Public Health**

Environmental Health – Food Safety Program  
 PO Box 5000 Coupeville, WA 98239-5000  
 (360) 678-8276 • Fax: (360) 679-7390  
 E-mail: [foodsafety@islandcountywa.gov](mailto:foodsafety@islandcountywa.gov)

## Temporary Food Establishment Checklist

Below is a checklist to review requirements for operating a temporary food establishment in association with an approved Special Event or Farmers Market. The checklist includes key requirements of [Island County Food Code](#) but does not cover all possible operational requirements. Refer to the Food Code for complete regulations.

**Instructions:**

Enter establishment name. Review and initial all sections of the checklist. Sign the checklist acknowledgement. Submit the attached checklist with your Temporary Food Establishment application.

Establishment Name: \_\_\_\_\_

Initials	Description	Requirements
	Event Approval and Licensing from Local Jurisdiction	Special event must be approved by local jurisdiction and required licenses for event site, food vendors, waste disposal, restrooms, fire suppression etc. must be obtained.
	Island County Permit Application	Island County temporary food establishment application must be properly completed and submitted with sufficient time to be received at least 14 days prior to the event start date. Incomplete applications will be returned.
	Island County Permit Fee	Island County temporary food establishment permit fee must be provided with application and submitted with sufficient time to be received at least 14 days prior to the event start date. Late submissions without late fee will be returned.
	Operational Hours	Island County inspections and permit issuance will occur during event and commissary operational hours. Permits may not be issued if establishment is not ready for inspection.
	WA State Food Worker Card	Person in Charge at the event must have a valid food worker card. Submit a copy of the valid food worker card with application.
	Approved Source/On Site Preparation	All foods must be purchased from an approved source on the same day of the event. Receipts must be made available upon request. No home prepared or stored foods will be approved for use.
	Approved Source/Off Site Preparation or Storage	All foods must be purchased from an approved source and must be stored in an approved commissary kitchen if not purchased the day of the event. Receipts must be made available upon request. An approved commissary kitchen must be used for off site preparation or storage.
	Commissary – Island County	Commissary section of the application must be completed to approve any off-site preparation or storage. The Island County permit number will be required to be included on the application. An approved commissary is required for any food preparation, cooking, cooling, ware washing, and storage that does not occur at the event location.
	Commissary – Outside of Island County	Commissary section of the application must be completed to approve any off-site preparation or storage. A completed commissary agreement and a copy of valid permit from the local jurisdiction is required to be submitted with application. An approved commissary is required for any food storage, preparation, cooking, cooling, and ware washing that does not occur at the event location.
	Approved Menu	All menu items being served at the event must be included on the application. Any menu additions or changes require written approval by Island County prior to the event. Failure to provide a complete menu may result in the permit not being issued.
	Employee Health	All food workers are required to report illness symptoms including vomiting, diarrhea, jaundice, and sore throat with fever to the person in charge. Food workers with these symptoms are required to be excluded from working at the event by the person in charge.
	Employee Hygiene	Food workers are required to wear clean clothing and suitable hair restraints. Food workers with cuts or wounds that can't be covered with a bandage and a glove are required to be restricted from handling food by the person in charge. Employee smoking, eating, or drinking must be completed in a designated area away from food service operations.
	Hand Washing Station	A continuous flow (gravity fed or plumbed) hand wash station with a minimum water capacity of 5 gallons, warm water, hand soap dispenser, disposable towel dispenser, trash can, and wastewater catch container will be required. The hand wash station is required to be operational before any food handling activities occur and remain operational for the duration of the event. No permit will be issued without a hand wash station.



**Island County Public Health**

Environmental Health – Food Safety Program  
 PO Box 5000 Coupeville, WA 98239-5000  
 (360) 678-8276 • Fax: (360) 679-7390  
 E-mail: [foodsafety@islandcountywa.gov](mailto:foodsafety@islandcountywa.gov)

