



# MONTGOMERY COUNTY HEALTH DEPARTMENT

**Montgomery County Health Department**

PO Box 311  
Norristown, PA 19404-0311  
610-278-5117  
Fax: 610-278-5167

**Pottstown Health Center**

364 King Street  
Pottstown, PA 19464  
610-970-5040  
Fax: 610-970-5048

**Eastern Court House Annex**

102 York Road, Suite 401  
Willow Grove, PA 19090  
215-784-5415  
Fax: 215-784-5524

---

## Montgomery County Health Department Temporary Food Facility Guidelines

*Division of Environmental Field Services*



# MONTGOMERY COUNTY HEALTH DEPARTMENT

**Montgomery County Health Department**  
PO Box 311  
Norristown, PA 19404-0311  
610-278-5117  
Fax: 610-278-5167

**Pottstown Health Center**  
364 King Street  
Pottstown, PA 19464  
610-970-5040  
Fax: 610-970-5048

**Eastern Court House Annex**  
102 York Road, Suite 401  
Willow Grove, PA 19090  
215-784-5415  
Fax: 215-784-5524

---

Dear Temporary Food Facility Operator:

This guideline is to inform you of the Montgomery County Health Department's licensing and inspection procedure regarding temporary food facilities.

A temporary food facility is one that operates for a period of no more than 14 consecutive calendar days in a fixed location and in conjunction with a single event, celebration or special event. These include but are not limited to fairs, festivals, carnivals or other transitory gathering or event.

A temporary food facility that operates no more than 3 calendar days within a calendar year is exempt from submitting an application but not from following the special event guidelines.

1. Read all information regarding requirements for Temporary Food Service Operations, Water Quality Management and Petting Zoos/Animal Exhibitors.
2. **Application for Temporary Food Service License:** Please submit application and applicable fees within ten working days prior to the event.
3. **Temporary Food Facility Fact Sheets (Three Pages):** Please complete the fact sheets and submit with the application as above. The fact sheets must be filled out by **EACH PARTICIPATING VENDOR**. Please make extra copies as necessary.
4. **Division of Water Quality Management:** Please submit application within ten working days.
5. **Requirements for food vendors:** An Environmental Health Specialist will contact you regarding the packet.

If you have any questions please do not hesitate to call our office. Phone numbers and locations are list above.



# MONTGOMERY COUNTY HEALTH DEPARTMENT

**Montgomery County Health Department**  
PO Box 311  
Norristown, PA 19404-0311  
610-278-5117  
Fax: 610-278-5167

**Pottstown Health Center**  
364 King Street  
Pottstown, PA 19464  
610-970-5040  
Fax: 610-970-5048

**Eastern Court House Annex**  
102 York Road, Suite 401  
Willow Grove, PA 19090  
215-784-5415  
Fax: 215-784-5524

---

## **DIVISION OF ENVIRONMENTAL FIELD SERVICES** **REQUIREMENTS FOR TEMPORARY FOOD SERVICE OPERATIONS**

- A. Food Protection – all food items must be obtained from an approved source and be properly protected from contamination at all times:
1. All booths/food service areas must have overhead protection canopy, tarp, tent, etc. If the wind presents a contamination hazard, then side protection/barriers may be required.
  2. All cooking, heating, and hot-holding equipment must be located away from the public for safety.
  3. No food may be displayed without being wrapped or enclosed by a properly designed sneeze guard.
  4. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be single-service portions.
  5. Equipment must be provided for proper storage of all food, ice, and food-related items off the ground at all times.
  6. On-site food preparation must be done away from the patrons to prevent contamination.
  7. All food items must be transported, stored, and served using food-grade, approved containers, utensils, and equipment.
- B. Cleanliness – all equipment, utensils, personnel, and area must be kept clean at all times:
1. Refuse containers must be provided for the operation, and for patrons.
  2. Handwashing facilities must be provided when food is being prepared. Provide a dispenser of water with a catch basin, dispenser of soap (no bar soap) and single service towels. Pre-packaged towelettes are acceptable only when prior approval has been obtained for non-food preparation operations.

