

**SOUTH DAKOTA  
DEPARTMENT OF HEALTH**

**TEMPORARY FOODSERVICE  
REQUIREMENT CHECKLIST  
&  
APPLICATION**



**Office of Health Protection  
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Pierre, SD 57501  
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[www.doh.sd.gov](http://www.doh.sd.gov)**

**Temporary Foodservice:** 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.

The license fee for a temporary foodservice license is **thirty-eight dollars**. It is valid only for the event/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 may be conducted at each stand by a State Inspector with the Department of Public Safety or Department of Health.

**34-18-20. Nonprofit organizations and alcoholic beverage licensees exempt--Health requirements applicable.** Nonprofit organizations shall be exempt from the licensing and license fee provisions of this chapter. Establishments serving alcoholic beverages as defined in chapter 35-1 and who do not otherwise come within the definition of a food service establishment, temporary food service establishment, or mobile food service establishment shall be exempt from the licensing and license fee provisions of this chapter. Such exemption from the licensing and license fee provisions does not release the owner of such establishments from compliance with the public health requirements of this chapter and the rules and regulations of the department.

"Nonprofit organization," any governmental organization, church, fraternal, social, school, youth, or other similar organization that is organized and operated for a common good and not for the specific monetary gain of any person or persons;

## 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 of **thirty-eight dollars**.

### FOOD & 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/water. 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 135°F or above.

**THERMOMETERS:** Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature 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  $0^{\circ}\text{F} - 220^{\circ}\text{F}$ .

**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. Spigot must be capable of turning on for hands free operation. Push button spigots requiring finger pressure to operate are not approved.

**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 non-absorbent, 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 leakproof, non-absorbent containers which shall be kept covered with tight fitting lids. Garbage containers must be provided for consumer use. Garbage and rubbish must be removed as necessary to prevent a nuisance or health hazard.

## **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

Pork / Pork products - 145°F

Poultry - 165°F

Fish / Seafood - 145°F

Beef / Lamb - 145°F

**COOLING:** Cooked potentially hazardous foods shall be cooled from 135°F to 70°F or below within 2 hours and from 70°F to 41°F in 4 hours.

**REHEATING:** All leftover products shall be reheated to 165°F within 1 hour. 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 2 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. Keep products, utensils, and single service items covered to reduce insect contamination. If chemical insect sprays are necessary, they must be "Pyrethrin" based and used only outside the food booth.

**SOUTH DAKOTA DEPARTMENT OF HEALTH  
TEMPORARY FOOD SERVICE APPLICATION  
Fee - \$38.00 per stand per event.**

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Operator's Name Telephone Number

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Establishment Name

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Mailing Address City State Zip Code

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1. Event Stand Location & City Dates of Event

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2. Event Stand Location & City Dates of Event

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3. Event Stand Location & City Dates of Event

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

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2. On the back of this page, draw a sketch of the booth.

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3. Please provide any other pertinent information you deem necessary.

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I certify that the information provided is true and accurate. I have read and understand the attached requirements and agree that the above described temporary food service 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.

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APPLICANT'S SIGNATURE

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DATE

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Top View of Stand / Booth Layout**

DEPARTMENT COMMENTS:

Copy to Applicant:  In Person  Mailed

PERMIT NUMBER \_\_\_\_\_

APPROVED BY \_\_\_\_\_ Date \_\_\_\_\_