Initials	Description	Requirements
	Hand Washing – When to Wash	<p>When to Wash Hands</p> <ul style="list-style-type: none"> <li>• After touching bare human body parts other than clean hands and clean, exposed portions of arms.</li> <li>• After using the restroom.</li> <li>• After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.</li> <li>• After handling soiled equipment or utensils.</li> <li>• During FOOD preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks.</li> <li>• When switching between working with raw food and working with ready to eat food.</li> <li>• Before donning gloves for working with ready to eat unless a glove change is not the result of contamination.</li> <li>• After engaging in other activities that contaminate the hands or gloves.</li> </ul>
	Hand Washing – How to Wash	<p>How to Wash Hands</p> <ol style="list-style-type: none"> <li>1. Rinse under warm running water</li> <li>2. Apply soap</li> <li>3. Rub together vigorously for at least ten to fifteen seconds while:           <ul style="list-style-type: none"> <li>○ Paying particular attention to removing soil from underneath the fingernails during the cleaning procedure</li> <li>○ Creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, fingertips, and areas between the fingers</li> </ul> </li> <li>4. Thoroughly rinse under clean, running warm water; and</li> <li>5. Dry hands using a disposable paper towel and use towel to turn off water</li> <li>6. Put on disposable gloves if handling ready to eat foods</li> </ol>
	Bare Hand Contact - Prohibited	Bare hand contact with ready to eat foods is prohibited. Limit contact with hands by using suitable utensils, wraps, etc.
	Cold Holding	Cold TCS foods must be always held at 41°F or lower. Improperly cold held foods will be required to be discarded.
	Cold Holding - Equipment	Enough equipment must be available to maintain foods at proper temperature and allow for separation of raw and ready to eat foods for the duration of the event. Turn on powered cold holding equipment as early as possible and do not place any TCS foods in equipment until it has reached temperature of 41°F or lower. Cold holding equipment may not be used for cooling at temporary events. No permit will be issued if insufficient equipment is available to properly cold hold TCS foods.
	Cold Holding - Transport	Transport in insulated containers supplemented by ice or ice blankets. Check temperatures of food upon arrival to ensure they are maintained at 41°F or lower.
	Hot Holding	Hot TCS foods must be always held at 135°F or higher. Improperly hot held foods will be required to be discarded.
	Hot Holding - Equipment	Enough equipment must be available to maintain foods at proper temperature while operating. Turn on powered hot holding equipment as early as possible and do not place any TCS foods in equipment until it has reached temperature of 135°F or higher. Hot holding equipment is not approved to reheat foods. No permit will be issued if insufficient equipment is available to properly hot hold TCS foods.
	Hot Holding - Transport	Transport in insulated containers. Check temperatures of food upon arrival to ensure they are maintained at 135°F or higher.
	Cooling	No cooling of foods is permitted at a temporary event. Foods in the process of cooling will be required to be discarded.
	Time Alone as a Public Health Control	Use of Time Alone as a Public Health Control requires written procedures and monitoring. Written procedures will be required to be submitted with application for approval. Foods held under Time Alone as a Public Health Control without approval will be required to be discarded.
	Cooking/Reheating – Temperatures	<p>Cooking Raw Animal Foods</p> <ul style="list-style-type: none"> <li>• Poultry: 165°F or higher for &gt; 1 second</li> <li>• Ground Meats, Eggs: 165°F or higher for &gt; 1 second</li> <li>• Whole Meats, Fish, and Seafood: 145°F or higher for 15 seconds</li> </ul> <p>Reheating for Hot Holding</p> <ul style="list-style-type: none"> <li>• Prepared Foods: 165°F or higher within two hours</li> <li>• Plant Foods: 145°F or higher</li> </ul>
	Cooking/Reheating Equipment	Suitable cooking equipment (grills, stoves, fryers, ovens, etc.) with enough capacity to support proposed operations and menu must be provided. Equipment must be cleanable and in good repair. No permit will be issued if insufficient equipment is available to properly cook foods.



**Island County Public Health**

Environmental Health – Food Safety Program  
 PO Box 5000 Coupeville, WA 98239-5000  
 (360) 678-8276 • Fax: (360) 679-7390  
 E-mail: [foodsafety@islandcountywa.gov](mailto:foodsafety@islandcountywa.gov)

Initials	Description	Requirements
	Thermometer	A calibrated probe thermometer is required to be maintained readily available for use to check internal temperatures of TCS Foods that are cold held, hot held, cooked, or reheated. Failure to provide a thermometer may result in the permit not being issued.
	Ware Washing Station	Unless a commissary kitchen is in use, a temporary ware washing setup is required to properly wash, rinse, and sanitize equipment or utensils that will be reused on-site or when an event operates for two or more consecutive days. Lack of a suitable ware washing station may result in the permit not being issued.
	Service - Utensils and Wares	In lieu of ware washing, an adequate number of suitable utensils may be provided to replace in-use utensils used to handle TCS foods at least every four hours. Wares (cups, plates, utensils, etc.) used by consumers may not be reused.
	Service – Consumer Self-Service	Consumer self-service is prohibited at temporary food establishments unless an approved plan has been submitted and written approval has been provided by Island County.
	Sanitizer	An approved sanitizer solution with approved test strips must be available. Wiping cloths must be stored in clean solution at the proper concentration.
	Storage	Store all foods and wares at least six inches off the floor. Store all foods in enclosed containers or with lids to protect from contamination.
	Water	Water used for hand washing, ware washing, and food/beverage preparation must be from an approved potable water source. Bottled water is permissible. Water obtained on site from an approved potable water supply must be obtained through an approved food grade hose with appropriate backflow prevention device.
	Liquid Waste	Suitable liquid waste containers must be provided to capture wastewater from hand sink, ware washing, and any grease generated on site. All liquid wasted must be disposed of in a sanitary sewer. All grease must be disposed in accordance with local requirements.
	Solid Waste	Suitable durable waste containers must be provided to allow for proper solid waste disposal for employees and customers. Use of cardboard boxes or liners alone is not approved.
	Chemicals	Only approved chemicals necessary for operation may be stored on site. All chemicals must be properly labeled and maintained separated from all food and food contact equipment.
	Public Barriers	Suitable barriers must be setup to protect food and equipment from contamination by the public and to prevent consumer injury from operations (cooking equipment, etc.). Nonfood workers are not permitted in operational areas.
	Floor Covering	Suitable smooth and easily cleanable floor coverings (tarps, mats, rolled tile, etc.) are required to be placed on ground in food service operational areas to protect foods and environment from contamination.
	Overhead Covering	Suitable overhead covering (tent, umbrella, etc.) must be provided to protect food and food contact equipment from environmental contamination.
	Restrooms	Suitable number of restrooms with designated hand wash stations must be provided for employee and consumer use.
	Power Supply	An adequate power supply must be provided to support use of powered equipment for the duration of the event. Power supplies should be available or setup in advance of scheduled operations to allow equipment to reach proper temperatures before operations are started.

I acknowledge that I have reviewed the Temporary Food Establishment checklist and understand that my establishment must comply with all applicable Food Safety requirements to have an Island County Temporary Food Establishment Permit issued.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_