Extra food handling utensils will be required, if approved ware washing facilities are not provided.



# MONTGOMERY COUNTY HEALTH DEPARTMENT

## Montgomery County Health Department

PO Box 311  
Norristown, PA 19404-0311  
610-278-5117  
Fax: 610-278-5167

## Pottstown Health Center

364 King Street  
Pottstown, PA 19464  
610-970-5040  
Fax: 610-970-5048

## Eastern Court House Annex

102 York Road, Suite 401  
Willow Grove, PA 19090  
215-784-5415  
Fax: 215-784-5524

---

C. Temperature Requirements – all food items must be held at proper temperatures at all times during food preparation, handling, storage, and display:

1. Forty-one degrees Fahrenheit (41°F) or below for refrigerated (cold) perishable food items.
2. Frozen foods must remain frozen.
3. One hundred thirty-five degrees Fahrenheit (135°F) or above for hot food items.
4. A proper thermometer must be provided to test the temperatures of the food items.

D. Ice – the use of block ice is not approved. All ice must be from an approved source and properly stored and used:

1. Refrigeration units (coolers, cans, bins) must be continuously self-draining to an appropriate wastewater-holding unit and drain so that no water accumulates in the refrigeration unit.
2. Ice used for cooling food or beverages may not be used for human consumption. Appropriate scoops/utensils must be provided for dispensing customers' ice.

## **Division of Water Quality Management** **Requirements for temporary food service operations**

The Division of Water Quality Management (WQM) Special Event application must be completed by the event coordinator/organizer. The application must be submitted no later than 2 weeks before the event date. The applicant and/or appointed representative shall accept full responsibility and/or liability for any information submitted in the application. Failure to comply may result in the closure of the event or issuance of non-traffic citations.



# MONTGOMERY COUNTY HEALTH DEPARTMENT

**Montgomery County Health Department**  
PO Box 311  
Norristown, PA 19404-0311  
610-278-5117  
Fax: 610-278-5167

**Pottstown Health Center**  
364 King Street  
Pottstown, PA 19464  
610-970-5040  
Fax: 610-970-5048

**Eastern Court House Annex**  
102 York Road, Suite 401  
Willow Grove, PA 19090  
215-784-5415  
Fax: 215-784-5524

---

## **Requirements for Petting Zoo's/Animal Exhibitors**

- A. All exhibitors must be in strict compliance with local, state, and federal guidelines regarding animal exhibits, including compliance with the Pennsylvania Department of Agriculture and the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS).
- B. Montgomery County Health Department (MCHD) does not recommend, inspect or approve venues where the public has contact with animals. Please see the below mentioned websites/contacts to assist you in proper licensing and/or registration requirements. Also information on reducing the risk for transmission of enteric pathogens at petting zoos, open farms, animal exhibits, and other venues where the public has contact with animals.
- C. This information is intended to clarify the MCHD's stance with regard to petting zoo's, animal exhibits, and/or any public venue where people may come into contact with animals, animal waste or byproduct. Please do not hesitate to contact the MCHD if you have any questions. The locations and phone numbers of our three centers are noted above.

Contact information:

**Animal Care Regional Offices**  
**USDA, APHIS, AC**  
**920 Main Campus Drive**  
**Suite 200, Unit 3040**  
**Raleigh, NC 27606**  
**Phone number – 919-855-7100**  
**Fax – 919-855-7123**  
[www.aphis.usda.gov](http://www.aphis.usda.gov)

**Centers for Disease Control and Prevention**  
**1600 Clifton Rd, Atlanta GA 30333, U.S.A.**  
**Switchboard: (404) 639-3311**  
**Public Inquiries: (404) 639-3534**  
**(800) 311-3435**  
[www.cdc.gov](http://www.cdc.gov)